

**Health and Human Services Committee**  
Regular Meeting Minutes  
**Wednesday, June 9, 2010 3:30 PM**  
Scott Heyman Conference Room

Approved 7-14-10

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Frank Proto	Chair	Present
Will Burbank	Member	Present
James Dennis	Member	Present
Kathy Luz Herrera	Member	Excused
Nathan Shinagawa	Member	Present

Staff: J. Mareane, K. Sutherland, S. Zhang, County Administration; P. Carey, D. Mengel, Department of Social Services; A. Cole, S. Connors, Health Department; N. Zahler, Youth Services  
Legislators: M. Robertson, Chair, D. Kiefer  
Guests: Frank Leahy, Citizen

**Call to Order**

Mr. Proto, Chairman, called the meeting to order at 3:31 p.m.

**Changes to the Agenda**

There were no changes to the agenda.

**Minutes Approval**

It was MOVED by Mr. Burbank, seconded by Mr. Dennis, and unanimously adopted by voice vote by members present, to accept the minutes of May 12, 2010, as presented.

**Public Comment**

Frank Leahy, Town of Ulysses, spoke concerning handicapped parking in the Courthouse Complex. Mr. Dennis said that Mr. Leahy, a constituent, had contacted him about problems occurring earlier in the day when he was dropping off his wife who had been subpoenaed to appear in court at 8:30 a.m. There was not staff present at the handicapped entrance, it was locked and handicapped parking was not available. Mr. Leahy said he viewed the situation as unsafe and noted it would be difficult for his wife to get out of a vehicle on the street. Mr. Dennis said he met with Ms. Fitzpatrick, Personnel Commissioner, who oversees the parking lot and was informed that because it is a private lot the County is not obligated to provide public handicapped spaces. It was also noted there are handicapped spaces in front of the Main Courthouse. He said he will be having additional conversations with the County Attorney and others. Mr. Leahy has an appointment with the Human Rights Commission to discuss the matter further and will clarify the status of handicapped parking access in the lot.

Mr. Proto said the matter would be discussed with the County Attorney to determine the status of handicapped parking within the lot. Mr. Burbank agreed with Mr. Leahy's concerns and noted the Courthouse is not entirely under the County control.

**Chair's Report**

Mr. Proto said Ms. Kiefer has contacted Ms. Cole, Public Health Director, to review her proposed amendments and questions relating to the Board of Health bylaws.

Mr. Proto reported Mr. Shinagawa is working on the resolution previously discussed regarding recommended ages for mammograms. There have been some recent changes to the information initially

presented that will be reflected within the document. He announced that Mr. Shinagawa and a colleague from Guthrie gave a presentation to the Public Safety committee on public safety issues that arise as a result of natural gas drilling. He asked Mr. Shinagawa to provide this Committee with information from that presentation that relate to responsibilities of this Committee.

The Public Health Director Search Committee has three candidates under consideration and credentials are now being reviewed.

The Human Services Group that was created by Ms. Robertson to discuss a variety of subjects, including short-term and long-term goals, collaborative lobbying, focusing on unemployment and finding jobs, and budgets had its first meeting and will be meeting again shortly. Ms. Robertson thanked Mr. Sutherland for his assistance taking notes during the meeting.

### State Budget Cuts

Mr. Proto spoke of the recent article in the newspaper regarding the proposed \$700 million in cuts to Health programs. Department Heads will provide information on the potential impacts due to the cuts. Mr. Proto said there may be several special meetings to review this information once received.

Mr. Mareane said he is in the process of polling Departments to determine the impact of the State budget delay. At the present time it appears the County has not had significant impacts thus far, however, agencies such as Tompkins Consolidated Area Transit and Tompkins Cortland Community College (TC3) are experiencing delays in funding that may affect them. He has spoken to TC3 staff and was informed they are working on a contingency plan. The Health Department is also facing a reduction in optional services of \$200,000. This cut will not take effect until July so the resulting reduction would only be a \$100,000 reduction for the current year. Mr. Proto noted that the proposed State reductions would also affect hospitals and nursing home rates.

Mr. Mareane said departments are preparing a program profile/impact assessment for each major program. Mr. Proto said by July the Committee would be receiving information developed by departments identifying the priority order of each program. It will provide information on the intent of the program, cost, revenue, local cost, etc. Administration will prepare a standard formatted document that will be given to the standing committees over the course of summer for review that will be used as a resource to use during the budget process. Mr. Proto anticipates the Committee may schedule one or two special meetings to review the information.

### County Administrator's Report

Mr. Mareane reported Cornell University is looking into the regionalization of Cooperative Extension services. He said it is something that the County will want to focus on to gain an understanding of what impact this may have.

### Health Department Move

Mr. Proto asked what the status is of the Health Department move to the 55 Brown Road building. Ms. Cole stated the move is scheduled for July 16<sup>th</sup> – 18<sup>th</sup>. There have been three responses to the bid request for moving services and a meeting will take place next week to award the bid. The move will take place over the weekend, enabling the Health Department to close Friday at its current location and open for business on Monday at Brown Road.

### Youth Services

Appointment to the Tompkins County Youth Services Board

The following appointment was unanimously recommended by the Committee to the full Legislature:

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	James Dennis, Member
<b>SECONDER:</b>	Will Burbank, Member
<b>AYES:</b>	Frank Proto, Will Burbank, James Dennis, Nathan Shinagawa
<b>EXCUSED:</b>	Kathy Luz Herrera

Patricia M. Van de Bogart – At-Large Representative – term to expire December 31, 2012.

Department of Social Services

**Resolution (DOC ID: 2040): Authorization to Accept and Administer ‘Community Solutions for Transportation’ Grant - Department of Social Services (Pending Committee Action 6/9/10)**

Ms. Carey said this is a renewal of an existing grant.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	James Dennis, Member
<b>AYES:</b>	Frank Proto, Will Burbank, James Dennis, Nathan Shinagawa
<b>EXCUSED:</b>	Kathy Luz Herrera

WHEREAS, the Department of Social Services has been awarded a \$25,239 TANF-funded Community Solutions for Transportation (CST 9) grant, accessible only through a contract with New York State Department of Transportation (NYSDOT), and having an expenditure deadline of June 30, 2010, and

WHEREAS, the grant will fund transportation services targeted to eligible participants, defined as family assistance recipients and persons with incomes under 200% of federal poverty rate, in accordance with procedures established by the NYSDOT and the Office of Temporary Disability Assistance as follows, and

WHEREAS, the Department intends to use these funds for the pre-approved purposes of a Working Families Bus Pass program (\$10,000) and a Working Families Gas Cards program (\$15,239), and

WHEREAS, the County’s Community Transportation 2 program is well suited to administer those programs, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Department of Social Services is authorized to accept the CST 9 award, enter into a contract with NYSDOT accordingly, and to execute and implement a Memorandum of Understanding with Community Transportation 2,

RESOLVED, further, That the Director of Finance is authorized to make the following adjustment to Social Services’ 2010 budget:

Appropriation: 6010.54442	Professional Services	\$25,239
Revenue: 6010.44609	Fed: AFDC	\$25,239

**SEQR ACTION:** TYPE II-20

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**Resolution (DOC ID: 2041): Allocation of 2006 Federal Job Access and Reverse Commute Grant (JARC) Between Tompkins County, TCAT and Other Parties (Pending Committee Action 6/9/10)**

Mr. Proto asked if unexpended funds could be reallocated and if so, whether the Ithaca-Tompkins County Transportation Council and Tompkins Consolidated Area Transit would be involved in any decision. Mr. Mengel said the projects would be reviewed in June 2011. If it appears the funds would not be fully expended a reallocation process will begin. Although he would like to include more individuals in the reallocation of funds, it would be imperative to have the process completed within a one-month period. Mr. Proto asked if the Transportation Consolidated Plan included thinking ahead to future JARC grants. If the programs go well there is the possibility of obtaining additional grants. Ms. Carey said if the funds are not spent future grants would be for reduced amounts. Mr. Mengel said the County is scored on how successful it is managing the grants and utilizing all the funds. It was noted that Mr. Mengel oversees the JARC programs

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	James Dennis, Member
<b>SECONDER:</b>	Will Burbank, Member
<b>AYES:</b>	Frank Proto, Will Burbank, James Dennis, Nathan Shinagawa
<b>EXCUSED:</b>	Kathy Luz Herrera

WHEREAS, Tompkins County was awarded \$544,963 in Federal Transit Administration (FTA) Section 5316, Job Access and Reverse Commute (JARC) funds in 2006, as authorized by County Resolution No, 76 of 2006, with said funds proposed for use by Tompkins County and Tompkins Consolidated Area Transit, Inc. (TCAT), and

WHEREAS, the County, TCAT, and Ithaca-Tompkins County Transportation Council (ITCTC) agreed to allocate the remaining sum of \$165,713 in FTA grant funds through a public request for proposal process conducted by the ITCTC in February and March of 2010, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Tompkins County Legislature obligates the 2006 JARC grant funds (NY-37-X053) as follows:

Sponsor	Project	Federal (FTA)
TCAT	TCAT Rural Demand Response 2010-11	\$ 146,250
DSS	CityVan - Ithaca Dispatch 2010-11	\$ 162,000
DSS	Working Families Taxi Vouchers 2010-11	\$ 3,000
DSS	Guaranteed Ride 2010-11: DSS 2010-11	\$ 3,000
DSS	Wheels for Work - Car Loans 2010-11	\$ 72,180
Catholic Charities	Catholic Charities Car Repair 2010-11	\$ 15,000
CCETC	Way2Go mobility education program - 2010-11	\$ 65,000
Challenge, Inc.	Individual Travel Training Program 2010-11	\$ 12,900
FISH	Volunteer Driver Medical Transportation 2010-11	\$ 5,984
GADABOUT	Operating assistance to Challenge, Inc 2010-11	\$ 21,656
Ithaca Carshare	GIAC, Way2Go, Ithaca Carshare Pilot 2010-2011	\$ 19,968
L. Lightborne	Driver Safety Training 2010-11	\$ 15,025

Enterprises		
WOC	Taxi Vouchers 2010-2011- WOC	\$ 3,000
	Total	\$ 544,963

RESOLVED, further, That the FTA funds will be made available to the sponsors contingent upon their compliance with all applicable Federal requirements,

RESOLVED, further, That the County, as the FTA recipient and grant manager, may amend the allocation of FTA funds if project sponsors are unable to expend FTA funds before January 1, 2012,

RESOLVED, further, That the Tompkins County Administrator or designee is authorized to sign any and all agreements between Tompkins County and third party contractors necessary to complete the project.

**SEQR ACTION: TYPE II-20**

Explanation:

In 2006, Tompkins County applied for a Federal Transit Administration (FTA) Job Access and Reverse Commute (JARC) grant to be used for transportation projects targeted to assisting low income persons getting to or maintaining their employment. Three years of JARC funding was bundled to fund the \$544,963 grant.

The County Resolution 76 of 2006 did not include a process for the County to distribute JARC funds for eligible projects sponsored by parties other than TCAT and the County. Later in 2006, the FTA implemented its requirement for a local Coordinated Public Transit - Human Service Transportation Plan process, to include a public solicitation process for projects funded by JARC grants. The ITCTC administers the Coordinated Plan, including the public process to solicit projects. ITCTC's project solicitation process was conducted in February to March and was completed in April 2010.

This resolution authorizes the County to allocate the remaining JARC funds to eligible projects to be funded through Dec. 31, 2011. The County reserves the right to re-allocate the amount of funding to individual projects depending upon the project's progress and documentation of the local match and other Federal requirements.

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Rural Federal Transit Authority Grant

Ms. Carey informed the Committee that the Department of Social Services and Cornell Cooperative Extension have applied for a \$1 million grant from the Federal Transit Authority for the "Way to Go" program. This program provides education to residents on how to use various transportation methods. Cornell Cooperative Extension, as part of the grant application, will match \$25,000 of funds.

Monthly Reports

Ms. Carey noted there is a significant caseload increase in the areas of food stamps, Medicaid, and child protective services. Many of the child protective service cases involve neglect.

Health Department

**Resolution (DOC ID: 1787): Approval of Amended Bylaws of the Tompkins County Board of Health – Health Department**

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Mr. Proto provided a brief history of actions taken on the resolution, noting the initial amendment in February was to correct the term of the Medical Director. Subsequent to Committee approval Ms. Kiefer offered amendments, which sent the resolution back to the Committee and is now being presented for further discussion of the proposed amendments. Ms. Kiefer contacted Ms. Cole, Public Health Director, with her suggestions, the majority of which were in the nature of format rather than content. In addition, she had some specific questions relating to policy for the Board of Health to consider.

Following the discussion, it was MOVED by Mr. Dennis, seconded by Mr. Burbank, and unanimously adopted by voice vote by members present, to postpone action on the resolution until the Board of Health reviews the suggestions/clarifications. MOTION APPROVED.

Ms. Cole said the Board of Health would not have an opportunity to review Ms. Kiefer's document until August.

### Board of Health Annual Report

Ms. Cole provided members with a copy of the 2009 Annual Report.

### Introduction

Mr. Sutherland introduced Shan Shan Zhang, a Cornell University Public Administration intern, who is assisting with the Performance Measures project.

### Office for the Aging

The Committee received Budget Transfers and Adjustments for information only.

### Parking Discussion (continued)

Mr. Dennis said the concerns expressed by Mr. Leahy would fall under several Legislature Standing Committees. It was noted that if a was designated as a public handicapped space it may not alleviate a situation such as the one Mr. Leahy experienced because once designated, the space could be used by anyone with a handicapped parking permit. The Committee will review the situation further to determine what may be done to assist, including signage as a private lot and the feasibility of language on jury notices that special parking needs require the Personnel Department be contacted. Concerns were noted that it may be difficult to control parking for those subpoenaed since lawyers can also subpoena individuals. In addition, a policy for this parking lot could also affect other County lots. Mr. Dennis said he will address the issue with the County Attorney.

### Liaison Reports

#### Greater Ithaca Activities Center

Mr. Shinagawa reported the Greater Ithaca Activities Center grand re-opening would take place on June 12<sup>th</sup>.

#### Cornell Cooperative Extension

Mr. Burbank restated a previous concern regarding the proposed regionalization of Cornell Cooperative Extension (CCE) and encouraged members to follow the matter closely as it may impact services provided to the County. Ms. Zahler said her department contracts with CCE to provide the

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bookkeeping services for nine small rural community programs. This allows centralization of this service to eliminate individual infrastructures; it is not something most CCE's undertake.

**Adjournment**

On motion, the meeting adjourned at 4:26 p.m.

**Health and Human Services Committee**  
 Regular Meeting Minutes  
**Wednesday, May 12, 2010 3:30 PM**  
 Scott Heyman Conference Room

APPROVED June 9, 2010

**Call to Order**

Attendee Name	Title	Status	Arrived
Frank Proto	Chair	Present	
Will Burbank	Member	Present	
James Dennis	Member	Present	
Kathy Luz Herrera	Member	Present	
Nathan Shinagawa	Member	Excused	

Staff: P. Carey, D. Mengel, D. Bodner, Department of Social Services; F. de Aragon, ITCTC, J. Mareane, County Administrator; L. Holmes, Office for the Aging; R. DeLuca, Mental Health; N. Zahler, J. Johnson, K. Coleman, Youth Services.

Legislators: M. Robertson, Chair

Guests: Stacy Shackford, The Ithaca Journal; Jessica Yoon, Workers Center

**Call to Order**

Mr. Proto called the meeting to order at 3:35 p.m.

**Changes to Agenda**

Mr. Proto added a Department of Social Services Budget Adjustment to the agenda. He announced that Ms. Yoon, who spoke at the May 4<sup>th</sup> Legislature meeting, has asked for time to provide information on the restaurant owners booklet being developed at the Workers Center. He will add this item at the end of the agenda. Mr. Proto spoke of a project being undertaken by Cooperative Extension and Human Services agencies regarding work plans during the economic downturn; Ms. Robertson will address this issue during the meeting.

Ms. Herrera said that while she realizes the budget adjustment was added due to an error in submission to the new agenda program, additions to the agenda do not provide the level of transparency she would like.

**Approval of the Minutes of April 14, 2010**

It was MOVED by Mr. Burbank, seconded by Mr. Dennis, and unanimously adopted by members present, to approve the minutes of April 14, 2010, as amended. MINUTES APPROVED.

**Chair's Report**

**Resolution Regarding Breast Cancer Screening**

Mr. Proto said he has asked Mr. Shinagawa to prepare a resolution for the Committee to consider regarding the Center for Disease Control's (CDC) recommendations for breast cancer screening. As discussed previously, the CDC recommendation stated it is not necessary to have a screening at the age of 40; the Cancer Center and others do not believe this precedent should be made and wish to stress the importance of having the ability to have the earlier screenings.

**IACC Day Care**

Mr. Proto said the request for financial assistance from the County is still pending. Ms. Carey, Ms. Schlather, and Ms. Day-Hall are still meeting with IACC staff and it is hoped to be able to provide a positive response in the near future.

Minutes Acceptance: Minutes of May 12, 2010 3:30 PM (Minutes Approval)

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### **Report from the County Administrator**

Mr. Mareane reported the County has sponsors in both the Senate and Assembly for the Mortgage Recording Tax increase legislation. Mr. Proto said he had received an e-mail asking for support of a resolution that would utilize the mortgage recording tax for transportation.

### **Human Services Agency Meeting**

Mr. Proto said Ms. Schlather and Ms. Robertson have had discussions about having meeting(s) for the County's human service agencies to discuss State and County budget impacts.

The first meeting will take place on May 26<sup>th</sup> and will include funders, agency directors, and department heads. The group will be brainstorming to determine if there are other ideas or models available to consider, leading to very innovative thinking.

Ms. Robertson said this morning Mr. Mareane provided agency directors an abbreviated version of the presentation made at the Budget Retreat. She said there were many questions asked by those in attendance.

Mr. Dennis said he found the discussions interesting, noting some individuals had questions such as whether there could be a room tax applied to individuals utilizing Cornell University, noting the room tax is collected for the Statler Inn. In addition it was suggested that the County should plan for the future when in good financial shape. Although people do not like to hear that reductions are necessary they understand the County is willing to be open and discuss the situation.

Mr. Mareane said there is interest and an understanding that the groups are coming together to determine how to do things differently. The challenge will be how to take suggestions and channel them to make things productive.

Ms. Robertson thanked Mr. Mareane and staff who put together the information. She noted the information was very clear and understandable.

### **Department of Social Services**

#### **Monthly Statistics (DOC ID: 1995)**

The Committee reviewed the statistics provided. Ms. Carey said the number of food stamp cases has increased, with over 400 cases per worker and the temporary assistance cases are leveling off. The new process of not being required to come in person to apply for medical assistance and the department has received many calls.

Ms. Carey said the County will become a "Managed Care" county over the next year. The Managed Care pays a fee to a group health insurance (Fidelis and Total Care) and a physician is assigned to an individual and can make referrals. As a result, there will only be a few fee-for-service Medicaid services available. She stressed it is better for individuals health to have an assigned physician; the primary care physician becomes more engaged and the client gets better care.

Mr. Proto spoke of the County years ago attempting to attract primary care physicians to the County without a great deal of success and that there are not many at the present time. Ms. Carey said the primary care physicians who are within the County prefer the Managed Care plan as it pays better and there is less paperwork involved than if they were a fee-for-service physician. Mr. Proto recalled that

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former Senator Clinton had proposed legislation to attract primary care physicians; Senator Schumer also supported the effort but it was not acted upon.

Mr. Burbank asked what the total number potential food stamp recipients may be. Ms. Carey said she did not have the information, but has asked the State for it.

In response to Mr. Proto's question whether the increases occurring over the past four years is consistent in other counties, Ms. Carey said they are. She will provide members with a report of how the County compares to others within the State.

Ms. Robertson asked if the number of families requiring assistance under the Temporary Assistance/Safety Net programs is steadily increasing. Ms. Carey said the cases vary month to month, with the number of cases in Safety Net increasing as people reach the five-year limit for Temporary Assistance.

Ms. Robertson asked if there is any report that could compare how each state's statistics are in comparison to New York. Ms. Carey did not have the availability of a report. Mr. Mareane said there may be a report available through New York State Association of Counties as a result of the legislation to cap Medicaid.

**RESOLUTION: BUDGET ADJUSTMENT - DEPARTMENT OF SOCIAL SERVICES (DOC ID: 2010)**

Ms. Carey said the \$250,000 is an adjustment related to the \$2 million dollar grant for the Housing First initiative. She said as a result of this initiative there has been a significant reduction in people in the shelter (eight individuals versus 20-30) Ms. Herrera asked what will occur in 2011 if the funds are drawn down for that period. Ms. Carey explained that staff has calculated what will be needed based upon the number of people being assisted. The goal is that some individuals will no longer need help due to employment, with the additional funds being able to help other individuals. At the end of March 569 households with over 1,300 individuals have been assisted. This program began in October 2009.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	James Dennis, Member
<b>AYES:</b>	Frank Proto, Will Burbank, James Dennis, Kathy Luz Herrera
<b>ABSENT:</b>	Nathan Shinagawa

WHEREAS, pursuant to Administrative Manual Policy 05-02, budget adjustments exceeding \$5,000 require Legislative approval, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committees, That the Director of Finance be directed to make the following budget adjustments on his books:

**Department of Social Services**

<u>Revenue Acct</u>	<u>Title</u>	<u>Amt</u>	<u>Approp Acct</u>	<u>Title(s)</u>
6010.44611	Federal: Food Stamps	\$ 46,740	6010.54442	Professional Services
6010.44689	Federal - Other Social Services	\$250,000	6010.54400	Program Expense

Explanation: Department of Social Services is only a funding conduit for Cooperative Extension's Nutrition Education program. The Federal and State governments have okayed a \$322,000 program, but only \$275,260 was anticipated in the County budget. The additional spending authority requested will be

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reimbursed one-hundred percent by Federal funds targeted for this purpose. The rate of expenditure on the Ongoing Rental Assistance component of the Housing First initiative funded through the HPRP grant has exceeded expectations; we are therefore proposing to shift funds anticipated to be paid for this purpose in 2011 to the current year.

**SEQR ACTION:** TYPE II-20

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Consolidated Transportation Plan (DOC ID: 1998)

Mr. Proto said a resolution approving the amendments to the Consolidated Transportation Plan will be on the June agenda.

Mr. Mengel gave a presentation outlining the status of the 2006 Job Access Reverse Commute (JARC) grant and the Coordinated Transportation Planning for January through April 2010. He explained the funds were made available through Washington DC as a Federal Transit Authority (FTA) Grant of \$544,963. This grant required the funds to be used for job access, New Freedom program, and for the elderly and individuals with disabilities. The proposal indicated \$297,201 would be used by Tompkins Consolidated Area Transit (TCAT) and \$247,762 be used by Tompkins County. By the beginning of 2010, \$379,250 of the grant was obligated, leaving a balance of \$165,713. The FTA, County and TCAT determined to reallocate the balance to eligible projects and the decision received FTA approval.

The Coordinated Plan Committee identified and discussed service gaps in community transportation with five priority areas: 1) access to affordable out-of-county transportation to medical services, other human services, commuting to work or school; 2) including human service transportation needs in a Regional Transportation Study sponsored by I-TCTC; 3) addressing issues relating to paratransit service to medical services in Tompkins County; 4) encourage development of family of mobility services including individual travel-training, volunteer driver services, ridesharing, Way2Go coordinated marketing for deploying new services, and TCAT rural demand response service; and 5) management of the Coordination Planning process. Ithaca-Tompkins County Transportation Council (I-TCTC) conducted a public solicitation of proposals. Seven were received, reviewed, and accepted by I-TCTC as priority projects to use grant funds. The grant awards are as follows: Gadabout to provide service to Challenge, Inc.'s South Hill site for 2010-2011; Challenge Industries to provide support for travel/training for people with disabilities for 2010-2011; Catholic Charities to provide support for critical car repair program for 2010-2011; Women's Opportunity Center for a taxi voucher program to go to work for 2010-2011; Ithaca Carshare for the multi-agency Carshare Pilot Program for 2010-2011; FISH (Friends in Service Helping) to provide support for volunteer-driver medical transportation services for 2010-2011; and Department of Social Services for support to the Wheels for Work car loan program for 2010-2011.

Following the presentation Ms. Carey explained the Wheels-to-Work program, noting it provides financial assistance to low-income individuals to enable them to have reliable transportation to travel to and from work. It was further explained that all the projects are associated with employment, which is a requirement of the grant. The JARC funding is more flexible than other funds received for transportation.

Ms. Herrera said the TCAT Board had attempted to find a way to provide service to these populations. The Consolidated Plan is very exciting and innovative. She said by documenting the programs it would provide data on underserved populations that could assist in developing better service.

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Office for the Aging

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Report on the Accomplishments of the 2009 Workforce Grant of the Office for the Aging, Funded by the Community Health Foundation of Central & Western New York (DOC ID: 1993)

Ms. Holmes reported on the Long Term Care Workforce Initiative that was developed to call attention to the development and retention of workers in the home health aide (HHA) and certified nurses assistant (CNA) fields. Various studies over the past few years have indicated a growing need for individuals to be Long Term Caregivers, however, statistics showed a 71 percent annual turnover rate for certified nurse's assistants, 91 percent of nursing homes not having adequate staff to cover basic care, 40-60 percent of home health aides leaving after less than a year on the job, and 80-90 percent of home health aides leaving within the first two years. In addition, the loss of one CNA is equivalent to an organizational loss of \$2,500 in recruitment and training costs.

Within Tompkins County, there was no central organization to provide aide certification training. As a result many home care agencies transported candidates out-of-county for certification training, due to the lack of regular training there was a missed opportunity with potential workers, and residential care facilities cited staff retention concerns.

The Community Health Foundation of Western New York "Fellows Action Network" has a goal of increasing the ranks of the long-term care workforce in Tompkins County and to equip organizations and facilities with the tools to improve the retention rates of direct care staff. Other objectives of the grant included the promotion of community collaboration, development of additional opportunities for HHA and CNA certification training within the County, development of a retention program to support direct care workers and implement at least one organization as a pilot program, and research and develop a way to streamline the direct care training ladder.

For the Community Collaboration portion, the kick-off included 40-50 agencies and businesses present; since then there have been regular planning meetings. A project assistant was placed at Tompkins Workforce NY who assisted with the recruitment and enrollment of students in the aide trainings and served as liaison between Workforce and long term care providers, as well as other organizations.

A SUNY Consortium grant in the amount of \$50,000 was received that allows each agency to cover twenty percent of the cost of the training for each potential student; eighty percent of the cost is covered by the grant. There has been various training for HHA and CNA since October 2009. In addition, the Cornell Retention Specialist Program has been an effective tool to train existing staff from organizations as a tool to reduce turnover; both home health agencies and residential care facilities have participated. A booklet on home health careers was developed and distributed at career fairs, educational facilities, and human service agencies.

The group is continuing to meet around projects such as the SUNY grant and the Retention Specialist Program and is working with CNYAHEC and BOCES to develop and promote direct care worker trainings. In addition, the group will also work with Cornell and Ithaca College to encourage students to consider careers in long term care and to work on a "universal worker" designation to improve career development/professional growth and attract workers to direct care.

Ms. Herrera asked what the range of pay is for long term care workers, noting often retention is directly related to salary and benefits. She spoke of individuals working off the books in other areas of the country. As demographic shifts continue it would help to continue a good quality of life by reaching out to the immigrant and other communities to keep the jobs in a good rate of wages. Ms. Holmes said wages are an issue, what is being looked at is approximately \$10 per hour for entry level. Ms. Holmes said the home care program at the Department of Social Services allows family and friends to provide services and receive wages; there is not a service like this for individuals not on Medicaid. It is possible

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to speak to FLIC or the Women’s Opportunity Center to be an intermediary for this type of worker. Ms. Herrera said it would provide flexibility and the opportunity to hire a worker with a specific language or cultural background.

In response to Mr. Proto’s question about training, Ms. Holmes said after the first year of the grant she would be able to provide information on how many participants completed the training and placement. The SUNY Consortium grant funds are available each year, it would be up to the agencies to apply; some agencies who did not apply may be interested. The retention specialist training is geared toward staff and agencies strategically (HR, nursing supervisor, scheduler, etc.), with the learned skills applied to assist with retention within their agency.

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**Youth Services**

**Municipal Youth Services Program Overview (DOC ID: 2002)**

Ms. Cornell provided a brief overview of the Municipal Youth Services Program noting it is built as a pyramid program to assist at-risk youth. Recreation programs are open to every young person in the County, which exceeded 4,000 participants throughout the County in 2009. Youth development, the municipal youth services system, plans and organize activities that focus on life skills, serving 2,970 youth in 2009. As youth are more at risk, each level of service shows a decreasing number, with the most at-risk youth (on PINS and Probation) being the lowest number.

Ms. Johnson reviewed written information on the municipal youth program. The program was developed 21 years ago to provide services for youth in rural communities. A partnership was developed that required matching funds from municipalities for the programming as well creating local planning groups to determine what was the most appropriate development programs for their community. Most of the programs serve middle school youth. She said it has become a large community developed effort, engaging local citizens with local government, assisting in discussions between local government and schools, etc. The programs also empower the municipalities to help youth, who then often give back to their communities. Many of the local parks and gardens are taken care of by the youth, and rural farmers markets are staffed by the municipal youth services system.

Ms. Johnson spoke of the connections made by Youth Services and within each of the municipalities has helped other agencies who need to know appropriate information specific to each municipality, using the Youth Services Department as a resource center. She also said programs are designed to provide life skills for the youth. She noted the majority of students attending the programs generally do not continue their formal education and would most likely continue to reside within the county.

In response to Mr. Burbank’s question of what challenges the Department is facing, Ms. Johnson said the funding to maintain programs and a steady workforce is the main challenge. If funding is further decreased it will require staff reductions from 40 hours to 30 or 35 hours per week, making it difficult to maintain a core group.

Ms. Zahler spoke of how in 1982 when the country and County were in the midst of a recession, Phil Shurtleff initiated the youth employment program, which continued through 2009. The program was created because it was known that youth would not be able to afford or find transportation to Ithaca for employment. Mr. Proto spoke of the innovative plans made to find alternative work programs for youth as a result of the loss of funding. Ms. Zahler spoke of how the development of the programs has built such good working relationships with municipalities and agencies. She spoke of the program managers being the unsung heroes of the programs.

\* \* \* \* \*

Minutes  
 Health and Human Services Committee  
 Wednesday, May 12, 2010

### **Workers Center – Restaurant Owners Manual Project**

Ms. Yoon is seeking collaboration with the County on a Restaurant Owners Manual modeled after the one created in New York City. She said they are seeking endorsement by the Legislature, which would give it more validity in the eyes of restaurant owners as well as financial support and assistance to distribute it throughout the County. Mr. Dennis noted there is a County Restaurant Owner's Association. The purpose of the brochure is to assist restaurant owners' to understand the New York State's Public Health Laws as they apply to their businesses. The scope would include items such as wages, tips, allowable deductions, uniforms, as well as OSHA standards. This information would be presented in a "plain language" that would be understandable to everyone. She said although there are resources and associations not all restaurants are reached. Those found having violations are often smaller and do not belong to any particular group.

Ms. Herrera said there are restaurant owners who have said they do not understand some of the rules such as break time, mandatory sharing of tips, etc. It would be good for the County to support the efforts, however, financial support may not be available.

Mr. Dennis would like to see what is published by New York State Department of Labor to understand what is provided. Ms. Yoon said the intent is to take all the laws and put it into one publication; currently there is not a manual provided to the owners. Presently, training for restaurant owners costs \$25, which is sometimes difficult when starting a business.

Ms. Yoon said she would provide copies of the New York City Manual as well as the draft brochure to members of the Committee for their review. She clarified that they would like to have the County endorse the brochure, financial support if possible, and to use the Health Department to distribute the brochure to restaurants.

Mr. Dennis said those within the City would require building permits and certificates of occupancy; it would be a way to know what type of business it is. Ms. Herrera expressed her interest, however is concerned what role the County would have with regard to periodic updates, liability if wrong information were provided, etc. Although she believes it could be worked out it is an area to study. Ms. Herrera also suggested working with the Chamber of Commerce as well. Ms. Yoon said she is hoping to include them as well as other organizations.

Mr. Dennis said he would like to see what New York City has done; he did not think the County Charter addresses labor issues of this sort. Mr. Proto said he had noted that other than Personnel, the County does not deal with labor issues. He said the County may not be able to endorse the brochure due to the possibility of legal issues involved.

Ms. Herrera spoke of the State having completed investigations and found numerous violations at various restaurants; as a community that takes pride in the quality of life and social justice issues we should support local businesses. The County should look to determine what the obstacles may be to support the project, although it may not be in the form of an endorsement. She said perhaps indicating specific dates the information is provided would be appropriate. Ms. Herrera said for the Legislature to provide support such as this is good for economic development, tourism, and helps to bring the community together in a positive manner.

Ms. Yoon said it is anticipated to have a more finalized draft completed by the end of next week. They are hoping to have a person experienced in labor law review the brochure (either Kate Griffith or Angela Cornell from Cornell University), with the printing taking place in the fall when funds have been raised. She noted it might not be possible for the Workers Center to pay for the full printing of the

Minutes  
Health and Human Services Committee  
Wednesday, May 12, 2010

brochure. Ms. Yoon said the intent is not to ask the County to take over the oversight of labor; the hope is to utilize the County information of restaurants within the County for the distribution portion.

Mr. Proto spoke of the Board of Health having to print information on regulations in several languages to accommodate the diverse ownership of restaurants. He said Cornell University assisted them in the process. It may require the Workers Center considering printing in various languages or have an available website.

Mr. Burbank was excused at this time (5:55 p.m.).

The Committee expressed a desire to see the New York City brochure and the draft brochure. It was noted there might be a need to have the brochure reviewed by the County Attorney and perhaps the Personnel Commissioner before an endorsement could occur.

### **Adjournment**

On motion the meeting adjourned at 5:56 p.m.

*Respectfully submitted by Karen Fuller, Deputy Clerk*

Minutes Acceptance: Minutes of May 12, 2010 3:30 PM (Minutes Approval)

**Health and Human Services Committee**

320 North Tioga Street  
Ithaca, NY 14850

Meeting: 06/09/10 03:30 PM

Department: Social Services Departmen

Category: Transportatio

Functional Category: Social Services, Transportatio



**ADOPTED**

DOC ID: 2040

**RESOLUTION NO.**

**Authorization to Accept and Administer 'Community Solutions for Transportation' Grant - Department of Social Services**

WHEREAS, the Department of Social Services has been awarded a \$25,239 TANF-funded Community Solutions for Transportation (CST 9) grant, accessible only through a contract with New York State Department of Transportation (NYSDOT), and having an expenditure deadline of June 30, 2010, and

WHEREAS, the grant will fund transportation services targeted to eligible participants, defined as family assistance recipients and persons with incomes under 200% of federal poverty rate, in accordance with procedures established by the NYSDOT and the Office of Temporary Disability Assistance as follows, and

WHEREAS, the Department intends to use these funds for the pre-approved purposes of a Working Families Bus Pass program (\$10,000) and a Working Families Gas Cards program (\$15,239), and

WHEREAS, the county's Community Transportation 2 program is well suited to administer those programs, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Department of Social Services is authorized to accept the CST 9 award, enter into a contract with NYSDOT accordingly, and to execute and implement a Memorandum of Understanding with Community Transportation 2,

RESOLVED, further, That the Director of Finance is authorized to make the following adjustment to Social Services' 2010 budget:

Appropriation:	6010.54442	Professional Services	\$25,239
Revenue:	6010.44609	Fed: AFDC	\$25,239

**SEQR ACTION: TYPE II-20**



**Health and Human Services Committee**  
320 North Tioga Street  
Ithaca, NY 14850

Meeting: 06/09/10 03:30 PM  
Department: Social Services Department  
Category: Fiscal (Budget)  
Functional Category: Social Services, Transportation

**ADOPTED**

DOC ID: 2041

**RESOLUTION NO.**

**Allocation of 2006 Federal Job Access and Reverse Commute Grant (JARC) Among Tompkins County, TCAT, and Other Parties**

WHEREAS, Tompkins County was awarded \$544,963 in Federal Transit Administration (FTA) Section 5316, Job Access and Reverse Commute (JARC) funds in 2006, as authorized by County Resolution No. 76 of 2006, with said funds proposed for use by Tompkins County and Tompkins Consolidated Area Transit, Inc. (TCAT), and

WHEREAS, the County, TCAT, and Ithaca-Tompkins County Transportation Council (ITCTC) agreed to allocate the remaining sum of \$165,713 in FTA grant funds through a public request for proposal process conducted by the ITCTC in February and March of 2010, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Tompkins County Legislature obligates the remaining 2006 three-year JARC grant funds (NY-37-X053) to result in a total distribution as follows:

Sponsor	Project	Federal (FTA)
TCAT	TCAT Rural Demand Response 2010-11	\$ 146,250
DSS	CityVan - Ithaca Dispatch 2010-11	\$ 159,468
DSS	Working Families Taxi Vouchers 2010-11	\$ 3,000
DSS	Guaranteed Ride 2010-11: DSS 2010-11	\$ 3,000
DSS	Wheels for Work - Car Loans 2010-11	\$ 72,180
Catholic Charities	Catholic Charities Car Repair 2010-11	\$ 15,000
CCETC	Way2Go mobility education program - 2010-11	\$ 65,000
Challenge, Inc.	Individual Travel Training Program 2010-11	\$ 12,900
FISH	Volunteer Driver Medical Transportation 2010-11	\$ 5,984
GADABOUT	Operating assistance to Challenge, Inc 2010-11	\$ 21,656
Ithaca Carshare	GIAC, Way2Go, Ithaca Carshare Pilot 2010-2011	\$ 22,500
L.Lightborne Enterprises	Driver Safety Training 2010-11	\$ 15,025
WOC	Taxi Vouchers 2010-2011- WOC	\$ 3,000
	<b>Total</b>	<b>\$ 544,963</b>

RESOLVED, further, That the FTA funds will be made available to the sponsors contingent upon their compliance with all applicable Federal requirements,

RESOLVED, further, That the County, as the FTA recipient and grant manager, may amend the allocation of FTA funds if project sponsors are unable to expend FTA funds before January 1, 2012,

RESOLVED, further, That the Tompkins County Administrator or designee is authorized to sign any and all agreements between Tompkins County and third party contractors necessary to complete the project.

**SEQR ACTION: TYPE II-20**

Resolution 2010-95

Meeting of June 9, 2010

26 In 2006, Tompkins County applied for a Federal Transit Administration (FTA) Job Access and Reverse Commute  
27 (JARC) grant to be used for transportation projects targeted to assisting low income persons getting to or maintaining  
28 their employment. Three years of JARC funding was bundled to fund the \$544,963 grant.

29  
30 The County Resolution 76 of 2006 did not include a process for the County to distribute JARC funds for eligible  
31 projects sponsored by parties other than TCAT and the County. Later in 2006, the FTA implemented its requirement  
32 for a local Coordinated Public Transit - Human Service Transportation Plan process, to include a public solicitation  
33 process for projects funded by JARC grants. The ITCTC administers the Coordinated Plan, including the public  
34 process to solicit projects. ITCTC's project solicitation process was conducted in February to March and was  
35 completed in April 2010.

36  
37 This resolution authorizes the County to allocate the remaining JARC funds to eligible projects to be funded through  
38 Dec. 31, 2011. The County reserves the right to re-allocate the amount of funding to individual projects depending  
39 upon the project's progress and documentation of the local match and other Federal requirements.  
40



**Health and Human Services Committee**

320 North Tioga Street  
Ithaca, NY 14850

**SCHEDULED**

**INFORMATION ITEM**

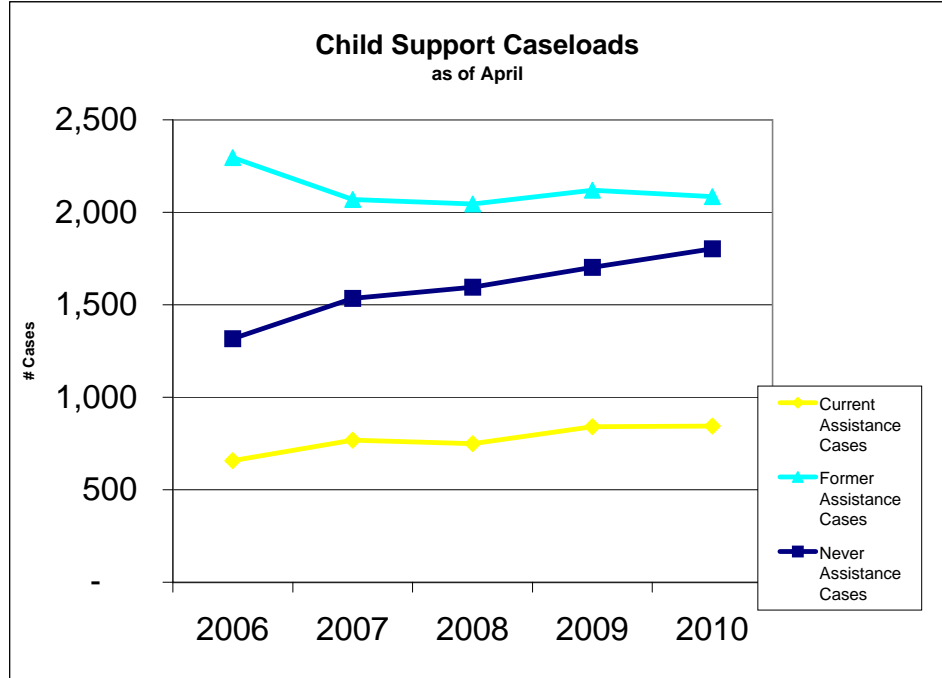
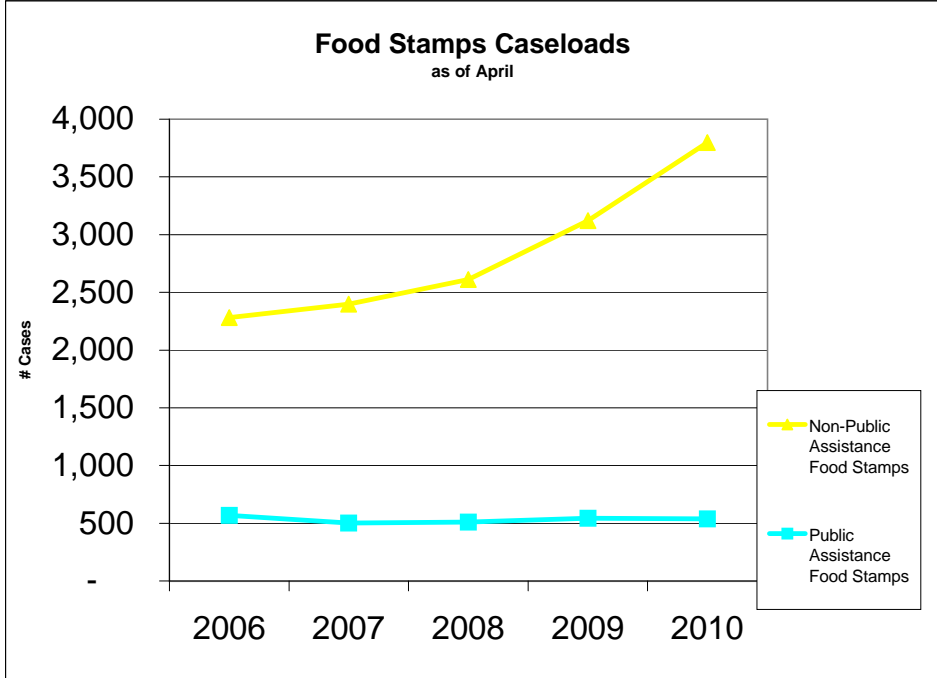
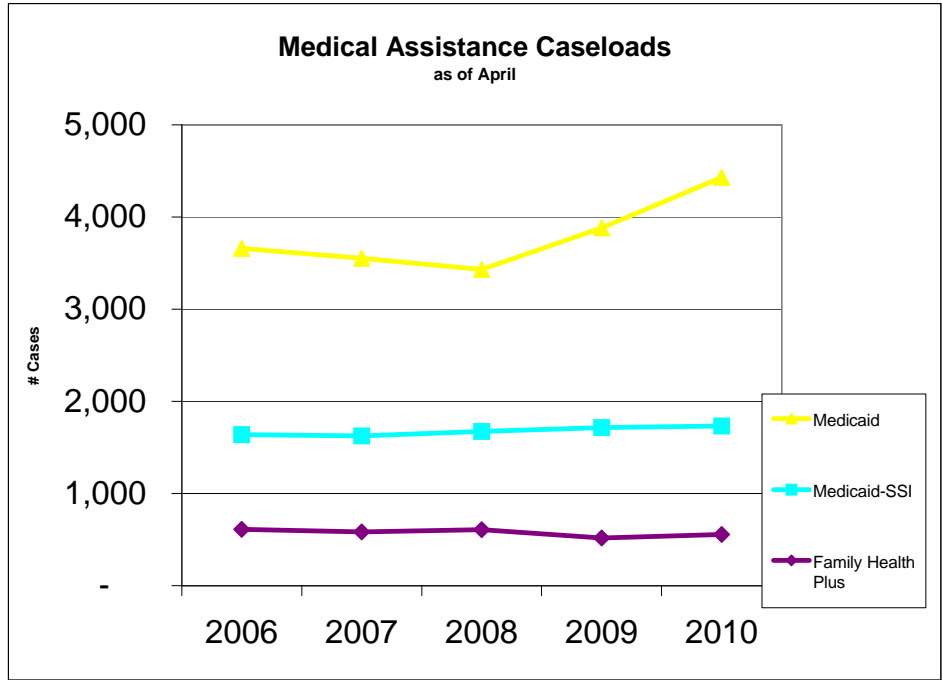
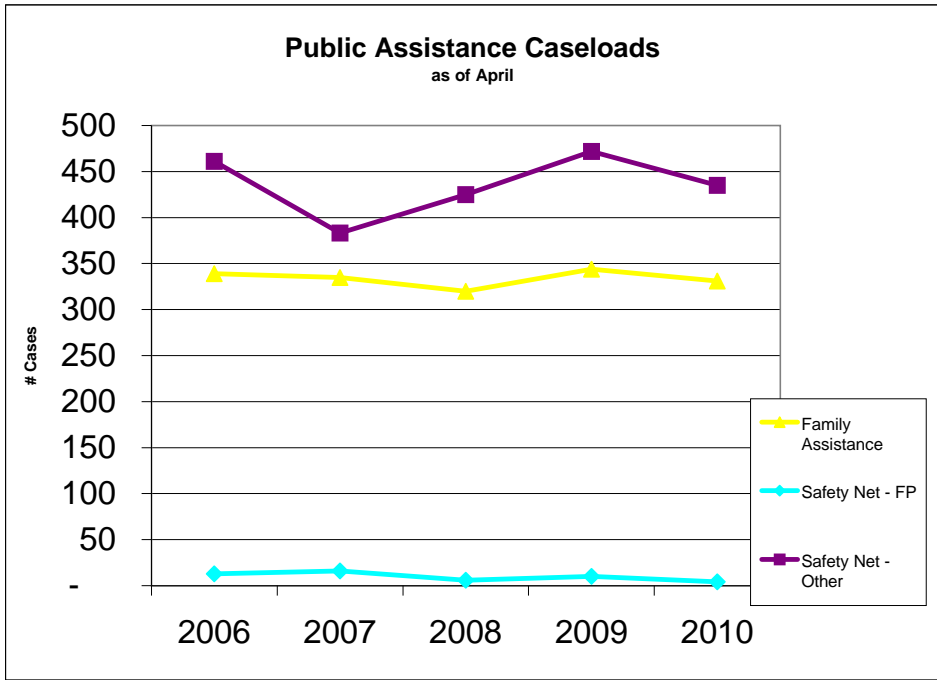
Meeting: 06/09/10 03:30 PM  
Department: Social Services Department  
Category: Information Only  
Functional Category:

DOC ID: 2007

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## Monthly Statistics



Attachment: Monthly Charts - April 2010 (2007 : Monthly Statistics)

**TOMPKINS COUNTY DEPARTMENT OF SOCIAL SERVICES  
MONTHLY CASELOAD STATISTICS**

	Apr-06	Apr-07	Apr-08	Apr-09	This month Apr-10	Last month Mar-10	Year-to-Year Change 2009 -> 2010		4-year change 2006 -> 2010	
<b>ECONOMIC ASSISTANCE</b>										
Family Assistance	339	335	320	344	331	339	(13)	-3.8%	(8)	-2.4%
Safety Net - Federal Participation	13	16	6	10	4	4	(6)	-60.0%	(9)	-69.2%
<b>Total</b>	<b>352</b>	<b>351</b>	<b>326</b>	<b>354</b>	<b>335</b>	<b>343</b>	<b>(19)</b>	<b>-5.4%</b>	<b>(17)</b>	<b>-4.8%</b>
Safety Net Assist. - Cash - Individual	246	202	218	271	258	267	(13)	-4.8%	12	4.9%
- Families	11	10	11	9	19	19	10	111.1%	8	72.7%
Safety Net Assist. - FNP - Individual	124	93	108	104	118	110	14	13.5%	(6)	-4.8%
- Families	40	39	44	44	40	43	(4)	-9.1%	-	0.0%
<b>Total</b>	<b>421</b>	<b>344</b>	<b>381</b>	<b>428</b>	<b>435</b>	<b>439</b>	<b>7</b>	<b>1.6%</b>	<b>14</b>	<b>3.3%</b>
<b>TOTAL PUBLIC ASSISTANCE</b>	<b>760</b>	<b>681</b>	<b>702</b>	<b>773</b>	<b>766</b>	<b>778</b>	<b>(7)</b>	<b>-0.9%</b>	<b>6</b>	<b>0.8%</b>
Medical Assistance (MA)	3,660	3,551	3,431	3,881	4,431	4,399	550	14.2%	771	21.1%
MA-SSI	1,638	1,624	1,672	1,714	1,732	1,726	18	1.1%	94	5.7%
Family Health Plus	611	584	609	517	556	539	39	7.5%	(55)	-9.0%
<b>TOTAL MEDICAL ASSISTANCE</b>	<b>5,909</b>	<b>5,759</b>	<b>5,712</b>	<b>6,112</b>	<b>6,719</b>	<b>6,664</b>	<b>607</b>	<b>9.9%</b>	<b>810</b>	<b>13.7%</b>
Non-Public Assistance Food Stamps	2,281	2,399	2,611	3,120	3,797	3,755	677	21.7%	1,516	66.5%
Public Assistance Food Stamps	569	502	509	542	539	551	(3)	-0.6%	(30)	-5.3%
<b>TOTAL FOOD STAMPS</b>	<b>2,850</b>	<b>2,901</b>	<b>3,120</b>	<b>3,662</b>	<b>4,336</b>	<b>4,306</b>	<b>674</b>	<b>18.4%</b>	<b>1,486</b>	<b>52.1%</b>
<b>TOTAL HEAP</b>	<b>1,996</b>	<b>1,811</b>	<b>1,764</b>	<b>2,156</b>	<b>2,110</b>	<b>2,076</b>	<b>(46)</b>	<b>-2.1%</b>	<b>114</b>	<b>5.7%</b>
<b>SERVICES</b>										
<b>TOTAL SERVICES CASES</b>	<b>632</b>	<b>639</b>	<b>637</b>	<b>714</b>	<b>721</b>	<b>726</b>	<b>7</b>	<b>1.0%</b>	<b>89</b>	<b>14.1%</b>
<b>CHILD SUPPORT</b>										
Open FA & FC Cases	658	768	749	841	845	872	4	0.5%	187	28.4%
Arrears FA & FC Cases	2,295	2,070	2,045	2,120	2,085	2,038	(35)	-1.7%	(210)	-9.2%
Private Cases	1,317	1,535	1,596	1,703	1,802	1,773	99	5.8%	485	36.8%
<b>TOTAL CHILD SUPPORT CASES</b>	<b>4,270</b>	<b>4,373</b>	<b>4,390</b>	<b>4,664</b>	<b>4,732</b>	<b>4,683</b>	<b>68</b>	<b>1.5%</b>	<b>462</b>	<b>10.8%</b>

Attachment: Monthly Statistics - April 2010 (2007 : Monthly Statistics)



**Health and Human Services Committee**

320 North Tioga Street  
Ithaca, NY 14850

**REVIEWED**

**RESOLUTION NO.**

Meeting: 06/09/10 03:30 PM  
Department: Health Departmen  
Category: Advisory Boards and Committee:  
Functional Category: Bylaw:

DOC ID: 1787

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**Approval of Amended Bylaws of the Tompkins County Board of Health – Health Department**

1  
2  
3       WHEREAS, the Tompkins County Board of Health bylaws have been revised to reflect the appointment of the  
4 Medical Director as it applies to Diagnostic & Treatment Center regulations, and re-organized for clarity, now  
5 therefore be it

6       RESOLVED, on recommendation of the Health and Human Services Committee, That the bylaws of the  
7 Tompkins County Board of Health be and hereby are approved,

8       RESOLVED, further, That a copy of the revised bylaws shall be kept on file with the Clerk of the Legislature.

9 **SEQR ACTION: TYPE II-20**  
10  
11

**BYLAWS OF THE TOMPKINS COUNTY BOARD OF HEALTH**

**I. Establishment and Operation**

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**Section 1.00** The Tompkins County Board of Health, established April 14, 1947 in accordance with the provisions of Sections 340-343 of the Public Health Law of the State of New York, shall exercise all the powers and duties of local boards of health as described in Sections 307-310 of the Public Health Law and shall further assume the responsibilities as may arise or be indicated for county boards of health as defined in Section 347 of the Public Health Law. It shall also operate within the provisions of the charter of the County of Tompkins and such provisions that may be adopted in connection therewith by the Tompkins County Legislature.

**II. Board of Health Powers and Duties**

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**Section 2.00** The Board of Health shall have the following powers and duties:

(a) Formulate, promulgate, adopt, amend or repeal, and publish rules, regulations, orders, and directives for the security of life and health in the Health District that shall not be inconsistent with the Public Health Law or the State Sanitary Code. Such rules, regulations, orders and directives shall be known as the "County Sanitary Code";

(b) Take appropriate action to preserve and improve public health within the County;

(c) Consider any matters that may come to its attention relating to the preservation and improvement of public health within the County and advise the Public Health Director thereon, either at the Public Health Director's request or upon its own initiative, and from time to time make recommendations to the Public Health Director thereon;

(d) Serve as the governing authority for the Tompkins County Home Health Agency and the Diagnostic & Treatment Center pursuant to Codes, Rules and Regulations of the State of New York and be responsible for the establishment of standards of the agency service and care and the approval of standard medical regimens;

(e) Select and appoint a qualified Home Health Agency Administrator and delegate to the Administrator executive authority and responsibility for the operation of the agency, including the employment of professional staff;

~~(f) Organize and maintain, or contract for, public health clinics in Tompkins County;~~

~~(g) Review and make recommendations on the budget of the Department of Health;~~

(h) Operate within the financial, personnel, and administrative County policies as established by the Tompkins County Legislature;

(i) With the approval of the Tompkins County Legislature (and the State Commissioner of Health, where required by law), establish fees for the services provided by the Health Department. Both boards must mutually agree on the fees. If a disagreement occurs, the fee schedule shall return to the Board of Health for review and recommendation back to the Tompkins County Legislature.

Deleted: <#>Negotiate transfer agreements with all patient care institutions in the County, thus implementing greater use of home care in place of extended hospital care;¶

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Attachment: BYLAW (1787 : Amend BOH Bylaws)

As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07

(j) Select and appoint a qualified Diagnostic & Treatment Center Administrator and delegate to the Administrator executive authority and responsibility for the operation of the agency, including the employment of professional staff.

**III. Membership**

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**Section 3.00** The Board of Health shall consist of seven members, one of whom shall be a member of the County Legislature, selected by the County Legislature, and at least three of whom shall be physicians licensed to practice in the State of New York, and in addition, the City of Ithaca shall be entitled to one additional representative member on the Board of Health, for a total of eight, as long as the City remains a part of the county health district.

**Section 3.01** Members of the Board of Health shall be residents of the county.

**Section 3.02**

- (a) The members of the Board of Health shall be appointed by the County Legislature.
- (b) The county medical society may submit to the County Legislature a list of physicians from which the County Legislature may choose the medical members of the Board of Health.
- (c) The additional city representative member of the Board of Health shall be appointed by the County Legislature from a list of three persons submitted by the mayor or other administrative head of the city. The city representative shall have all the powers and duties conferred upon other members of said Board.

**Section 3.03** The term of office of each appointive member of the Board of Health, including the city representative, shall be six years, with terms overlapping such that at least one term expires each year (the term of one of the members shall expire annually); except that the term of office of the representative member of the County Legislature shall be for such lesser period as may be required in the event that he/she does not continue as a member of the County Legislature.

**Section 3.04** Vacancies shall be filled by appointment for the unexpired terms.

**Section 3.05** No member may be appointed for more than two consecutive terms, unless this provision is waived by a majority vote of the Board of Health and the County Legislature concurs.

**IV. Sanitary Code Procedure for Adoption**

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**Section 4.00** The following procedures shall be used for adoption of the Tompkins County Sanitary Code:

As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07

(a) The affirmative vote of a majority of the total membership of the Board of Health shall be required to pass any rule, regulation, order, or directive that constitutes the adoption of, or an amendment or addition to, the County Sanitary Code. On the final passage, the question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes of the proceedings.

(b) Every rule, regulation, order, or directive that constitutes an amendment or addition to the County Sanitary Code shall be mailed or delivered in final form to each member at least 10 calendar days, exclusive of Sunday, prior to passage.

(c) The Board of health shall hold a public hearing on every rule, regulation, order, or directive that constitutes the adoption of, or an amendment or addition to, the County Sanitary Code, prior to its final passage. Such public hearing shall be on at least five days' notice, published in the official daily newspaper(s) in the County.

(d) The Board of Health shall cause to be published annually a supplement to the County Sanitary Code which shall indicate all additions to, repeals, and amendments of any section of said Code.

(e) The Public Health Director shall cause to be furnished certified copies of the County Sanitary Code and its amendments for such fees as may be authorized by law.

**V. Board Officers and Duties**

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**Section 5.01** The Officers of the Tompkins County Board of Health (hereafter referred to as the Board) shall be a President and a Vice-President, each of who shall be elected annually for a term of one year by the members of the Board at the first meeting of the Board each year. The Board may designate the Public Health Director to serve as its Secretary or elect one of its members to the position. In the event the office of the President becomes vacant, the Vice-President shall automatically succeed to the office of the President. Should the office of Vice-President become vacant the members of the Board shall elect one of their members to fill the vacancy.

**Section 5.02** The duties of the President shall be to preside over all meetings of the Board, to appoint all committees, and to perform all duties incidental to the position and office and such other duties as the Board may from time-to-time direct.

**Section 5.03** The Vice-President shall perform such duties as the President may from time- to-time direct. In the event of the absence, incapacity or inability of the President to perform the duties or exercise the powers of the office, they shall be performed and exercised by the Vice-President.

**Section 5.04** The Secretary shall, with the assistance of a staff member if desired, record the minutes of each meeting and mail them to each member prior to the subsequent meeting, and handle all the correspondence addressed to the Board.

*As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07*

**VI. Board Meetings**

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**Section 6.00** Meetings shall be held monthly at a time and place to be determined by the Board. If there is insufficient business to merit the conduct of a meeting the Public Health Director will so inform the members. Special meetings may be called at the discretion of the President.

**Section 6.01** Members shall miss no more than four meetings annually. Failure to attend 2/3 of the regularly scheduled Board meetings will result in a recommendation to the County Legislature by the President of the Board of Health that the member be terminated and replaced unless the President of the Board of Health determines that there was good cause for the failure to attend the Board meetings.

**Section 6.02** Meetings must have a quorum of members present to conduct business. A quorum shall be a majority (5) of the full board. Business may be conducted with affirmative votes of a majority of the members then present if a quorum is also present. The affirmative vote of a majority of the full board membership shall be required to pass any rule, regulation, order or directive that constitutes the adoption of or amendment or addition to the County Sanitary Code.

**VII. Public Health Director**

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**Section 7.00** The County Administrator shall appoint a Public Health Director, upon recommendation of the Board of Health, subject to confirmation by the Tompkins County Legislature, the Board of Health and the New York State Commissioner of Health, as provided in Section 356 of the Public Health Law, and pursuant to the Tompkins County Charter Section C-9.00, whose duties are set forth in Section C-9.01.

Deleted: Board

**Section 7.01** The Public Health Director shall have the powers and duties as defined in Section 352 of the Public Health Law and shall perform such duties as the Board from time-to-time may confer or request. The Public Health Director shall have the responsibility for the administration of the Tompkins County Health Department and the programs and services conducted by it.

**Section 7.02** The term of office of the Public Health Director shall be six years.

**VIII. Medical Director**

**Section 8.00** There shall be a Medical Director who shall be appointed every two years by the Public Health Director with confirmation by the Board of Health. The Medical Director shall be directly responsible to the Public Health Director and shall exercise general supervision and control, in concert with the Public Health Director, of all medical aspects of the Department's operations, including the medical treatment of patients in public health centers and clinics operated by the Health District. At the time of appointment and throughout the term of office, the Medical Director shall be and remain duly licensed and entitled to practice medicine in the

Deleted: after consultation

As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07

State of New York, and shall have such other qualifications as may be required by law, the local Civil Service Office, and the Tompkins County Legislature.

**IX. Medical Examiner**

**Section 9.00** There shall be a medical examiner(s) appointed by the Public Health Director after consultation with the Board of Health. The Medical Examiner(s) shall be directly responsible to the Public Health Director for the implementation of policies established by the County Legislature. At the time of appointment and throughout the term of office, the Medical Examiner(s) shall be and remain duly licensed to practice medicine in the State of New York. The Medical Examiner(s) shall have all the powers and perform all the duties now or hereafter conferred or imposed by law upon a medical examiner and shall perform such other and related duties as may be required by the Tompkins County Legislature.

**X. Committees**

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**Section 10.00** Executive Committee:

This committee shall be composed of the President and Vice-President and one other member designated by the President. In every instance, however, there shall be at least one physician member. This committee shall have the power to act for and in place of the Board when action is urgent and a quorum cannot be obtained or due notice of a meeting cannot be given. Minutes of the Executive Committee shall be kept and any action taken shall be reported at the next meeting of the Board.

Meetings of the Executive Committee may be held at the request of the Public Health Director. Should one or more members of the Executive Committee not be available, the Public Health Director shall consult with the President or Vice-President as to the other person or persons to serve and if neither be available the Public Health Director shall have the privilege of selecting other members of the Board to make a committee of three.

**Section 10.01** Special Committees:

The Board, in its deliberations, may find it advisable that committees for special purposes be appointed. It shall be the prerogative of the President, with the consent of the Board, to select and appoint qualified persons from the County to serve on such committees; however, in all instances there shall be at least one member of the Board on such a committee who shall serve as President of the committee and report to the Board on the recommendations of the committee.

**Section 10.02** Professional Advisory Committee (PAC):

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(a) The Board shall appoint a group of professional personnel, which includes one or more physicians, registered professional nurses, and representatives of the professional therapeutic services provided by the Agency, as well as one or more consumer representatives

As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07

and representatives from allied agencies. At least one member of the group shall be neither an owner nor an employee compensated by the Agency.

(b) This group of professional personnel shall participate in the annual evaluation of the Agency's programs (Certified Home Health Agency and Diagnostic and Treatment Center [Clinic]) and shall meet at least quarterly to:

1. Review policies pertaining to the delivery of the health care and services provided by the Agency and, when revisions are indicated, recommend such policies to the Board of Health for adoption.

2. Make recommendations to the Board of Health on professional issues, including the adequacy and appropriateness of services based on an assessment of health care resources in the community, patients' needs, available reimbursement mechanisms and availability of qualified personnel.

3. Assist the Agency in maintaining liaison with other health care providers in the community.

4. Review a sample of both active and closed clinical records to determine whether established policies are followed in furnishing services directly or under arrangement.

(c) The term of membership for community representatives shall be three years; members may be appointed for a second term. After two terms, a previous member may be re-appointed upon majority vote of the Board of Health.

**XI. Home Health Agency**

**Section 11.00** The Board of Health shall serve as the governing authority for the Tompkins County Certified Home Health Agency, hereinafter referred to as the Agency, and be responsible for the management, operation and evaluation of the Agency.

**Section 11.01** The Board shall select and appoint a qualified Certified Home Health Agency Administrator and delegate to the administrator executive authority and responsibility for the day-to-day management of the Agency.

**XII. Diagnostic & Treatment Center**

**Section 12.00** The Board of Health shall serve as the governing authority for the programs operated under the Diagnostic & Treatment Center, hereinafter referred to as the Clinic, and be responsible for the management, operation and evaluation of the Clinic.

**Section 12.01** The Board shall select and appoint a qualified Administrator and delegate to the administrator executive authority and responsibility for the day-to-day management of the Clinic.

**XIII. Amendment of the Bylaws**

As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07

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**Section 11.02¶**

(a) . The Board shall appoint a group of professional personnel, which includes one or more physicians, registered professional nurses, and representatives of the professional therapeutic services provided by the Agency, as well as one or more consumer representatives and representatives from allied agencies. At least one member of the group shall be neither an owner nor an employee compensated by the Agency.¶

(b) . This group of professional personnel shall participate in the annual evaluation of the Agency's program and shall meet at least quarterly to:¶

. 1. . Review policies pertaining to the delivery of the health care and services provided by the Agency and, when revisions are indicated, recommend such policies to the Board of Health for adoption. . ¶

. 2. . Make recommendations to the Board of Health on professional issues, including the adequacy and appropriateness of services based on an assessment of health care resources in the community, patients' needs, available reimbursement mechanisms and availability of qualified personnel.¶

. 3. . Assist the Agency in maintaining liaison with other health care providers in the community.¶

. 4. . Review a sample of both active and closed clinical records to determine whether established policies are followed in furnishing services directly or under arrangement.¶

(c) . The term of membership for community representatives shall be three years; members may be appointed( ... [1]

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XII. Amendment of the Bylaws¶

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These bylaws may be amended by an affirmative vote of a majority of th( ... [2]

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Attachment: BYLAW (1787 : Amend BOH Bylaws)

These bylaws may be amended by an affirmative vote of a majority of the total membership of the Board of Health and confirmed by the County Legislature provided that the proposed amendment has been delivered or mailed in final form to each member at least ten calendar days, exclusive of Sunday, prior to the date of its adoption.

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Attachment: BYLAW (1787 : Amend BOH Bylaws)

*As amended 9/78, 4/79, 5/95, 10/96, 2/04, 1/10  
As corrected 11/07*

**Section 11.02**

(a) The Board shall appoint a group of professional personnel, which includes one or more physicians, registered professional nurses, and representatives of the professional therapeutic services provided by the Agency, as well as one or more consumer representatives and representatives from allied agencies. At least one member of the group shall be neither an owner nor an employee compensated by the Agency.

(b) This group of professional personnel shall participate in the annual evaluation of the Agency's program and shall meet at least quarterly to:

1. Review policies pertaining to the delivery of the health care and services provided by the Agency and, when revisions are indicated, recommend such policies to the Board of Health for adoption.

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4. Review a sample of both active and closed clinical records to determine whether established policies are followed in furnishing services directly or under arrangement.

(c) The term of membership for community representatives shall be three years; members may be appointed for a second term. After two terms, a previous member may be re-appointed upon majority vote of the Board of Health.

**XII. Amendment of the Bylaws**

These bylaws may be amended by an affirmative vote of a majority of the total membership of the Board of Health and confirmed by the County Legislature provided that the proposed amendment has been delivered or mailed in final form to each member at least ten calendar days, exclusive of Sunday, prior to the date of its adoption.



**Health and Human Services Committee**

320 North Tioga Street  
Ithaca, NY 14850

**SCHEDULED**

**BDGT ADJ. & TRANSFERS (INFO. ONLY)**

Meeting: 06/09/10 03:30 PM  
Department: Office for the Aging  
Category: Transfers Not Requiring Action  
Functional Category: Office for the Aging

DOC ID: 2045

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## **PERS Transfer**





**Health and Human Services Committee**

320 North Tioga Street  
Ithaca, NY 14850

**SCHEDULED**

**BDGT ADJ. & TRANSFERS (INFO. ONLY)**

Meeting: 06/09/10 03:30 PM  
Department: Office for the Aging  
Category: Transfers Not Requiring Action  
Functional Category: Office for the Aging

DOC ID: 2044

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## 6798 Ombudsman Transfer

Budget Transfer Request

Department: **Office for the Aging**

Date: **6/2/2010**

# \_\_\_\_\_ (for Finance use)

FROM:		TO:		Department Budget Account		AMOUNT	Title	Department Budget Account	Title	Detailed Explanation Required:
1	6798-54400	Program Expense	\$272	6798-52230	Computer Software	Transfer needed to bring county budget in line with state budget.				
2	6798-54414	Local Mileage	\$240	6798-54880	Fringes	Transfer needed to cover fringes for remainder of 2010				
3	6798-54400	Program Expense	\$317	6798-54880	Fringes	Transfer needed to cover fringes for remainder of 2010				
4										
5										
6										
7										
8										
<b>Total</b>			<b>\$829</b>							
Date of Program Committee		Salary	2618	6778	Date Sent to Program Committee					
<b>6/9/2010</b>					<b>6/3/2010</b>	Sender's Initials <u>DLS</u>				

Department Head \_\_\_\_\_ Date Signed **6/2/2010**

Director of Finance \_\_\_\_\_ Date Signed \_\_\_\_\_

for County Administration use only.

Routing: Submit 4 (four) copies to Finance-Comptroller  
Attachment: Budget Transfers (2044 : 6798 Ombudsman Transfer)



**Health and Human Services Committee**

320 North Tioga Street  
Ithaca, NY 14850

**SCHEDULED**

**BDGT ADJ. & TRANSFERS (INFO. ONLY)**

Meeting: 06/09/10 03:30 PM  
Department: Office for the Aging  
Category: Budget Adjustments Under \$5,000  
Functional Category:

DOC ID: 2022

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## **COFA Annual Luncheon**

Department: **Office for the Aging**

Date: **5/18/2010**

# \_\_\_\_\_ (for Finance use)

FROM:			TO:			
Revenue Account	Title	Dollar Amount	Appropriation Account	Title	Detailed Explanation Required:	
1	6772-42705	Gifts & Donations	\$1,071	6772-54400	Program Expense	Transfer needed to cover expenses of the Annual Luncheon
2						
3						
4						
5						
6						
7						
8						
<b>Total</b>		\$1,071				
SEQR ACTION:	Date: Program Comm.	Date of Board Action	Date Sent to Program Committee			
Type II-20	<b>6/9/2010</b>	<b>6/16/2010</b>	<b>5/18/2010</b>			
			Resolution # _____			
			Sender's Initials <u>DLS</u>			

Attachment: Budget Adjustments (2022 : COFA Annual Luncheon)

<b>SIGNATURES</b>	5/18/2010		Resolution # _____ (for Co. Administration use only)	
	Department Head	Date Signed	Program Committee Chair or Minute Taker	Date Signed
	Director of Finance	Date Signed	For County Administration Use Only.	

**Routing: Submit 4 (four) copies to Finance-Comptroller  
Submit 1 (one) copy to Program Committee for next agenda**