



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: HUMAN SERVICES

DATE: MAY 1, 2018

TIME: 9:00 A.M.

Committee Members

- B. Donohue, Chairman
- M. Walker, Vice Chairman
- D. Babbitt Henry
- I. Davis
- M. Falk
- D. LeFeber
- D. Mahus

## 9:00 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 GRANT AWARD CONTRACT FOR THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH: NEW YORK STATE DEPARTMENT OF HEALTH

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following grant award 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:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>New York State Department of Health</b> Corning Tower Empire State Plaza Albany, NY 12237 For: Tobacco Enforcement Program	4/1/18-3/31/23	\$33,373.00/year

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
New York State Department of Health	Not to exceed \$10,500.00 for 2018	Yes X No

Director's Comments: This contract allows us to perform services for the New York State Department of Health to enforce provisions of the ATUPA program. Cigarette Sales Clerk training courses are provided to educate clerks on the law and ways to prevent sales to minors. Compliance checks are also conducted to test establishments programs to prevent cigarette sales to minors.

#### 2. PROCLAIMING THE WEEK OF MAY 6-12, 2018 AS NURSES WEEK

WHEREAS, the delivery of the best quality nursing care to all residents is the function of the Livingston County nursing staff, and

WHEREAS, the Livingston County Board of Supervisors salutes the LPNs, RNs, Nurse Practitioners, Nurse Midwives and Advanced Practice Nurses for their leadership and contributions to the health care of Livingston County residents, and

WHEREAS, the nurses in "our neighborhoods" are employed in a variety of areas where their expertise is in specialized skilled nursing services have the ability and knowledge to coordinate services to meet individual needs.

WHEREAS, the Adult Day Health Care, Center for Nursing and Rehabilitation, Hospice, Immunization Programs, Livingston County Jail, Mental Health, Lead Program, Early Intervention, Children with Special Health Care Needs, Maternal Child Health Team, Preschool, WIC Program, Foster Care, Communicable Disease and the Reproductive Health Center are the "neighborhoods" where nurses provide care to children, adolescents, adults, seniors, the sick, and the terminally ill, now therefore be it



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RESOLVED, that the Livingston County Board of Supervisors recognizes the contributions of the Livingston County's nursing staff, and does hereby proclaim the week of May 6-12, 2018 as Nurses Week.

### Informational Item(s) Written Only

- Environmental Health is working with the Board of Health and County Attorney to fortify our position in responding to garbage complaints. This will include a training session with local Code Enforcement Officers on our purview under the County Sanitary Code with respect to local responsibilities under the Property Maintenance Code.
- Continue to focus on a Chronic Disease Prevention initiative entitled Be Well in Livingston (Nunda)- monthly steering committee meetings to develop and implement strategic plan for 2018-2019, Community Kick Off Event in 2018, develop and implement media and outreach plan for 2018. Be Well banner and window clings are being placed throughout the community.
- Completed CHANGE assessment with Nunda Lumber, discussion re: policy change including paid time off for colon cancer screening and adopted a healthy food and beverage options policy (nutrition) with evaluation to follow, LC Planning Dept. created walking routes for employees which included Kiwanis Park, purchased exercise station to be placed in the Nunda park, evaluation to follow- CHIP objectives.
- Healthy Living Livingston - Cancer Prevention sessions which focus on nutrition and physical activity began in April in Nunda.
- Coordinating re-accreditation efforts - submitted documents/application.
- Coordinated and presented Livingston County State of the County Health Report in recognition of National Public Health Week, nine speakers and 30 attendees.
- Coordinated Finger Lakes Exercise, 54 participated, MRC, Lifetime Care and U of R Medicine/ Noyes Health assisted with exercise.
- Media and outreach regarding National Infant Immunization Week, STI Awareness Month and Finger Lakes Exercise/Drill (flyers, email health flashes and social media posts).
- Weekly flu update to healthcare providers.
- Assisted with coordination of Child Abuse Prevention Month Training - to include Human Trafficking.
- Outreach efforts re: RHC - display table at SUNY Geneseo on a monthly basis to increase awareness and utilization of RHC services among SUNY Geneseo students and bar outreach with condoms and RHC services throughout the county, monitoring RHC client data for increases/trends.
- Planning/coordinating SHAPE 5K event.

### **9:10 DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE (1 Attachment)**

#### 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 NAME): DONALD J. CORBETT ADOPTION AGENCY, ENCOMPASS RESOURCES FOR LEARNING, INC., HILLSIDE CHILDREN'S CENTER & TELETASK, 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, and any future amendments to said contract, 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>Donald J. Corbett Adoption Agency</b> 274 North Goodman St., Suite D103 Rochester NY 14607	1/1/18-12/31/18	Support Services - Children \$750.00/month; Children & Families \$1,200.00/month; Youth Skill Building \$750.00/month



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For: Adoption Transition Support Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
IV-E EAF or Foster Care Block Grant	25-50%	Yes X No

**Encompass Resources for Learning, Inc.** 7/1/18-6/30/19 \$143,928.00

275 Pinnacle Rd.  
Rochester NY 14623

For: Preventive Services Program in the form of Educational Support in the Dansville School District

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

**Hillside Children's Center** 6/1/18-5/31/19 \$27,500.00

1183 Monroe Ave.  
Rochester NY 14620

For: Preventive Services Program in the form of Youth Court

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

**Teletask, Inc.** 5/1/18-4/30/19 \$5.00/1,000 points

8066 Sunset Ave., Suite 101  
Fair Oaks CA 95628

For: Web-based messaging services for appointment reminders

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

Director's Comments:

Teletask will allow county staff to continue to use the Health Messenger, a web-based service that provides the means to remind/recall/alert patients and clients about a wide range of services such as due dates and appointments. The mode of delivery of these messages is text, voicemail, email, each having a different point value. The pricing structure allows the County to buy points thereby allowing flexibility in the manner in which these messages are sent.

## 2. AUTHORIZING THE COMMISSIONER OF THE LIVINGSTON COUNTY DEPARTMENT OF SOCIAL SERVICES TO SIGN THE FOLLOWING CONTRACTS: DONATED FUNDS AGREEMENTS (2)

RESOLVED, that the Commissioner of Social Services is hereby authorized to sign the following contracts for the Livingston County Department of Social Services, and any future amendments to said contract, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Donated Funds Agreement</b>	N/A	\$54,142.00

For: Agreement authorizing DSS to accept donated funds from private sources to provide the local share of Preventive Services.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Education Success Foundation	0%	Yes X No

**Donated Funds Agreement** N/A \$11,000.00

For: Agreement authorizing DSS to accept donated funds from private sources to provide the local share of Preventive Services.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Hillside Children's Foundation	0%	Yes X No

## 3. PROCLAIMING THE MONTH OF MAY AS FOSTER CARE MONTH

cc: BOS, Administration, Shannon Hillier, Frank Bassett, Jennifer Rodriguez, Diane Deane, Sue Carlock, Jason Skinner, Ryan Snyder



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WHEREAS, May is National Foster Care Month, a time to recognize the role each of us plays in the lives of children in Foster Care; and

WHEREAS, the people of this county have a longstanding tradition of opening their hearts and homes to children in need of a stable and permanent setting; and

WHEREAS, foster care is an essential component and a practical means by which to provide children with a safe and loving home; and

WHEREAS, Livingston County is in need of more families willing to become resources for youth in our Community by becoming a Foster Parent, a Respite Resource, a volunteer or mentor; and

WHEREAS, interested Livingston County citizens can contact the Livingston County Department of Social Services to learn more about becoming foster parents; and

WHEREAS, devoted foster parents continually strive to improve the quality of life for the children in their care, make a lasting impact in a child's life; and

WHEREAS, it is important to recognize the valuable contributions of concerned, caring and compassionate foster parents; now therefore be it

RESOLVED, that the Livingston County Board of Supervisors does hereby proclaim May 2018 as Foster Care Month in Livingston County.

### Informational Item(s) Written Only

1. Statement of Appropriations (Monthly) (March) – Attached
2. Statistics (Monthly) (March)

<b>Temporary Assistance Cases (TA):</b>	<b>Mar</b>	<b>% Change from Jan 1</b>
Family Assistance	280	-4.44%
Safety Net	311	-0.32%
<b>Total</b>	<b>591</b>	<b>-2.31%</b>

<b>Medicaid Cases (MA):</b>		
Community	1649	-0.18%
Chronic Care	234	-3.31%
Foster Care	147	-3.92%
SSI	1273	0.00%
<b>Total</b>	<b>3303</b>	<b>-0.51%</b>

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

<b>Cases In Transit</b>	33
<b>NYSOH</b> Waiting for #	
<b>Livingston County DSS</b>	4928
<b>Total</b>	<b>4961</b>

<b>Food Stamp Only Cases:</b>	2355	-1.38%
<b>SSI Food Stamp Cases:</b>	828	0.36%
<b>Child Care Cases:</b>	149	0.00%

**Clients thru the lobby:** 1171

### **Housing - Homeless Caseload:**

Diversions	16
Housed	32



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	<b>Total</b>	<b>48</b>	
Total Nights		<b>525</b>	
Singles		479	
2 Adults		12	
Families		34	
Total Clients in Temp. Housing at end of month		17	
Clients entering Temp. Housing & remaining in the month		12	
<b>Section 8 Vouchers Leased Up:</b>		520	
<b>Child Support:</b>			
Caseload Count		3,468	
Dollars Collected		\$760,479	
<b>Protective Services for Adults (PSA):</b>	56		<b>5.66%</b>
<u>Financial Mgmt</u>		44	
<u>Home Mgmt</u>		42	
<u>Personal Care</u>		<b>35</b>	
Level I		8	
Level II		22	
Level I pending		5	
<u>Guardianship Cases</u>		6	
Awaiting discharge		3	
Pending		1	
Assessment assists		54	
<b>Preventive Services:</b>	70		<b>0.00%</b>
<u>Probation caseload</u>		33	<b>37.50%</b>
<u>School based consults</u>		223	
<u>School based active</u>		0	
<u>TASA (Case Management for Pregnant/Parenting Teens) Active</u>		0	
<b>Child Protective Services (CPS):</b>			
<b>New Assignments</b>		55	
<b>Foster Care</b>		<b>63</b>	
Foster Children - DSS Custody		35	<b>-2.78%</b>
Adoptions		1	

3. Employees hired, resigned or retired in April:

Gretchen Micheaux	Resigned	Caseworker	4/27/18	Geneseo
Penny Lauko	Seasonal Position Ended	HEAP Examiner	4/27/18	Leicester

**9:20 CENTER FOR NURSING & REHABILITATION – FRANK BASSETT**

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



**LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE**

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**1. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION – RONCO COMMUNICATIONS & ELECTRONICS, INC.**

WHEREAS, the Livingston County Center for Nursing and Rehabilitation has a nurse call communications system that was designed, installed and has been supported by Ronco Communications & Electronics, Inc. since occupancy of the Center in 2005, 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>
<b>Ronco Communications &amp; Electronics, Inc.</b>	N/A	\$55,327.00
595 Sheridan Drive		
Tonawanda, NY 14150		
For: Upgrade wireless nurse call communications system		

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

Director's Comments: Ronco to provide and install fifty five (55) Spectralink 8440 Wireless Telephones and accessories to replace Spectralink Telephones PTX150 and PTX 151 series due to obsolescence. The manufacturer discontinued production and support of the existing series phones. Secondary market supplies have become limited. The replacement is essential to preserving continuity of nurse call communications in compliance with regulatory requirements.

**2. PROCLAIMING THE WEEK OF MAY 13-19, 2018 AS NURSING HOME WEEK IN LIVINGSTON COUNTY IN CELEBRATION OF OLDER AMERICANS' MONTH:**

WHEREAS, we as Americans experience aging as the natural order of life, live longer than at any time in the past, and seek to maintain our highest level of physical function in periods of infirmity; and

WHEREAS, nursing homes at the local, state and national level provide skilled nursing and rehabilitative care for injured, disabled, or sick persons who require chronic or restorative nursing care; and

WHEREAS, the nursing homes in Livingston County provide a high quality of care and services to meet the needs of Livingston County residents and the greater community, and

WHEREAS, nursing homes are a vital component of the local economy providing employment and economic activity beneficial to the community, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors proclaims May 13-19, 2018 as Nursing Home Week in Livingston County in honor of the valuable contributions Livingston County's nursing homes and their staffs make to the quality of life of our county.

**3. AWARDING BID FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR THE DIALYSIS EXTENSION CLINIC, PT/OT RENOVATION AND AMBULANCE ENTRANCE CANOPY PROJECT – GENERAL CONTRUCTION – KIRCHER CONSTRUCTION, INC.**

WHEREAS, after the proper legal advertisement seeking bids for the Dialysis Extension, PT/OT Renovation and Ambulance Canopy project, three bids were received and opened on April 24, 2018, 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>Kircher Construction, Inc.</b>	N/A	\$860,000.00



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3090 Mt. Morris Geneseo Road  
Mt. Morris, NY 14510  
For: General Construction Services

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

Director's Comments:

Kircher Construction was the low bidder to provide general construction services for the primary construction project (\$680,000) as well as Alternate #1-Ambulance Entrance Canopy (\$180,000).

**4. AWARDING BID FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR THE DIALYSIS EXTENSION CLINIC, PT/OT RENOVATION AND AMBULANCE ENTRANCE CANOPY PROJECT – ELECTRICAL – CONNORS-HAAS, INC.**

WHEREAS, after the proper legal advertisement seeking bids for the Dialysis Extension, PT/OT Renovation and Ambulance Canopy project, three bids were received and opened on April 24, 2018, 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>Connors-Haas, Inc.</b> 6337 Dean Parkway Ontario, NY 14519 For: Electrical Services	N/A	\$114,865.00

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

Director's Comments:

Connors-Haas was the low bidder to provide electrical services for the primary construction project (\$111,258.) as well as Alternate #1-Ambulance Entrance Canopy (\$3,607.).

**5. AWARDING BID FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR THE DIALYSIS EXTENSION CLINIC & PT/OT RENOVATION PROJECT – MECHANICAL – JOHN W. DANFORTH COMPANY**

WHEREAS, after the proper legal advertisement seeking bids for the Dialysis Extension, and PT/OT Renovation project, two bids were received and opened on April 24, 2018, 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>John W. Danforth Company</b> 930 Old Dutch Road Victor, NY 14564 For: Mechanical Services	N/A	\$134,700.00

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

Director's Comments:

John W. Danforth Company was the low bidder to provide mechanical services for the primary construction project.



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**6. AWARDING BID FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR THE DIALYSIS EXTENSION CLINIC & PT/OT RENOVATION PROJECT – PLUMBING – JOHN W. DANFORTH COMPANY**

WHEREAS, after the proper legal advertisement seeking bids for the Dialysis Extension, and PT/OT Renovation project, one bid was received and opened on April 24, 2018, 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>John W. Danforth Company</b>	N/A	\$161,600.00

930 Old Dutch Road  
Victor, NY 14564  
For: Plumbing Services

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

Director's Comments:

John W. Danforth Company was the sole bidder to provide plumbing services for the primary construction project.

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

**1. FINANCIAL/OPERATIONAL UPDATES:**

- a.) Occupancy - As of April 24, 2018 occupancy was 93.6% for the month, YTD 94.4%.
- b.) Cash Flow - The CNR's Cash Flow Report as of April 23, 2018 reflects \$24,914,597.00 in reserves.
- c.) Budget Variance - The February 2018 budget variance report will be distributed and discussed at the committee meeting.

**Informational Item(s) Written Only**

- 1. Reports - Absenteeism, Mandation, FMLA, Payroll Performance, Work Related Injuries, Report Card
- 2. Nurse Aide Training – Nineteen participants completed the Nurse Aide Training Program. Of the nineteen that completed the training, 16 of the Nursing Assistants were offered employment in the CNR pending their successful completion of their clinical examination(s).  
Current FT Nursing Assistant vacancies are: Night Shift – 8, Evening Shift – 8, Day Shift – 1.
- 3. Nurse Recruitment – The CNR has recruited 1 Full Time Evening Charge RN, and 1 Full Time Charge RN has transitioned to a Per Diem position. A current employee, a Per Diem evening shift C.N.A., has received her LPN licensure, and has transitioned to a Part Time evening shift LPN.  
There are currently 5 Full Time and 4 Part Time evening shift LPN and 1 Part Time day shift vacancies.
- 4. EPC Project Activities – 1. The installation of the shower room occupancy controls have been completed throughout the Center. 2. The kitchen hood controls installation is complete. 3. The walk-in freezer and cooling controls are completed. 4. The building envelope air sealing project is in process. 5. The lighting system upgrade contractors have been on site and a schedule has yet to be developed.
- 5. Director of Fiscal Services retirement – Initial applications have been received, however, the status of the initial applicants are in the process of being qualified through Personnel. Post receipt of approved applicant(s), Supervisor Dan Pangrazio and Supervisor Brenda Donohue will assist the Center's Administration in the interviewing process.
- 6. Personal Care Assistants (PCA's) – The Center has restored the use of PCA's to assist on Neighborhood. The PCA's presence will provide an improved ability for Nursing Assistants to meet resident care needs. They assist in meal services, resident wheelchair transport, answering of call bell lights, light





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housekeeping duties, and improve the Center's ability to provide individualized hospitality services to the residents and patients we serve. Currently, there are 3 PCA's in our employ, proposed to expand to an additional 17 part time positions.

7. United Way Campaign – To date, the Center has raised \$2,223.00 in special events, in addition to individualized pledging.

8. Frank Bassett, the Director of Long Term Care has announced his planned retirement (see enclosed). May 1, 2018, Stephen Woodruff, Deputy Director of Long Term Care, will assume the duties and responsibilities of Administrator of Record (A.O.R.). Staff meetings have been conducted with all shifts to discuss the transition process and Mr. Bassett's retirement. Additional meetings will continue during monthly Neighborhood Team Meetings, Resident Council, and Family Council to address any questions or concerns regarding same.

## 9:35 WORKFORCE DEVELOPMENT – RYAN SNYDER

### Action Item(s) To Be Reported

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR LIVINGSTON COUNTY ON BEHALF OF GLOW WDB: GENESEE FINGER LAKES REGIONAL PLANNING COUNCIL, LIVINGSTON COUNTY WORKFORCE DEVELOPMENT, GENESEE COUNTY JOB DEVELOPMENT, ORLEANS COUNTY JOB DEVELOPMENT & WYOMING COMMUNITY ACTION, INC. (2)**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for Livingston County on behalf of GLOW WIB, and any future amendments to said contracts, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Genesee Finger Lakes Regional Planning Council</b> 50 West Main Street, Suite 8107 Rochester, New York 14614	7/1/18-6/30/19	\$6,000.00
<b>Livingston County Workforce Development</b> 6 Court Street, Room 105 Geneseo, New York 14454	7/1/18 - 6/30/19	\$130,500.00
<b>Genesee County Job Development</b> 587 East Main Street, Suite 100 Batavia, New York 14020	7/1/18 - 6/30/19	\$115,185.00
<b>Orleans County Job Development</b> 14016 Route 31 West, First Floor Albion, New York 14411	7/1/18 - 6/30/19	\$97,095.00
<b>Wyoming Community Action, Inc.</b> 6470 Route 20A Perry, New York 14530	7/1/18 - 6/30/19	\$106,250.00
<b>Wyoming Community Action, Inc.</b> 6470 Route 20A Perry, New York 14530	7/1/18 - 6/30/19	Up to \$230,000.00

For: The provision of WIOA services in the GLOW region

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Federal WIOA Funds	\$0	Yes

### Informational Item(s) Written Only

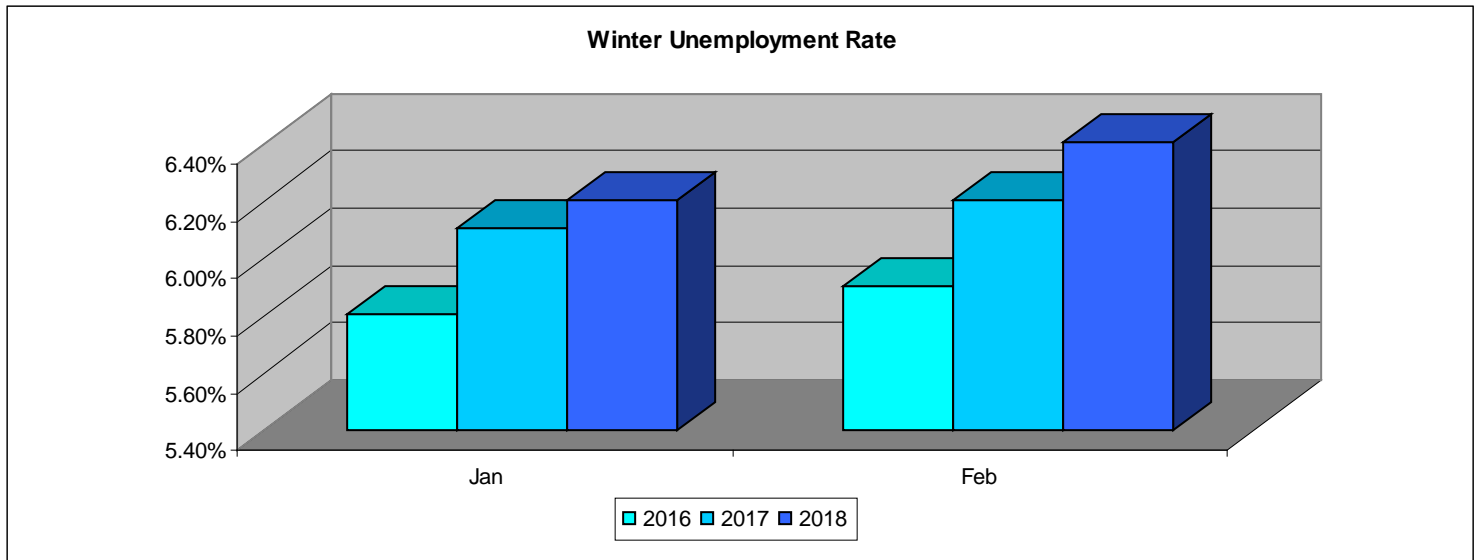
Livingston County Unemployment Rate



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*The unemployment rate for January/February has been steadily increasing over the past two years.*



## Department Activity Report

Activity	March 2018
Positions with Openings	141
Total Openings (including multiple vacancies)	302
Clients in High School Equivalency Education	5
Workshop Participants	75
Jail Workshop Participants	4
Youth in Paid Work Experience	8
Adults/Youth in Training	29
Industry Certifications Earned	3

## Program Report

CNA Graduation - 20 Nursing Assistants graduated April 18th. The graduates are in various stages of entering employment with the CNR.

Community Center - Johnson Consulting held two full days of stakeholder meetings in April as the launch of their feasibility study. A public survey is in development to collect input from the community.

Job Fair - More than 30 employers have registered and 7 school districts are confirmed to take part in a May 30th job fair being held at Lakeville Training Grounds.

Summer Employment - Applications for income eligible youth are being collected until 5/14. Worksites are needed in every town. Contact us if you have a summer project for a youth.

Work Crew - The public assistance work crew is preparing to resume this summer in coordination with the Central Services Division.

New Workshops - Workforce Development will begin hosting regular workshops targeted to mature workers and non-English speakers.



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## 9:40 OFFICE FOR THE AGING – SUE CARLOCK

### 1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY OFFICE FOR THE AGING – CATHOLIC CHARITIES OF LIVINGSTON COUNTY

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Office for the Aging, and any future amendments to said contract for the Livingston County Office for the Aging, 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>Catholic Charities of Livingston County</b>	4/1/18-3/31/2018	Maximum of \$4,500.00

34 East State St.

Mt. Morris, NY 14510

For: Faith in Action Program - Volunteer Transportation Coordination

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
CSE	25%	Yes X No

Director's Comments: For expenses related to coordination of Volunteer Medical Transportation for older Livingston County adults. No additional match funds are requested; funds are in budget for transportation.

### 2. AMENDING A PORTION OF RESOLUTION 2017-398

WHEREAS, Resolution No. 2017-398 authorized the Chairman of the Board of Supervisors to sign various contracts for the Livingston County Office for the Aging, and

WHEREAS, resolution 2017-79 authorized a contract with Livingston Health Services/UR Medicine/Noyes Health for Health Promotion Activities in an amount of \$4,100, and

WHEREAS, Office for the Aging needs to increase the amount to \$6500.00 to add additional funds for administration of the Home Safe Home program due to need; now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign a contract amendment for the Livingston County Office for the Aging, 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>Livingston Health Care System, Inc.</b>	1/1/18-12/31/18	\$6,500.00

**Nicholas H. Noyes Memorial Hospital**

111 Clara Barton St.

Dansville, NY 14437

For: Evidence-Based Health Promotion/Fall Prevention Activities

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
IIID, IIIB	10%	Yes X No

Director's Comments: IIIB funds will be used to fund Home Safe Home. This program provides a home assessment for falls risk as well as making minor home modifications to reduce risk.

Program Updates:

## Served Client Summary

Livingston

01/01/2018 and 03/31/2018

Report Run Date: 04/18/2018



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

## Service Type Summary

Service Type	Jan – March 2018
Caregiver Services	99 contacts/51 caregivers
Case Management	612 hours/221 individuals
Congregate Meals	6,168 meals/177 participants
Health Promotion Services	297 contacts
Home Delivered Meals	12,317 meals/260 participants
Information & Assistance	547 contacts
Legal Services	75 hours
Nutrition Education	1,093 contacts
Personal Care	1,359 hours/ 30 clients
PERS Personal Emergency Response System	397 individuals
Transportation	1,197 one-way rides

Seniorama – May 5, 2018, 1:30 PM York Central School

### 2018 Honorees:

TRIAD Community Service Award: Catholic Charities – Faith in Action

Center for Nursing and Rehabilitation Honorees: Emily Wilcox

Town of Avon: Geraldine Brewer

Town of Caledonia: Henry Granberg

Town of Conesus: Dale and Brenda Eddy

Town of Geneseo: Dr. Myrtle A. Merritt

Town of Groveland: Theodore J. and Linda Linsner

Town of Leicester: Carol Griffen

Town of Lima: Bruce Mayer

Town of Livonia: Dan and Margaret Downey

Town of Mount Morris: Timothy P. Howe

Town of N. Dansville: David and Dorothy Hotchkiss

Town of Nunda: Lulona “Lu” Pierce

Town of Ossian: David and Terry Walker

Town of Portage: Don Claud

Town of Sparta: Norma L. Sheasley

Town of Springwater: Judy Tripp-Neu

Town of West Sparta: Rick Pfaff

New York State Older New Yorker Day Recognition Honorees:

Dianne Acomb and Doris Marsh

### Other updates:

Shelf stable food was delivered to all home delivered meal participants in April 2018.

April is Volunteer Appreciation Month. Several events were held to honor volunteers:



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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Senior Corps. National Service Recognition Day was commemorated with events at all three congregate sites.

Volunteer drivers for Faith in Action were recognized at a luncheon on April 20<sup>th</sup>; this was a joint effort of Catholic Charities, Veteran’s Services, Office for the Aging, and the Retired Senior Volunteer Program.

Foster Grandparent Recognition event was held on April 24, 2018.

A staff member from AIM Independent Living Center is in training and will be working at our office in the future two days per week to assist with the NY Connects program.

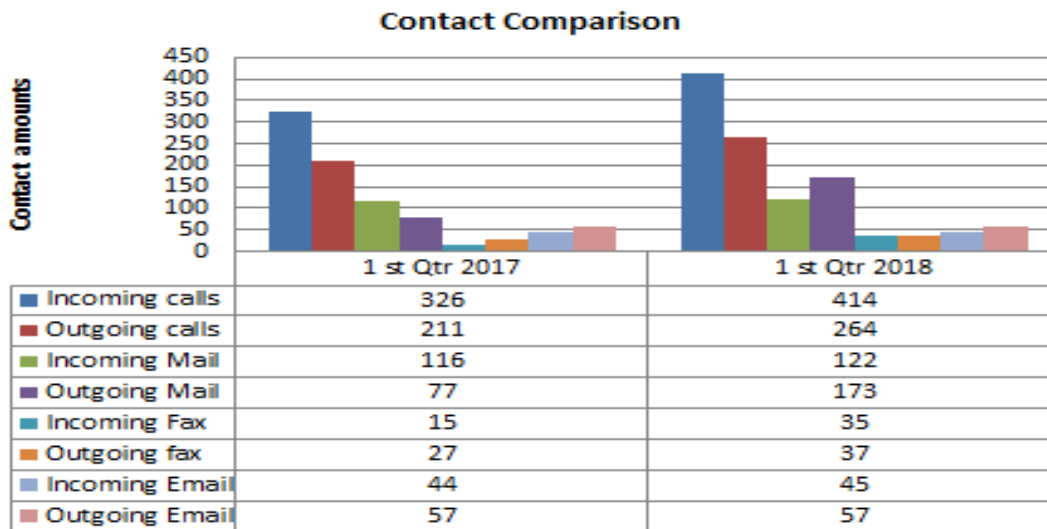
Foster Grandparent renewal application was submitted and is being reviewed.

New York State Office for the Aging representatives will be on site June 14<sup>th</sup> and 15<sup>th</sup> for a fiscal audit. This happens every 3 years.

Positive results on both the state and federal levels were achieved through advocacy efforts. Livingston County Office for the Aging Advisory Council members were very active with advocacy this year.

## 9:45 ADJOURNMENT

### VETERAN’S SERVICES AGENCY – JASON SKINNER Informational Item(s) Written Only



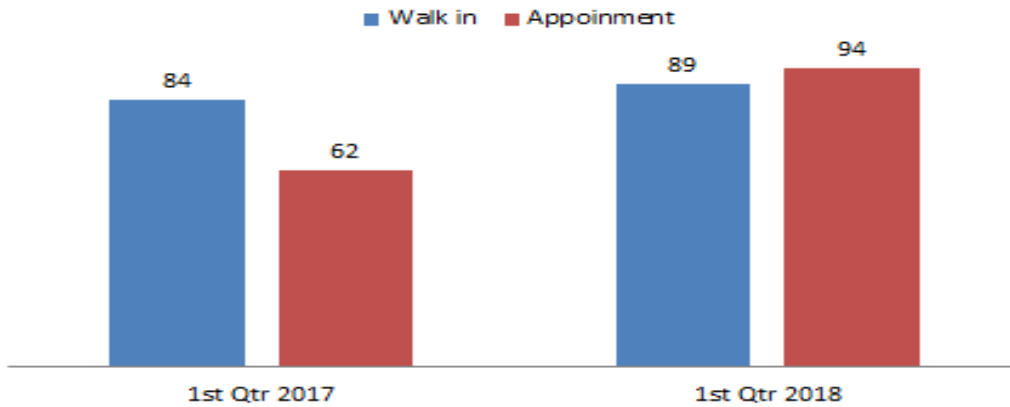
Contacts to the office have increased. These extra calls in are being answered by our new employee Lisa Miller. Many Veterans are pleased to talk to someone immediately to schedule an appointment.



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

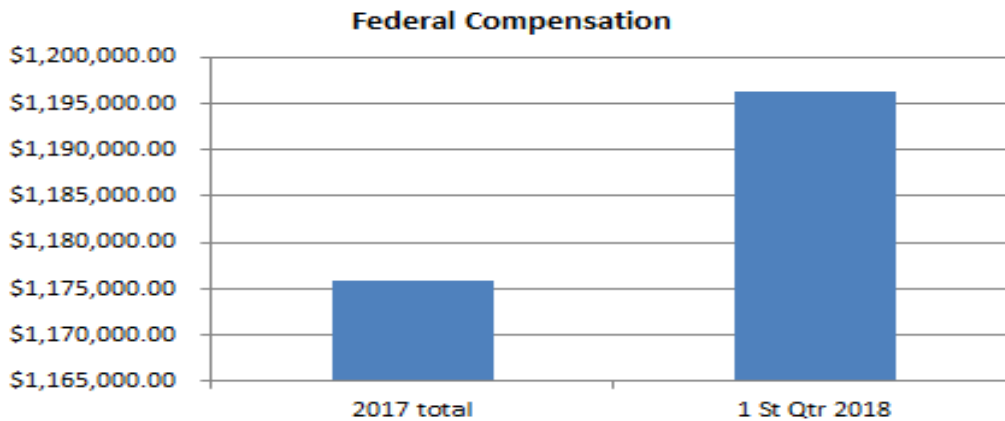
Livingston County Government Center, Geneseo, New York 14454 585.243.7030

## Office Visits 146 vs 183



Scheduling has improved our ability to manage our time more efficiently.

## Disability and Pension Awards



We have had over \$20,000.00 more in awards in the first quarter than all of last year.

**This total is \$1,175,976.80 last year and \$1,196,361.92 in the first quarter.**

We have attended multiple meetings this quarter.

1. Batavia State Nursing Home with the New York State Department of Veterans Affairs to discuss common goals.
2. Batavia NY VA Medical Center for the County Veterans Service Officer Association Meeting and training with the Medical Center Director.
3. Canandaigua VA Medical Center for the Finger Lakes Advocacy Council to discuss privatization of the VA medical centers. I was there to insure that rural veterans are considered in future decisions as it pertains to access to care.



## **LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE**

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

4. Two meetings with the Office for the Aging discussing home based primary care options for veterans.
5. The Suicide Prevention council to discuss three trainings for veterans groups throughout the year.
6. Honoring the volunteer drivers of Catholic Charities Faith in Action Program with an award ceremony at the Avon American Legion. In honor of volunteer month April 20th the Office for the Aging and Veteran Services hosted an event to honor volunteers serve our consumers. Catholic Charities of Livingston County and Lifespans RSVP have worked together to assist individuals with barriers to transportation. These trips include going to the grocery store, pharmacy, and medical appointments. The on the move program has grown to 65 volunteers that use their own vehicles to transport people who do not qualify for Medicaid transport.
7. I attended a Vietnam Veterans Day celebration at the Dansville American Legion.
8. We went to two County American Legion meeting s to discuss coming changes to our website.

The Pledge Vet biography application is now available online at our web page. This means anyone who wishes to participate can fill out and submit the application online. We have also added a calendar with veteran specific holidays on it.

We will use that calendar for our trainings and other events. If veterans sign to get notifications it can let them know what we have planned in the future. It will be used to resister people for our training events. The Purple Heart signs will be dedicated on Purple Heart Day August 7<sup>th</sup>. Don Higgins will be selecting the location and setting a time. TBD

We are making plans for next year. The 100<sup>th</sup> anniversary of Veterans Day is in 2019. There will be proclamation presented to you for each month. Hopefully we can declare 2019 the year of the veteran. We will help small businesses and veterans organizations plan events each month with a specific theme. We hope to use our county website to coordinate and drive all of these events.

**Statement of Appropriations, Expenditures and Balances**

19-Apr-18

MONTH OF

**March-18**

Calendar % ==>

25.00

Account	Appropriation	2017 Carry-Over	Current Month Expenditure	Expended To Date	Balance	Avg Monthly Expenditure	YTD % Expend
.1 Salaries	\$6,088,000	0.00	444,659.79	1,214,346.51	4,873,653.49	\$404,782.17	19.95
.2 Equipment	\$14,600	22,281.55	4,874.50	7,833.73	29,047.82	\$2,611.24	21.24
.4 Contractual	\$24,431,357	2,946.13	3,819,461.69	6,711,473.25	17,722,829.88	\$2,237,157.75	27.47
.8 Fringes	\$4,352,795	0.00	233,908.42	765,547.33	3,587,247.67	\$255,182.44	17.59
<b>2018 DOLLARS</b>	<b>\$34,886,752</b>	<b>\$25,227.68</b>	<b>\$4,502,904.40</b>	<b>\$8,699,200.82</b>	<b>\$26,212,778.86</b>	<b>\$2,899,733.61</b>	<b>24.92</b>

**Encumbrances from 2017**

Personal Services (6010.1000)	\$103,279.54		\$0.00	\$103,279.54	\$0.00
Temporary Services (6010.1950)	\$1,551.37		\$0.00	\$1,551.37	\$0.00
Overtime (6010.1951)	\$1,206.51		\$0.00	\$1,206.51	\$0.00
FICA (6010.8100)	\$8,111.87		\$0.00	\$8,111.87	\$0.00
Travel, Training (6010.4020)	\$30,000.00		\$160.50	\$25,984.23	\$4,015.77
Telephone (6010.4055)	\$6,400.00		\$0.00	\$5,518.36	\$881.64
Office Supplies (6010.4060)	\$100.00		\$0.00	\$100.00	\$0.00
Professional Services (6010.4080)	\$30,425.00		\$0.00	\$30,425.00	\$0.00
Gasoline (6010.4124)	\$150.00		\$0.00	\$150.00	\$0.00
Agency Contracts (6010.4190)	\$217,044.00		\$3,201.32	\$165,892.73	\$51,151.27
Advertising (6010.4200)	\$490.00		\$0.00	\$86.00	\$404.00
Paternity Test (6010.4353)	\$150.00		\$0.00	\$150.00	\$0.00
Unemployment (6010.8500)	\$4,200.00		\$0.00	\$616.09	\$3,583.91
Day Care (6055.4240)	\$50,000.00		\$2,893.50	\$47,032.74	\$2,967.26
Purchase of Services (6070.4240)	\$68,000.00		\$2,712.80	\$68,000.00	\$0.00
TANF (6109.4240)	\$100,000.00		\$8,275.39	\$90,666.77	\$9,333.23
Child Care (6119.4240)	\$140,000.00		\$1,604.36	\$135,929.03	\$4,070.97
Institutional Care PHC (6120.4240)	\$0.00		\$0.00	\$0.00	\$0.00
Juv. Delinq. (6123.4240)	\$9,500.00		\$0.00	\$9,500.00	\$0.00
State Training Sch. (6129.4240)	\$0.00		\$0.00	\$0.00	\$0.00
Safety Net (6140.4240)	\$13,000.00		\$0.00	\$13,000.00	\$0.00

Total Encumbrance                      \$783,608.29                      \$18,847.87                      \$707,200.24                      \$76,408.05



**Statement of Appropriations, Expenditures and Balances**

Account	Appropriation	MONTH OF		March-18	19-Apr-18		
		2017 Carry-Over	Current Month Expenditure	Expended To Date	Calendar % ==>	YTD % Expend	
					Balance	Avg Monthly Expenditure	
<b><u>PROGRAM EXPENDITURES</u></b>							
6055.4240 DAYCARE	\$1,250,000		\$73,585.93	\$212,266.90	\$1,037,733.10	\$70,755.63	16.98
6070.4240 SERV/RECIPIENT	\$560,100		\$45,236.09	\$95,891.57	\$464,208.43	\$31,963.86	17.12
6101.4240 MEDICAID	\$1,000		\$0.00	\$362.95	\$637.05	\$120.98	36.30
6102.4240 MMIS	\$9,064,064		\$2,682,046.50	\$4,236,778.50	\$4,827,285.50	\$1,412,259.50	46.74
6109.4240 TANF	\$4,199,600		\$242,795.79	\$719,212.67	\$3,480,387.33	\$239,737.56	17.13
6119.4240 CHILD CARE	\$2,225,900		\$121,176.67	\$247,025.53	\$1,978,874.47	\$82,341.84	11.10
6120.4240 INST CARE/HAND	\$150,000		\$0.00	\$0.00	\$150,000.00	\$0.00	0.00
6123.4240 JUV DELINQ	\$175,000		\$4,851.84	\$31,171.78	\$143,828.22	\$10,390.59	17.81
6129.4240 ST TR SCH	\$0		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
6140.4240 SAFETY NET	\$3,050,000		\$197,485.09	\$619,590.07	\$2,430,409.93	\$206,530.02	20.31
6141.4240 HEAP	\$5,000		(\$11,236.34)	(\$30,158.82)	\$35,158.82	(\$10,052.94)	-603.18
6142.4240 EAA	\$150,000		\$5,388.76	\$12,868.79	\$137,131.21	\$4,289.60	8.58
SUBTOTAL PROGRAM	\$20,830,664		\$3,361,330.33	\$6,145,009.94	\$14,685,654.06	\$2,048,336.65	29.50

**Statement of Appropriations, Expenditures and Balances**

19-Apr-18

MONTH OF **March-18**

Calendar % ==> 25.00

Account	Appropriation	2017 Carry-Over	Current Month Expenditure	Expended To Date	Balance	Avg Monthly Expenditure	YTD % Expend
<b>ADMINISTRATION</b>							
6010.1000 Personal Serv	\$5,955,800		\$429,883.83	\$1,175,138.18	\$4,780,661.82	\$391,712.73	19.73
6010.1950 Temp Serv	\$46,300		\$7,005.91	\$19,707.19	\$26,592.81	\$6,569.06	42.56
6010.1951 Overtime	\$85,900		\$7,770.05	\$19,501.14	\$66,398.86	\$6,500.38	22.70
6010.2050 Office Equip	\$10,000	\$5,328.96	\$0.00	\$0.00	\$15,328.96	\$0.00	0.00
6010.2100 Automotive Equip	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.2200 D. P. Electronic	\$4,600	\$16,952.59	\$4,874.50	\$7,833.73	\$13,718.86	\$2,611.24	36.35
6010.4020 Travel, Train	\$302,500		\$25,317.84	\$41,304.23	\$261,195.77	\$13,768.08	13.65
6010.4025 Conferences	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4045 MLR	\$1,538,196		\$383,677.71	\$383,677.71	\$1,154,518.29	\$127,892.57	24.94
6010.4055 Telephone	\$85,100		\$6,772.16	\$16,095.16	\$69,004.84	\$5,365.05	18.91
6010.4060 Supplies	\$32,640	\$2,946.13	\$15,282.65	\$19,818.77	\$15,767.36	\$6,606.26	55.69
6010.4070 Serv Contract	\$95,000		\$2,965.12	\$57,146.36	\$37,853.64	\$19,048.79	60.15
6010.4075 Data Processing	\$252,696		\$0.00	\$0.00	\$252,696.00	\$0.00	0.00
6010.4080 Prof Serv	\$208,720		\$3,238.08	\$8,862.37	\$199,857.63	\$2,954.12	4.25
6010.4090 Vol Insurance	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4100 Postage	\$45,000		(\$1,289.88)	\$6,186.34	\$38,813.66	\$2,062.11	13.75
6010.4124 Gasoline	\$8,000		\$59.38	\$248.91	\$7,751.09	\$82.97	3.11
6010.4127 Outside Repair	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4140 Equip Repair	\$400		\$0.00	\$0.00	\$400.00	\$0.00	0.00
6010.4150 Equip Rental	\$19,800		\$0.00	\$4,662.13	\$15,137.87	\$1,554.04	23.55
6010.4190 Agency Cont.	\$999,741		\$21,199.49	\$27,436.99	\$972,304.01	\$9,145.66	2.74
6010.4200 Advertising	\$8,150		\$758.81	\$806.68	\$7,343.32	\$268.89	9.90
6010.4332 Physicals	\$1,750		\$0.00	\$0.00	\$1,750.00	\$0.00	0.00
6010.4353 Paternity Test	\$3,000		\$150.00	\$217.66	\$2,782.34	\$72.55	7.26
6010.8100 FICA	\$465,732		\$31,827.15	\$86,226.46	\$379,505.54	\$28,742.15	18.51
6010.8200 Retirement	\$950,000		\$0.00	\$0.00	\$950,000.00	\$0.00	0.00
6010.8300 Health Ins	\$1,750,084		\$125,983.17	\$378,847.45	\$1,371,236.55	\$126,282.48	21.65
6010.8311 Retiree Health Ins	\$1,028,741		\$75,296.28	\$226,922.09	\$801,818.91	\$75,640.70	22.06
6010.8313 Deferred Comp Match	\$20,000		\$1,417.91	\$4,246.54	\$15,753.46	\$1,415.51	0.00
6010.8400 Worker's Comp	\$122,838		\$0.00	\$69,920.88	\$52,917.12	\$23,306.96	56.92
6010.8500 Unemployment	\$15,400		(\$616.09)	(\$616.09)	\$16,016.09	(\$205.36)	-4.00
<b>SUBTOTAL ADMINISTRATION</b>	<b>\$14,056,088</b>	<b>\$25,227.68</b>	<b>\$1,141,574.07</b>	<b>\$2,554,190.88</b>	<b>\$11,527,124.80</b>	<b>\$851,396.96</b>	<b>18.14</b>