

*AGENDA*  
*HUMAN SERVICES COMMITTEE*  
*Monday, July 5<sup>th</sup> 10:30 a.m.*

Members: Donalty, Leonard, Johnson, Verno, Mettler

10:30 a.m. **Approve minutes from previous meeting**

10:30 a.m. **Department of Social Services, Lisa Graf**

MONTHLY REPORTS [DSS REPORT TO HUMAN SERVICES COMMITTEE.docx](#)  
[DSS 22-MAY FIN RPT.pdf](#)

TRANSMITTALS:

- Authorization to Create and Abolish Positions [DSS07RES02 CREATE POSITION OF SECRETARY 1 AND ABOLISH SENIOR TYPIST.doc](#)
- Authorization to Sign Intern Placement Contracts of Affiliation [DSS07RES01 CONTRACTS OF AFFILIATION FOR INTERN PLACEMENTS AT WCDSS 2022.doc](#)
- Authorization to Sign Affiliation Agreement with SUNY Brockport [DSS07RES03 AFFILIATION AGREEMENT WITH SUNY BROCKPORT.doc](#)

PROGRAM SPOTLIGHT:

- Summer Youth Employment Program

OTHER ITEMS:

- C.A.C. Site Review
- Succession Planning

10:45 a.m. **Aging and Youth Department, Amy Haskins**

MONTHLY REPORT [AY 07 Monthly Report.docx](#)

TRANSMITTAL:

- Authorization to Sign Contract with Mon Ami, Inc. [AY 07 RES 01 -REV!- Mon Ami Case management database.docx](#)

11:00 a.m. **Veterans Services, Renee Maybee**

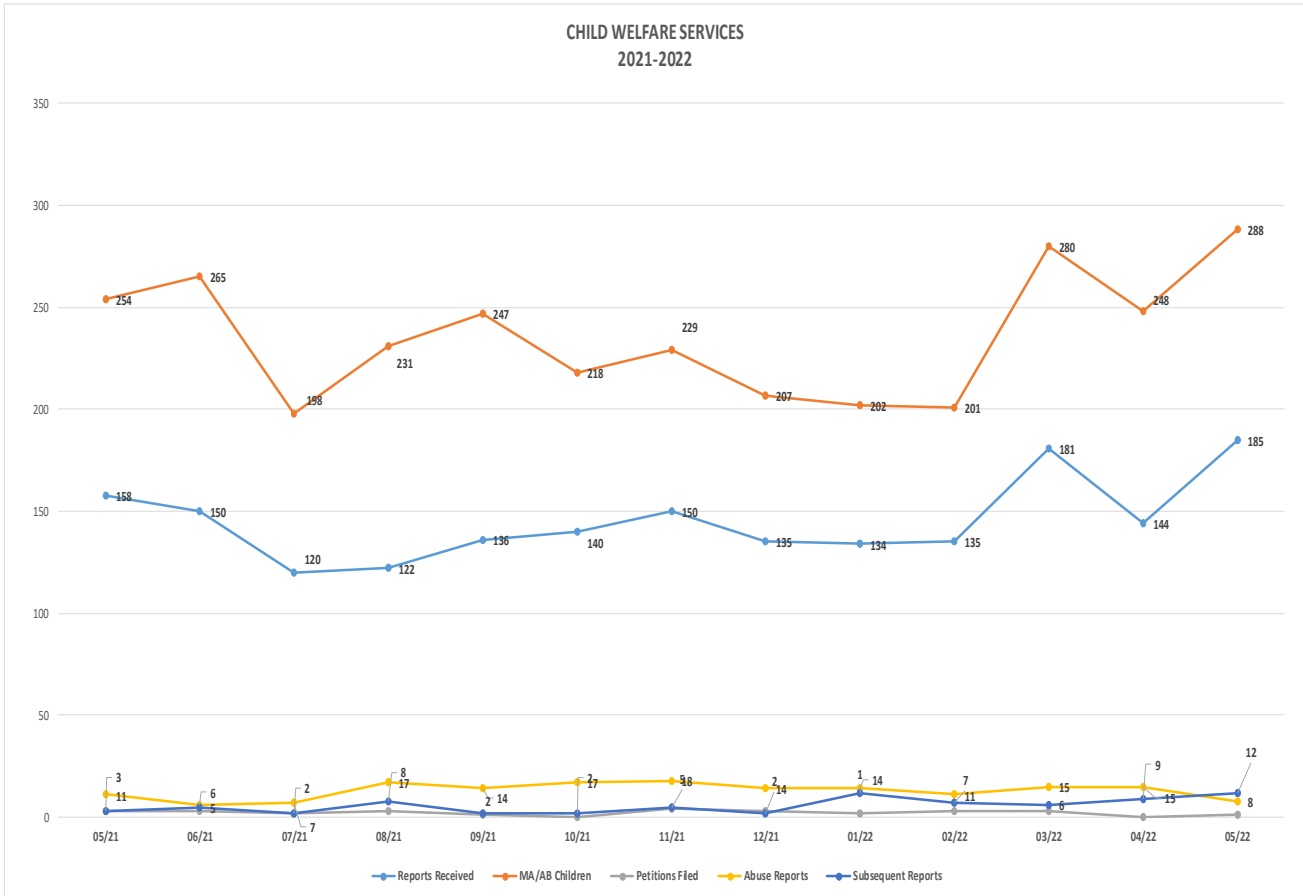
MONTHLY REPORT [VET May 2022 Monthly numbers.pdf](#)



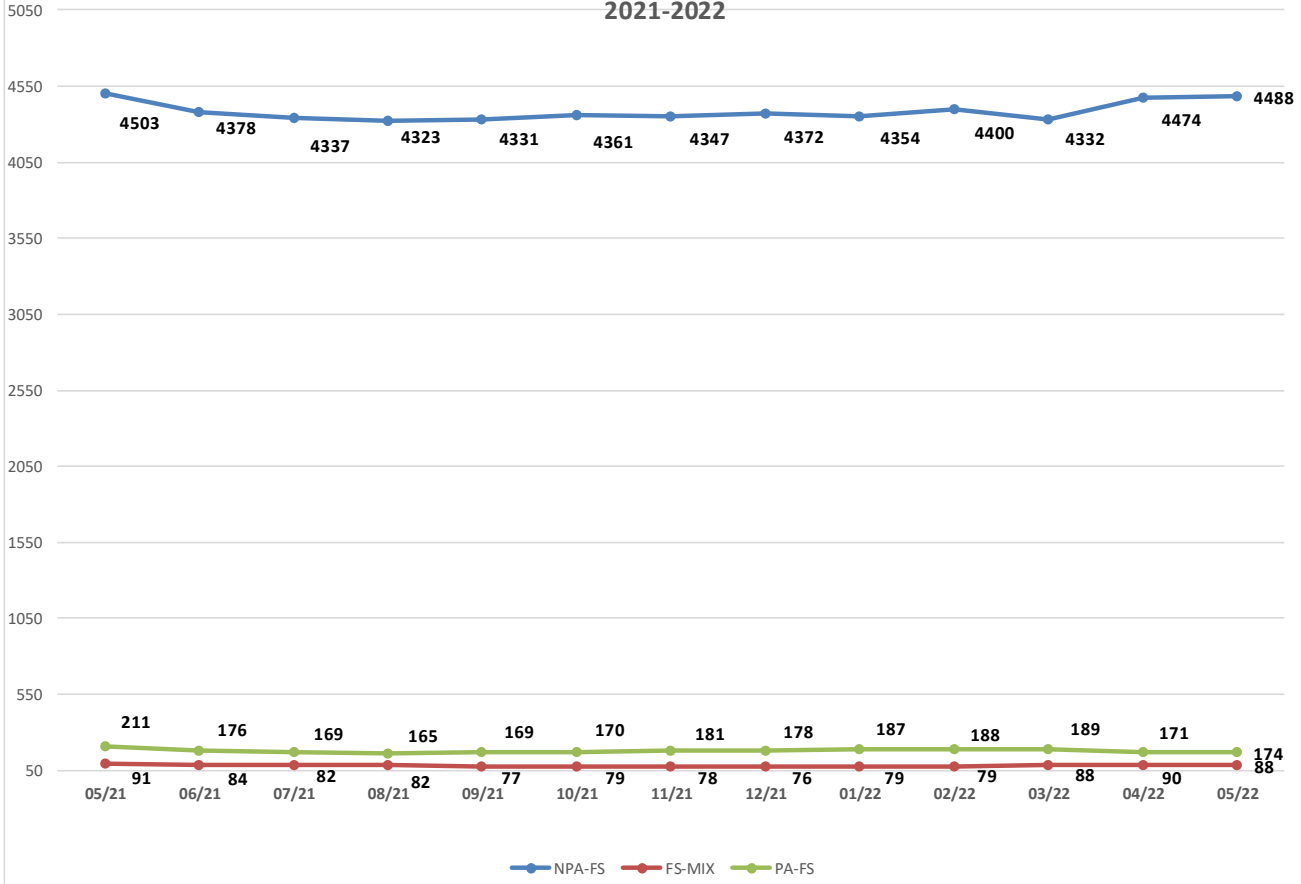
# WAYNE COUNTY DEPARTMENT OF SOCIAL SERVICES

Report to Human Services Committee

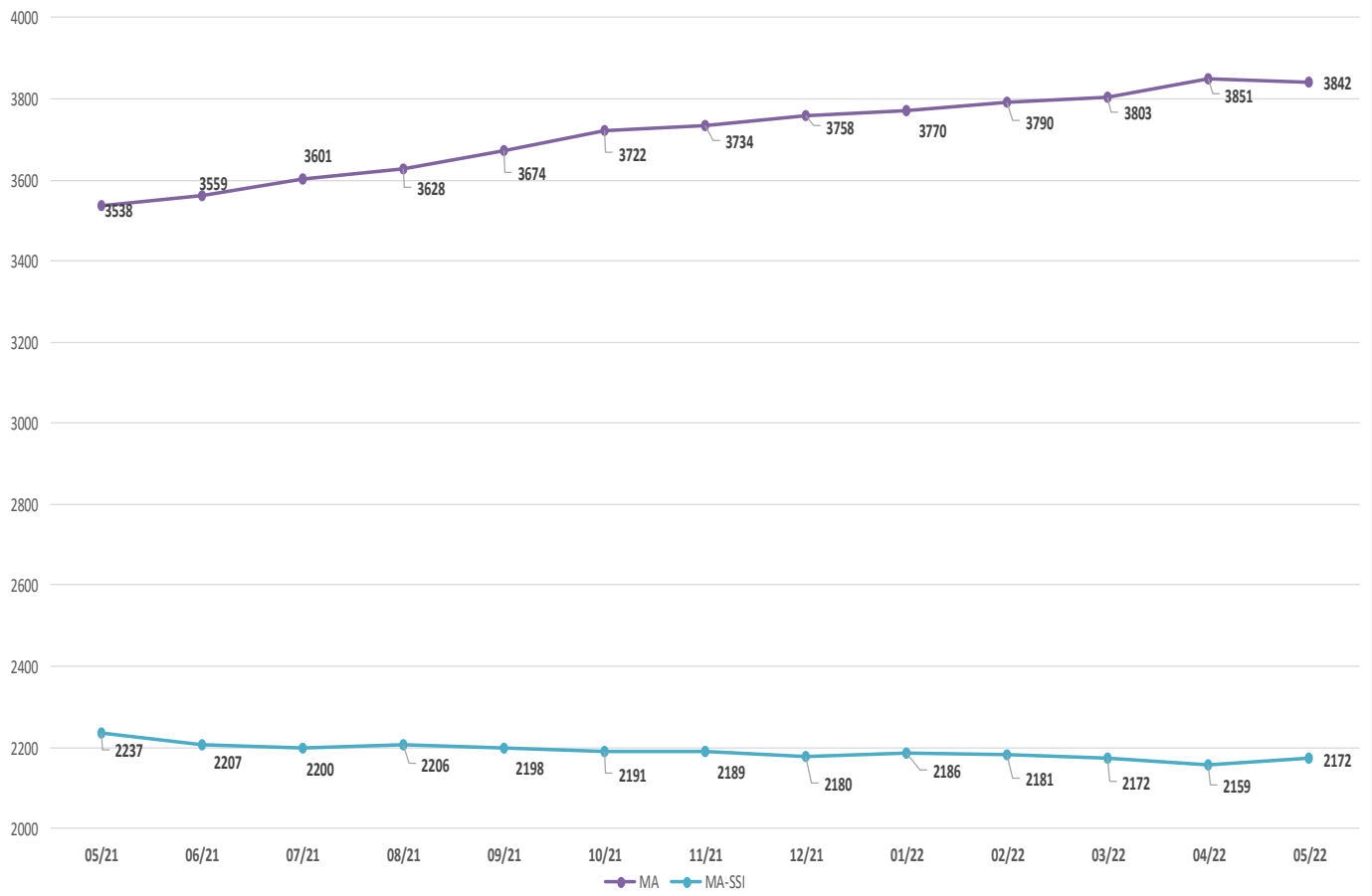
Date: July 5, 2022



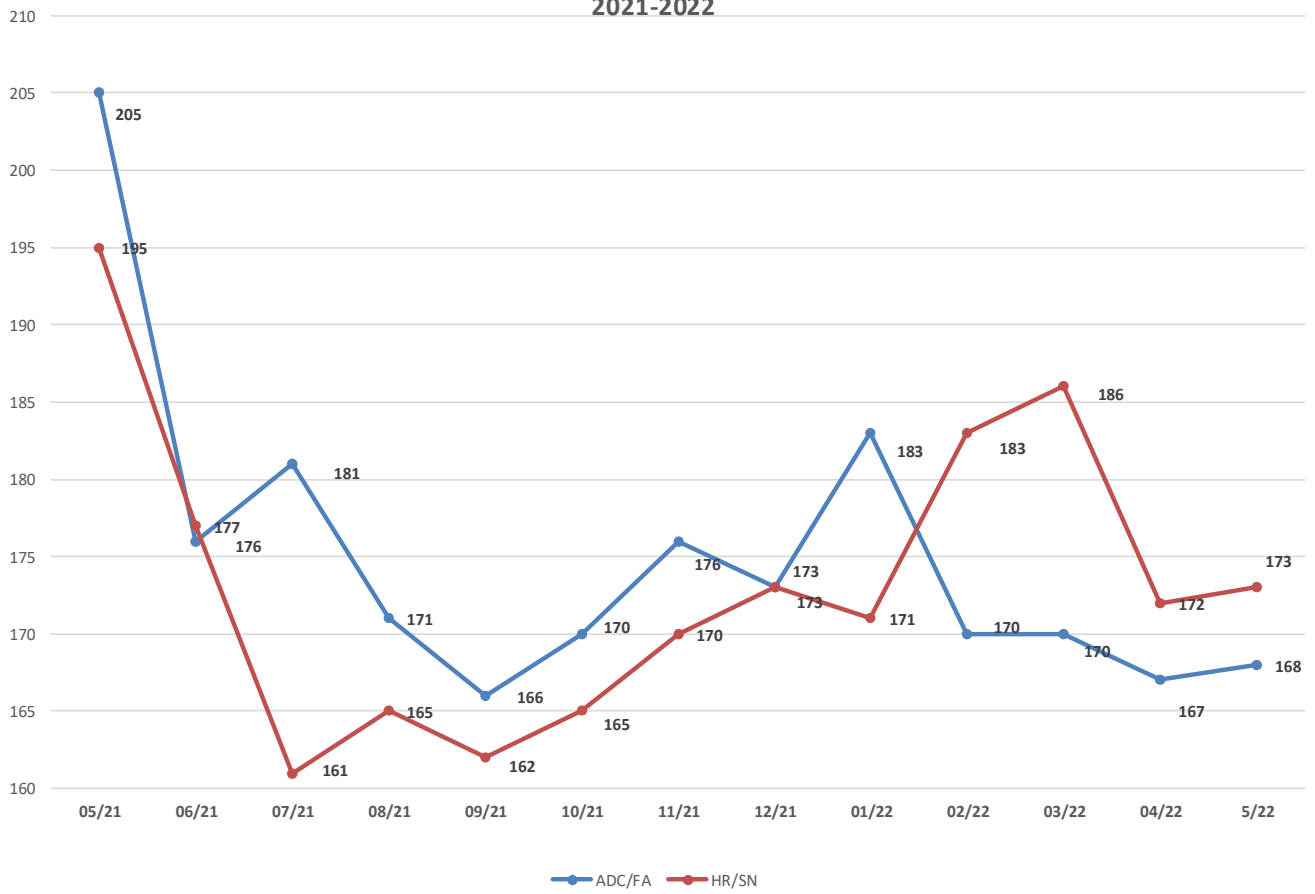
### SNAP CASELOAD COMPARISON 2021-2022



### MA CASELOAD COMPARISON 2021-2022



### TA CASELOAD COMPARISON 2021-2022



6/23/2022 2:44 PM

## FINANCIAL REPORT - May 2022

Account	2022				2021				YTY Change	
	Revenue	%	Expended	%	Revenue	%	Expended	%	Rev +/- Change	Exp +/- Change
6010 Admin Rev/Salaries	1,749,198	16.9%	2,454,403	34.4%	1,358,705	14.6%	2,435,091	35.1%	390,493	19,312
Admin Equipment			4,116	3.1%			0	0.0%		4,116
Admin-Contractual Expenses			753,926	17.4%			534,963	20.4%		218,963
Admin-Fringe			1,019,910	26.1%			1,241,597	34.0%		(221,687)
6055 Day Care	216,256	16.1%	212,823	14.7%	226,966	17.0%	255,528	17.7%	(10,710)	(42,706)
6070 Purchase of Services	367,037	35.0%	433,055	31.3%	12,529	1.1%	326,739	24.6%	354,508	106,316
6100 Medicaid Weekly Shares	0	0.0%	4,255,670	30.4%	0	0.0%	4,094,989	26.5%	0	160,681
6101 Medical Assistance	180,702	180.7%	5,761	5.8%	31,374	34.9%	126	0.1%	149,328	5,636
6106 Family Type Homes	0	0.0%	0	0.0%	0	0.0%	290	29.0%	0	(290)
6109 Family Assistance	614,166	22.2%	660,361	23.8%	606,722	21.9%	669,912	24.2%	7,443	(9,552)
6119 Foster Care	267,029	13.3%	604,590	21.2%	501,039	25.0%	791,986	28.7%	(234,010)	(187,396)
6123 Juvenile Delinquent Care	23,304	19.3%	109,063	8.1%	17,750	10.3%	61,740	5.2%	5,554	47,323
6129 State Training Schools	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0
6140 Safety Net	224,921	23.3%	540,789	25.8%	206,432	23.4%	570,412	27.2%	18,489	(29,623)
6141 HEAP	3,181	6.4%	(794)	-1.6%	8,386	16.8%	1,465	2.9%	(5,204)	(2,259)

## FINANCIAL REPORT - May 2022

Account	2022				2021				YTY Change	
	Revenue	%	Expended	%	Revenue	%	Expended	%	Rev +/- Change	Exp +/- Change
6142 Emergency Assistance to Adults	851	9.5%	2,602	14.5%	2,080	23.1%	3,471	19.3%	(1,229)	(869)
6275 Welfare to Work	118,222	34.9%	169,283	37.7%	113,897	45.7%	166,081	43.3%	4,325	3,202
6293 WIA Adult	21,598	34.3%	22,023	32.4%	19,703	30.5%	22,854	33.8%	1,895	(830)
6294 WIA Dislocated Worker	21,485	31.3%	22,387	32.3%	19,695	30.6%	22,745	33.8%	1,789	(358)
6295 WIA Youth	35,914	34.0%	40,402	37.1%	41,073	31.1%	47,809	36.0%	(5,159)	(7,407)
6296 TANF Summer Youth	0	0.0%	1,117	0.6%	0	0.0%	798	0.5%	0	319
6299 WFD Admin	1,164	30.1%	23,334	42.2%	1,424	38.2%	25,468	46.0%	(260)	(2,134)
TOTAL Expenses			11,334,819	27.7%			11,274,062	27.6%		60,757
Revenue	3,845,027	21.1%			3,167,775	17.4%			677,252	
County Cost			7,489,792	33.1%			8,106,287	35.8%		(616,495)

2022 - Total Original Appropriations = \$40,825,111

2022 - Original Budgeted County Cost = \$21,505,966

2022 - Original Budget Revenue \$19,319,145

Report does not include County 50% funding of Nursing Home IGT.

**RESOLUTION TRANSMITTAL**

Committee No. 7

Date: July 5, 2022

Committee Chair: Michael Donalty  
Department Head: Lisa Graf

**AUTHORIZATION TO CREATE POSITION OF SECRETARY 1 AND ABOLISH POSITION OF SENIOR TYPIST**

Brief Explanation:

**MOTION:**

**WHEREAS**, the position of Head Social Welfare Examiner was abolished in 2021 and a Deputy Commissioner position was created – resulting in two Deputy Commissioner positions within the Department of Social Services; and

**WHEREAS**, one Deputy Commissioner is primarily responsible for the oversight of programs including Temporary Assistance to Needy Families (TANF) and Safety Net (SN), Supplemental Nutrition Assistance Program (SNAP), Medicaid, HEAP, the Childcare Assistance Program, and Workforce Development as well as the resource recovery efforts related to the issuance of public benefits and the other Deputy Commissioner position is responsible for the oversight of programs including Child and Family Services, Adult Services, and Child Support Services; and

**WHEREAS**, the support staff for the two Deputy Commissioners do not have the same title, though they both support the Deputy Commissioner titles; and

**WHEREAS**, the Department wants to ensure parity around staffing issues; and

**WHEREAS**, budgeted funds are presently available for such a position; now, therefore be it

**RESOLVED**, that the position of Secretary 1 is hereby created at a salary of \$34,270 in CSEA General grade 13, subject to the review of the County Attorney and Director of Human Resources; and be it further

**RESOLVED**, that the position of Senior Typist is hereby abolished upon hire of the Secretary 1; and be it further

**RESOLVED**, that the Wayne County Treasurer is hereby authorized to make the following budget amendment:

**A6010- Administration**

(Appropriations)

\$17,200 from 51140 Senior Typist

\$17,200 to 51631 Secretary I

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \$ \_\_\_\_\_ Reimbursed Amount: \$ \_\_\_\_\_ County Cost: \$ \_\_\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator’s Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec’d: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**RESOLUTION TRANSMITTAL**

Committee No.   7  

Date: July 5, 2022

Committee Chair: Michael Donalty  
Department Head: Lisa P Graf

**AUTHORIZE EXECUTION OF CONTRACTS OF AFFILIATION FOR INTERN PLACEMENTS AT THE WAYNE COUNTY DEPARTMENT OF SOCIAL SERVICES**

Brief Explanation:

**MOTION:**

**WHEREAS**, the Wayne County Department of Social Services (Wayne County DSS) has periodically agreed to have intern placements through Regional Institutions of Higher Learning; and

**WHEREAS**, the use of interns has proven a successful practice in recruiting and developing new employees; and

**WHEREAS**, Wayne County DSS is desirous of having services of an intern; therefore be it

**RESOLVED**, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute Contracts of Affiliation for Regional Institutions of Higher Learning, subsequent to the County Attorney's approval as to form and content, with Regional Institutions of Higher Learning to allow for the placement of interns at the Wayne County DSS.

Budgeted: yes \_\_\_ no X Proposed Cost: \$   0   Reimbursed Amount: \$   0   County Cost: \$   0  

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DSS07RES01 AUTHORIZE EXECUTION OF CONTRACTS OF AFFILIATION FOR INTERN PLACEMENTS AT THE WAYNE COUNTY DEPARTMENT OF SOCIAL SERVICES

**RESOLUTION TRANSMITTAL**

Committee No.   7  

Date: July 5, 2022

Committee Chair: Michael Donalty  
Department Head: Lisa Graf

**AUTHORIZATION TO EXECUTE AN AFFILIATION AGREEMENT WITH SUNY BROCKPORT COLLEGE FOR A STUDENT INTERN FOR THE DEPARTMENT OF SOCIAL SERVICES**

Brief Explanation:

**MOTION:**

**WHEREAS**, the Wayne County Department of Social Services periodically agrees to have both undergraduate and graduate students participate in unpaid internships through various educational institutions; and

**WHEREAS**, the Wayne County Department of Social Services has agreed to have Electra Laird, an undergraduate student working on obtaining a Bachelor's in Social Work at SUNY Brockport, 350 New Campus Drive, Brockport, New York 14420, participate in an internship program with the Wayne County Department of Social Services; and

**WHEREAS**, the typical internship of this nature consists of 400 hours of work during two semesters of college, therefore, the approximate dates said intern would be working with the Department of Social Services would be from August 29, 2022 through May 12, 2023, supervised by Nikolette Vandermark, Department of Social Services CPS Case Supervisor and Tricia Snyder SUNY Brockport Field Education Coordinator; and

**WHEREAS**, said internship is dependent upon an Affiliation Agreement between the County of Wayne and SUNY Brockport College; and

**WHEREAS**, the Department of Social Services is requesting an Affiliation Agreement between the County of Wayne and SUNY Brockport College be executed and will provide such agreement; now, therefore, be it

**RESOLVED**, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute an Affiliation Agreement for an undergraduate student internship with SUNY Brockport 350 New Campus Drive, Brockport, New York 14420, subject to the County Attorney's approval as to form and content.

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \$ \_\_\_\_\_ Reimbursed Amount: \$ \_\_\_\_\_ County Cost: \$ \_\_\_\_\_

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Summer Youth Employment Program (SYEP)**

On June 2, 2022, New York State Office of Temporary and Disability Assistance (OTDA) notified Wayne County that the Summer Youth Employment Program would be funded once again.

Wayne County received an allocation of \$200,848. In some years, a portion of the allocation has been transferred to the Flexible Funds for Family Services (FFFS) program. For this year, FFFS is sufficiently funded through rollover and its' own allocations. The entirety of the allocation, \$200,848, will be utilized by the Summer Youth Employment Program.

Workforce Development administers the SYEP program. Staff did some early outreach to youth previously served in the program, as well as, speaking with community partners about youth who might be eligible. Once the notice was received about Wayne County's allocation, Workforce Development began meeting with potentially eligible youth ages 14-20, and their families, to discuss the program; complete applications; determine eligibility; and then provide the necessary Orientation training.

The Program goals are to serve approximately 65 youth at over 20 worksites from July 5<sup>th</sup> through September 30<sup>th</sup> of this year. At the time of this writing, 50 youth have been determined eligible to participate in this year's program.

Workforce Development staff works closely with youth and their work sites during the program to support all. There is at least weekly contact with both to ensure successful participation and to overcome any barriers or issues that might present themselves. Workforce Development staff pride themselves on their "customer service".

#### ***Noteworthy:***

- *C.A.C Site Review*

#### ***On the Horizon:***

- *Succession Planning*



## Committee 7 Monthly Report: July 2022

### Aging Services Provided YTD May:

	2022 Clients/Units	2021 Clients/Units	2020 Clients/Units
NY Connects	506/2284 contacts	516/1260 contacts	467/1296 contacts
Insurance Counseling	200/924 contacts	244/1090 contacts	274/1148 contacts
Home Delivered Meals	244/19,232 meals	258/21,039 meals	218/16,338 meals
Lunch Club 60	145/6,873 meals	153/6,601 meals	155/4,292 meals
PERS	291/828units	268/999 units	203/992 units
Aide Service	75/3,365 hours	103/3,456 hours	101/3,784 hours
Case Management	90/693 hours	138/895 hours	134/808 hours

### Waitlists:

PERS – 2                      Legal Services - 0                      Case Management – 20  
 Aide Service – 4 (plus the 20 on CM waitlist)      Home Delivered Meals - 1

### Newsorthy:

- Farmer's Market Coupons will be distributed in July.
- Sodus Point Park open full time as of June 28.
- New Senior Caseworker starting July 5<sup>th</sup>.

**RESOLUTION TRANSMITTAL**

Committee No. 7

Date: July 5, 2022

Committee Chair: Mike Donalty  
Department Head: Amy Haskins

Transmittal Title: Authorization for Wayne County Department of Aging and Youth to enter into a Contract with Mon Ami, Inc. for 3 year Subscription to a Case Management Database Platform.

Brief Explanation:

WHEREAS, **the** Wayne County Department for Aging and Youth operates several programs and services for youth and families in Wayne County, and

WHEREAS, the Department has been using an Access database developed several years ago by our IT department to capture demographic information about clients served; and

WHEREAS, this database is unable to accommodate case notes or the generation and tracking of reports and is no longer supported by the newer computers; and

WHEREAS, Mon Ami, Inc. has a case management system that would meet the needs of the department programs; and

WHEREAS, Mon Ami submitted the lowest quote of the three companies consulted by the department and offered a product demonstration that was preferred by the department staff over the other submissions; and

WHEREAS, the Department of Aging and Youth desires to purchase a 3-year subscription to the Mon Ami Inc. software platform at a cost of \$7,500 per year (payable annually), therefore be it

RESOLVED, the Chairman of the Board of Supervisors is authorized and directed to execute a contract with Mon Ami Inc. for a subscription to the Mon Ami case management web based platform for use by the Youth Bureau programs, subject to approval by IT and the County Attorney as to form and content, and contingent on availability of funding, further be it

RESOLVED, that the Wayne County Treasurer is hereby authorized and directed to make the following budget adjustments in the 2022 budget:

A7310-Youth Bureau

(Appropriation)

\$2,220 from 54116 Computer Supplies

\$5,280 from 54493 Clerical Service Contracts

\$7,500 to 54400 Contracted Services

Budgeted: yes \_\_\_ no x Proposed Cost: \$7,500 Reimbursed Amount \$7,500 County cost 0

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to: Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_



# Wayne County Veterans Service Agency

Office: 7376 Rte 31, Suite 1300, Lyons, NY 14489

## MONTHLY REPORT

May 1, 2022 – May 31, 2022

VETERAN ERA		TYPE		MODE	
WWI	0	Veteran	384	Personal	82
WWII	0	Dependent/Widow	62	Telephone	384
Korea	15	Other	45	Mail/Email	35
Vietnam	174				
Persian Gulf	150				
Peacetime/Other	152				
<b>TOTAL</b>	<b><u>491</u></b>	<b>TOTAL</b>	<b><u>491</u></b>	<b>TOTAL</b>	<b><u>491</u></b>

### COUNSELING SERVICES

**491**

(Pension, Compensation, Education/VRE, Burial, Insurance, Legal, Loans, Tax Exemption, Medical, Employment, etc.)

### VETERANS TRANSPORTED TO:

WATS CANANDAIGUA VAMC	0	
CANANDAIGUA VAMC	14	469 miles
ROCHESTER VAMC	4	248 miles
SYRACUSE VAMC	18	699 miles
OTHER MEDICAL	4	111 miles

BURIAL CONTACTS	30
INDIGENT BURIALS	1
COUNTY COST	\$3,400.00
STATE REIMBURSEMENT	

Submitted By Renee T. Maybee Date: July 5, 2022  
Renee T. Maybee  
Director

MAIN OFFICE: (315) 946-5993  
FAX: (315) 946-5994