

**HEALTH AND FAMILY SERVICES COMMITTEE**

**THURSDAY, March 9, 2017 9:15 AM**

**Committee Members: Nadia Rajs, Chair, Mark McCarthy, Vice Chair, Catherine Owens, Scott Samuelson,  
and Alan Sorensen**

**CALL TO ORDER**

**ATTENDANCE**

**COMMENTS: Committee Chair/Commissioner**

**REPORTS:**

1. **Division of Health & Family Services Monthly Report – Joseph Todora, Commissioner**

**PRESENTATION: None**

**DISCUSSIONS: None**

**RESOLUTIONS:**

**County Manager-**

1. **Establishing a County Employee Wellness Program and the Employee Wellness Committee.**
2. **Establishing a Guideline to take the National Alliance for Nutrition and Activity Healthy Meeting Pledge and Encourage Organizations to Adopt Healthy Meeting Guidelines.**

**Adult Care Center Resolutions – None**

**Department of Community Services Resolutions – None**

**Department of Family Services Resolutions –**

3. **To authorize County Manager to enter into an agreement for the provision of Preventative Related Services for period from January 1, 2017 through December 31, 2017.**

**Office for the Aging –**

4. **To authorize execution of 2017 Memorandum of Understanding between Sullivan County Office for the Aging and Sullivan County Transportation (Aging Nutrition Program).**
5. **To authorize execution of 2017 Memorandum of Understanding between Sullivan County Office for the Aging and Sullivan County Transportation (# of Runs & Locations).**
6. **To authorize execution of 2017 Memorandum of Understanding between Sullivan County Office for the Aging and Sullivan County Transportation (Transportation Services).**
7. **To authorize execution of 2017 Memorandum of Understanding between Sullivan County Office for the Aging and Sullivan County Transportation (Meals for Senior Citizens of SC).**

**Public Health Services Resolutions –**

8. **To authorize contract(s) with the New York State Department of Health for Funding of the Lead Poisoning Prevention Program.**

**Youth Bureau – None**

**MONTHLY REPORTS**

**Commissioners Report – 9-14**

**Adult Care Center - 15**

**Community Services - 16**

**Family Services -17-19**

**Office for the Aging – None**

**Public Health Services – 20**

**Public Comment**

**Adjournment**

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, County Manager

**Re:** Request for Consideration of a Resolution: Establishing an Employee Wellness Committee

**Date:** March 3, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

ESTABLISHING A COUNTY EMPLOYEE WELLNESS PROGRAM AND THE  
EMPLOYEE WELLNESS COMMITTEE

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**Is subject of Resolution mandated? Explain:**

No

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**Does Resolution require expenditure of funds? Yes \_\_\_ No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ \_\_\_\_\_

Are funds already budgeted? Yes \_\_\_ No \_\_\_

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County                    \$ \_\_\_\_\_                    Grant(s)                    \$ \_\_\_\_\_

State                     \$ \_\_\_\_\_                    Other                         \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_                    (Specify) \_\_\_\_\_

**Verified by Budget Office:**  \_\_\_\_\_

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_ No**

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with \_\_\_\_\_ of \_\_\_\_\_

Nature of Other Party to Contract: \_\_\_\_\_ Other: \_\_\_\_\_

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

\_\_\_\_\_

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: <sup>Assistant</sup> Amyson Lewis Date 3/6/17
- B. Management and Budget: Janetmy Date 3/7/17
- C. Law Department: \_\_\_\_\_ Date \_\_\_\_\_
- D. County Manager: [Signature] Date 3/7/17
- E. Commissioner: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION                    INTRODUCED BY HEALTH AND FAMILY SERVICES  
COMMITTEE ESTABLISHING A COUNTY EMPLOYEE WELLNESS PROGRAM  
AND THE EMPLOYEE WELLNESS COMMITTEE**

**WHEREAS**, the County Manager has initiated a County Employee Wellness Program to analyze current wellness offerings and other potential opportunities to enhance employee wellness through the Employee Wellness Committee; and

**WHEREAS**, the Employee Wellness Committee’s goal is to support wellness in the workplace by creating a program that meets the needs and interests of the employees of the County of Sullivan; and

**WHEREAS**, the Sullivan County Legislature and the Sullivan County Manager recognize that wellness benefits everyone and that an active workplace wellness program can result in better morale, increased productivity, reduced absenteeism, fewer on the job accidents.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature understands the importance of the County Employee Wellness Program and hereby formalizes the Employee Wellness Committee to include the following members:

- County Manager or designee
- Commissioner of the Division of Health & Family Services
- Personnel Officer
- Director of Public Health Services
- Director of Risk Management & Insurance
- Public Health Educator
- Representative of Teamsters Local 445
- Representative of NYSNA
- Representative of Local 17
- Representative of CSEA
- Representative of PBA

**BE IT FURTHER RESOLVED**, that the Employee Wellness Committee will report their progress and any recommendations to the Sullivan County Legislature.

**Moved by  
Seconded by  
and adopted on motion**

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, County Manager

**Re:** Request for Consideration of a Resolution: Establishing Guidelines for Healthy Meetings

**Date:** March 3, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

ESTABLISHING A GUIDELINE TO TAKE THE NATIONAL ALLIANCE FOR NUTRITION AND ACTIVITY HEALTHY MEETING PLEDGE AND ENCOURAGE ORGANIZATIONS TO ADOPT HEALTHY MEETING GUIDELINES

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**Is subject of Resolution mandated? Explain:**

No

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**Does Resolution require expenditure of funds? Yes \_\_\_ No**

**If "Yes", provide the following information:**

**Amount to be authorized by Resolution: \$** \_\_\_\_\_

**Are funds already budgeted? Yes \_\_\_ No \_\_\_**

**If "Yes" specify appropriation code(s):** \_\_\_\_\_

**If "No", specify proposed source of funds:** \_\_\_\_\_

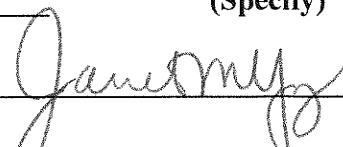
**Estimated Cost Breakdown by Source:**

**County** \$ \_\_\_\_\_ **Grant(s)** \$ \_\_\_\_\_

**State** \$ \_\_\_\_\_ **Other** \$ \_\_\_\_\_

**Federal Government** \$ \_\_\_\_\_ **(Specify)** \_\_\_\_\_

**Verified by Budget Office:** \_\_\_\_\_



**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_ No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with \_\_\_\_\_ of \_\_\_\_\_

Nature of Other Party to Contract: \_\_\_\_\_ Other: \_\_\_\_\_

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Ampson Lewis Date 3/6/17
- B. Management and Budget: Janetmy Date 3/17/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/7/17
- E. Commissioner: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



**RESOLUTION                      INTRODUCED BY HEALTH AND FAMILY SERVICES  
COMMITTEE ESTABLISHING A GUIDELINE TO TAKE THE NATIONAL  
ALLIANCE FOR NUTRITION AND ACTIVITY HEALTHY MEETING PLEDGE AND  
ENCOURAGE ORGANIZATIONS TO ADOPT HEALTHY MEETING GUIDELINES**

**WHEREAS**, the 2015-2020 Dietary Guidelines for Americans state that Americans consume too much sodium, added sugars, refined grains, and solid fats and not enough fruits, vegetables, and whole grains; and

**WHEREAS**, the Physical Activity Guidelines for Americans, 2008 state that Americans should get 150 minutes of moderate to vigorous physical activity each week, yet many do not; and

**WHEREAS**, studies show a strong relationship between the physical and social environments of the workplace and the health behaviors of employees; and

**WHEREAS**, nearly half of many people's waking hours are spent at work, and many of those hours are spent in meetings and conferences; and

**WHEREAS**, the foods and beverages available at meetings and conferences are often high in fat, added sugars, and sodium, and contain few fruits, vegetables, and whole grains; and

**WHEREAS**, meetings and conferences generally involve a lot of time sitting and provide little opportunity for physical activity; and

**WHEREAS**, the Sullivan County Legislature has the ability to model healthy eating and help to change social norms around meeting practices; and

**WHEREAS**, it is consistent with the goals of the Sullivan County Legislature to support people's ability to eat well while at work events; and

**NOW THEREFORE, BE IT REOSLVED**, that any meeting, conference, or event hosted by the County of Sullivan in which financial resources are put into food and beverages, will adhere to healthy meeting guidelines; and

**BE IT FURTHER RESOLVED**, the New York State Department of Health has adopted the National Alliance for Nutrition and Activity (NANA) Healthy Meeting Guidelines for foods, physical activity, tobacco-free environments, and waste reduction ("Schedule A") and the Sullivan County Legislature will take the National Alliance for Nutrition and Activity Healthy Meeting Pledge; and

**BET IT FURTHER RESOLVED**, that the Sullivan County Legislature strongly encourages other organizations to adopt healthy meeting guidelines.

**Moved by  
Seconded by  
and adopted on motion**

## National Alliance for Nutrition and Activity Meeting Guidance

### Introduction

Creating a culture of health and wellness in meetings and conferences is an important way to help people eat well and be physically active, foster healthier work environments, and cultivate social norms around healthier choices and behaviors. Supporting healthy food and beverage choices, providing physical activity opportunities, requiring a tobacco-free environment, and promoting sustainability are the areas of focus for the National Alliance for Nutrition and Activity (NANA) meeting and conference guidance. A toolkit to support adoption of the guidance is available at:

[www.healthymeeting.org](http://www.healthymeeting.org)

### General Recommendations

- Support healthier choices, provide leadership and role modeling, and help to create a social norm around healthier choices and behaviors.
- Offer nutritious food and beverage options.
  - Offer recommended servings of fruits, vegetables, and whole grains, especially for all-day meetings.
  - Place healthier foods and beverages in prominent positions, where they are most likely to be seen and more likely to be chosen.
  - Post calories in worksite cafeterias and at conferences and meetings when appropriate and/or possible.
- Provide reasonable portions of foods and beverages (i.e., avoid large portions).
- Consider not serving food at breaks that are not mealtimes; instead provide physical activity.
- Ensure healthier options are attractively presented, appealing, and taste good.
- Offer physical activity opportunities that are relevant to the audience and environment to help people achieve at least 30 minutes of physical activity each day.
- Provide a tobacco-free environment.
- Prioritize sustainable practices when possible, by minimizing waste, encouraging recycling, and sourcing products from sustainable producers.
- Evaluate efforts to hold healthy meetings and conferences and make adjustments over time to continue to improve the acceptability and healthfulness of choices.

### Nutrition: Beverages

#### Standard Healthy Meeting

- Make water the default beverage.
- Do not offer full-calorie sugar-sweetened beverages. Serve 100% juice, 100% juice diluted with water, low-fat or non-fat milk, calcium and vitamin D-fortified soymilk, or beverages with 40 calories per container or less.
- Offer low-fat or non-fat milk with coffee and tea service in addition to or in place of half and half.

#### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- Eliminate all sugar-sweetened beverages (including those with less than 40 calories per container that are allowed under the Standard Healthy Meeting).

### Nutrition: Food

#### Standard Healthy Meeting

- Offer fruits and/or vegetables every time food is served.
- Offer reasonable portion sizes.
- In buffet lines or self-service, support sensible portions by offering reasonably-sized entrees and appropriately-sized serving utensils and plates.
- Use whole grains whenever possible (100% whole grain or whole grain as the first ingredient).
- Serve healthier condiments and dressings and offer them on the side.
- Look for and try to offer lower-sodium options.
- Make the majority of the meat options poultry, fish, shellfish, or lean (unprocessed) meat.
- Provide a vegetarian option.

## Nutrition: Food (continued)

### Standard Healthy Meeting (continued)

- For special occasions and dinner, cut desserts in half or serve small portions. For lunches, breaks, or regular meetings serve fruit as dessert.
- Do not place candy or candy bowls in the meeting space.
- Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- All grains must be whole grain-rich (51% or more whole grains by weight or whole grain as the first ingredient).
- Serve only poultry, fish, shellfish, or on occasion lean (unprocessed) meat options; seek alternatives to processed and red meats.
- Replace all desserts and pastries with fruit or other healthful foods.
- Do not serve fried foods.
- If there is the capacity to do nutrient analyses or if the caterer can provide nutrient information, meals should meet the nutrition standards in Appendix A in the toolkit at: [www.healthymeeting.org](http://www.healthymeeting.org)

## Physical Activity

### Standard Healthy Meeting

- Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (standing, stretching); integrate exercise equipment if possible within the space (exercise balls in place of some chairs, raised tables for standing).
- When possible, allow for comfortable clothes/shoes to support physical activity during breaks.
- Periodically break up sitting time.
- For conferences or all-day meetings, support physical activity before, during, and after the work of the day.
- Provide adapted programming or alternative activities for those with physical disabilities.
- Identify someone to facilitate a short physical activity break(s).

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- Try to choose meeting/conference locations where there are walkable destinations; provide walking/running maps.
- Only contract with hotels that have a fitness facility available at no cost to attendees. If the hotel does not have a fitness facility, contract with a local exercise facility.
- Provide exercise stations in the hall or within the meeting room.
- Implement walking meetings when possible.

## Sustainability

### Standard Healthy Meeting

- Reduce waste and packaging whenever possible.
- Consider appeal to meeting attendees, sustainability, and usefulness of conference giveaways.
- Have recycling bins available.
- Provide handouts on a flash drive or make them available online to reduce paper.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- Conduct a zero-waste meeting or conference.
- Use locally-sourced and sustainably-produced food and giveaways when possible.

## Tobacco-Free

### Standard Healthy Meeting

- Meetings should be held in smoke-free facilities.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- A tobacco-free environment is provided at all times.
- Choose to host your conference in a city with a comprehensive smoke-free policy that includes restaurants and bars.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Joseph A. Todora, Commissioner of the Division of Health and Family Services

**Re:** Request for Consideration of a Resolution: Contract with Access Supports for Living for Clinical Casework/Community Alternatives

**Date:** 2/21/2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To enter into a contract with Access Supports for Living for the preventive related services of Clinical Casework and Community Alternatives.

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**Is subject of Resolution mandated? Explain:**

Yes, 18 NY CCR Part 423 Preventive Services Regulations

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ 239,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A6070 46 4615

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>90,820.00</u>	Grant(s)	\$ _____
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State	\$ <u>148,180.00</u>	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ Access Supports for Living ] of [ Middletown, NY ]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2016 To 12/31/2016

Amount authorized by prior contract(s): 239,000.00

Resolutions authorizing prior contracts (Resolution #s): 102-16, 105-15, 117-14, 145-13, 516-11

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes  No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

18 NYCRR Part 423 Preventive Services Regulations

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$239,000.00

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): Director of Services

**Pre-Legislative Approvals:**

- A. Director of Purchasing: <sup>Assistant</sup> Amerson Lewis Date 3/6/17
- B. Management and Budget: Janetmy Date 3/7/17
- C. Law Department: \_\_\_\_\_ Date 3/6/17
- D. County Manager: [Signature] Date 3/7/17
- E. Commissioner: [Signature] Date 2/22/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE  
TO AUTHORIZE COUNTY MANAGER TO ENTER INTO AN AGREEMENT FOR  
THE PROVISION OF PREVENTIVE RELATED SERVICES FOR PERIOD FROM  
JANUARY 1, 2017 THROUGH DECEMBER 31, 2017**

**WHEREAS**, the County of Sullivan, through the Department of Family Services, is required to provide certain preventive related services for Sullivan County youth and families; and

**WHEREAS**, the Department of Family Services contracts with Access Supports for Living, Inc., for Clinical Case Work and Community Alternatives services at a cost not to exceed \$239,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute an agreement for the provision of the above mentioned preventive related services during the period from January 1, 2017 through December 31, 2017 at a cost not to exceed \$239,000, and

**BE IT FURTHER RESOLVED**, this contract is at the County's discretion, subject to annual appropriation; and

**BE IT FURTHER RESOLVED**, that the form of said contract will be approved by the Sullivan County Department of Law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Deborah E. Allen, Director, Office for the Aging

**Re:** Request for Consideration of a Resolution:

**Date:** 2/17/2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize the County Manager to execute a Memorandum of Understanding with Sullivan County Transportation for the provision of this transportation is calculated at a total actual cost of \$6,666.65 per month, not to exceed \$80,000.00 annually, and the Sullivan County Transportation Department will claim such cost from the Office for the Aging by Standard County of Sullivan voucher.

**Is subject of Resolution mandated? Explain:**

Yes, Budgeted.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 80,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A7610-88-40-4021

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ <u>0.00</u>
State	\$ _____	Other	\$ <u>0.00</u>
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:**  \_\_\_\_\_

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**



Request for Authority to Enter into Contract with [ SC Transportation ] of [ \_\_\_\_\_ ]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2016 To 12/31/2016

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): 173-16

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes  No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$80,000.00 annually. \$6,666.65 per month.

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A

Person(s) responsible for monitoring contract (Title): Deborah E. Allen, Director/OFA

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Aunson Lewis Date 3/6/17
- B. Management and Budget: Janet My Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/7/17
- E. Commissioner: [Signature] Date 2/22/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**Resolution No.**

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE**

**RESOLUTION TO AUTHORIZE EXECUTION OF 2017 MEMORANDUM OF UNDERSTANDING BETWEEN SULLIVAN COUNTY OFFICE FOR THE AGING AND SULLIVAN COUNTY TRANSPORTATION.**

**WHEREAS**, the County of Sullivan, through the Office for the Aging during the calendar year of 2017, the Sullivan County Transportation Department does hereby agree to provide transportation for the Sullivan County Office for the Aging to accomplish the transportation required to undertake the Sullivan County Office for the Aging Nutrition Program; including delivery of Homebound Meals that are part of the daily nutrition runs serviced by the Sullivan County Transportation Department. In the event of illness, vacation or personal time, the Sullivan County Transportation Department will make every effort to provide a driver and/or vehicle to cover the routes of Office for the Aging home delivered meal drivers.

**WHEREAS**, Sullivan County Transportation provides this service for senior citizens Monday through Friday through the Sullivan County Office for the Aging.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute a Memorandum of Understanding with Sullivan County Transportation for the provision of this transportation is calculated at a total actual cost of \$6,666.65 per month, not to exceed \$80,000.00 annually, and the Sullivan County Transportation Department will claim such cost from the Office for the Aging by Standard County of Sullivan voucher.

**BE IT FURTHER RESOLVED**, that the form of such agreement be approved by the Sullivan County Department of Law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Deborah E. Allen, Director, Office for the Aging

**Re:** Request for Consideration of a Resolution:

**Date:** 2/17/2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize the County Manager to execute a Memorandum of Understanding with Sullivan County Transportation for the provision of this transportation is calculated at a total actual cost of \$4,800.00 per month, not to exceed \$57,600.00 annually and the Sullivan County Transportation Department will claim such cost from the Office for the Aging by Standard County of Sullivan Voucher.

**Is subject of Resolution mandated? Explain:**

Yes, Budgeted.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 57,600.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A7610-87-40-4021

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ <u>0.00</u>
State	\$ _____	Other	\$ <u>0.00</u>
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes  No**

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [ SC Transportation ] of [ \_\_\_\_\_ ]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2016 To 12/31/2016

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): 171-16

Future Renewal Options if any:

\_\_\_\_\_

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes  No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$57,600.00 annually. \$4,800.00 per month.

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A

Person(s) responsible for monitoring contract (Title): Deborah E. Allen, Director/OFA

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Amison Lewis Date 3/6/17
- B. Management and Budget: Janet My... Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/7/17
- E. Commissioner: [Signature] Date 2/23/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**Resolution No.**

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE**

**RESOLUTION TO AUTHORIZE EXECUTION OF 2017 MEMORANDUM OF UNDERSTANDING BETWEEN SULLIVAN COUNTY OFFICE FOR THE AGING AND SULLIVAN COUNTY TRANSPORTATION.**

**WHEREAS**, the County of Sullivan, through the Office for the Aging during the calendar year of 2017, the Sullivan County Transportation Department does hereby agree to provide transportation for the Sullivan County Office for the Aging to accomplish the transportation required to undertake the Sullivan County Office for the Aging Shopping Bus Program as per below:

The following is a list of areas serviced during the week inclusive of incidental stops:

- Mondays:** 2 Runs = Town of Bethel, Smallwood, Cohecton, Bethel Senior Housing, and White Lake. (This bus always shops in Monticello)  
Neversink Bus-Neversink, Grahamsville, and Foxcroft Village. (This bus alternates weekly between Liberty and Monticello)
- Tuesdays:** 2 Runs = Fallsburg Bus- Woodridge, Mountindale & South Fallsburg (This bus always shops in Monticello)  
Rockland Bus- Livingston Manor & Roscoe (This bus alternates weekly between Liberty and Monticello)
- Wednesdays:** 2 Runs = Liberty Bus – Liberty (This bus alternates weekly between Liberty and Monticello)  
Mamakating Bus - Summitville, Wurtsboro, Bloomingburg. (This bus always shops in Monticello)
- Thursdays:** 2 Runs = Narrowsburg, Eldred, Barryville, Glen Spey, etc.\* (This bus always shops in Monticello) \*(and some surrounding areas, not all areas are included).  
Thompson Bus – All of Monticello and Mongaup Valley. (This bus always shops in Monticello)
- Fridays:** 2 Runs = Delaware Bus –Fremont, Callicoon, Hankins, Jeffersonville, etc.\* (This bus always shops in Monticello) \* (and some surrounding areas, not all areas are included).  
Liberty Village and Fallsburg Bus – Liberty Village Apts., Hurleyville, Loch Sheldrake, & Kiamesha Lake. (This bus always shops in Monticello)

In the event of inclement weather when transportation is cancelled by Sullivan County Transportation Department it will reschedule another day for that area if there is an available driver and vehicle.

**WHEREAS**, Sullivan County Transportation provides this service for senior citizens Monday through Friday through the Sullivan County Office for the Aging.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute a Memorandum of Understanding with Sullivan County Transportation for the provision of this transportation is calculated at a total actual cost of \$4,800.00 per month, not to exceed \$57,600.00 annually and the Sullivan County Transportation Department will claim such cost from the Office for the Aging by Standard County of Sullivan Voucher. Also the Transportation Unit will provide Office for the Aging with a monthly roster of clients served and dates of service.

**BE IT FURTHER RESOLVED**, that the form of such agreement be approved by the Sullivan County Department of Law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.



**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Deborah E. Allen, Director, Office for the Aging

**Re:** Request for Consideration of a Resolution:

**Date:** 2/17/2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize the County Manager to execute a Memorandum of Understanding with Sullivan County Transportation the provision of this transportation is calculated at \$36.00 per round trip, not to exceed \$40,000.00 annually, and Sullivan County Transportation Department will claim such cost from the Office for the aging by standard County of Sullivan voucher.

**Is subject of Resolution mandated? Explain:**

Yes, Budgeted.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 40,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A7610-87-40-4021

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ <u>0.00</u>
State	\$ _____	Other	\$ <u>0.00</u>
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** \_\_\_\_\_

**Does Resolution request Authority to Enter into a Contract? Yes  No**

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [SC Transportation] of  
[\_\_\_\_\_]

Nature of Other Party to Contract: Local Supplier **Other:**

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2016 To 12/31/2016

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): 174-16

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes  No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$40,000.00 annually. \$36.00 per round trip.

Efforts made to find Less Costly alternative:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

Efforts made to share costs with another agency or governmental entity:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A  
\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): Deborah E. Allen, Director/OFA

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Auson Lewis Date 3/6/17
- B. Management and Budget: Janetmy Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/9/17
- E. Commissioner: [Signature] Date 2/22/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**Resolution No.**

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE**

**RESOLUTION TO AUTHORIZE EXECUTION OF 2017 MEMORANDUM OF UNDERSTANDING BETWEEN SULLIVAN COUNTY OFFICE FOR THE AGING AND SULLIVAN COUNTY TRANSPORTATION.**

**WHEREAS**, the County of Sullivan, through the Office for the Aging during the calendar year of 2017, the Sullivan County Transportation Department does hereby agree to provide transportation for the Sullivan County Office for the Aging to accomplish services required to transport Senior Citizens to doctors and other medical services in Sullivan County, from their residences. To provide these needed transportation services, requests for transportation should be made to the Sullivan County Transportation Department at least one week prior to an appointment whenever possible. In certain circumstances, transportation services may be available sooner than one week or later than one week dependent upon the availability of drivers and the medical needs of the clients.

**WHEREAS**, Sullivan County Transportation provides this service for senior citizens that are not enrolled in Medicaid from 9AM to 3PM Monday through Friday through the Sullivan County Office for the Aging.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute a Memorandum of Understanding with Sullivan County Transportation the provision of this transportation is calculated at \$36.00 per round trip, not to exceed \$40,000.00 annually, and Sullivan County Transportation Department will claim such cost from the Office for the aging by standard County of Sullivan voucher. Also the Sullivan County Transportation Department will provide Office for the Aging with a monthly roster of clients served and dates of service.

**BE IT FURTHER RESOLVED**, that the form of such agreement be approved by the Sullivan County Department of Law.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2017.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Deborah E. Allen, Director, Office for the Aging

**Re:** Request for Consideration of a Resolution:

**Date:** 2/17/2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Office for the Aging is presently operating a federally funded program which includes the furnishing of meals to Senior Citizens of Sullivan County in accordance with Older Americans Act of 1965, Section 501 and the Sullivan County Adult Care Center has a facilities for preparation of these meals. The Sullivan County Nutrition Program for the Elderly has (13) nutrition sites. Sullivan County Adult Care Center provides meals.

**Is subject of Resolution mandated? Explain:**

Yes, Budgeted.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ 3.85 /meal

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A7610-88-40-4001

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County \$ \_\_\_\_\_

Grant(s) \$ \_\_\_\_\_

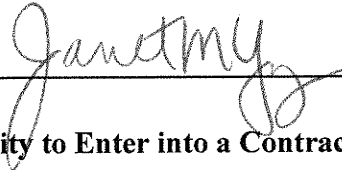
State \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_

(Specify) \$3.85 per meal. This rate is all inclusive.

**Verified by Budget Office:** \_\_\_\_\_



**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ S.C. Adult Care Center ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 01/01/2017 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2016 To 12/31/2016

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): 269-16

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes  No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$3.85 per meal. This rate is all inclusive.

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A

Person(s) responsible for monitoring contract (Title): Deborah E. Allen, Director/OFA

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Aungmye Lewis Date 3/6/17
- B. Management and Budget: [Signature] Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/12/17
- E. Commissioner: [Signature] Date 2/22/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**Resolution No.**

**RESOLUTION INTRODUCED BY HEALTH AND FAMILY SERVICES COMMITTEE**

**RESOLUTION TO AUTHORIZE EXECUTION OF 2017 MEMORANDUM OF UNDERSTANDING BETWEEN SULLIVAN COUNTY OFFICE FOR THE AGING AND SULLIVAN COUNTY ADULT CARE CENTER.**

**WHEREAS**, the County of Sullivan, through the Office for the Aging is presently operating a federally funded program which includes the furnishing of meals to Senior Citizens of Sullivan County in accordance with Older Americans Act of 1965, Section 501 and the Sullivan County Adult Care Center has a facilities for preparation of these meals. The Sullivan County Nutrition Program for the Elderly has Thirteen (13) nutrition sites, but the sites may be changed or added to as agreed by the parties. The Sullivan County Office for the Aging and the Sullivan County Adult Care Center hereby agree to provide meals for senior citizens of Sullivan County, and

**WHEREAS**, Sullivan County Adult Care Center can provide meals for the seniors through the Sullivan County Office for the Aging.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute a Memorandum of Understanding with the Sullivan County Adult Care Center to provide meals to Senior Citizens of Sullivan County through the Sullivan County Office for the Aging shall be reimbursed at the rate of \$3.85 per meal. This rate is all inclusive.

**BE IT FURTHER RESOLVED**, that the form of such agreement be approved by the Sullivan County Department of Law.

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2017.



**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Nancy McGraw, Public Health Director

**Re:** Request for Consideration of a Resolution: To authorize acceptance of funding from NYS Dept. of Health for the Lead Poisoning Prev. Prog.

**Date:** February 22, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

We request that the County Manager be authorized accept funding from NYS Department of Health for \$30,315 to fund Public Health Services' Lead Poisoning Prevention Program for the period 10/1/16 - 9/30/17. These grant funds are to be used to support enhanced local efforts to reduce the prevalence of elevated blood lead levels in children from birth to 18 yrs old through the implementation of a comprehensive Lead Poisoning Prev. Prog. (LPPP).

**Is subject of Resolution mandated? Explain:**

Yes, local health departments are required by Public Health Law (PHL) to provide these services.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 30,315.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: State & Federal Funding

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>20,796.00</u>	Other	\$ _____
Federal Government	\$ <u>9,519.00</u>	(Specify)	_____

**Verified by Budget Office:** 

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ NYS Department of Health ] of  
[ (Contract #C-026540-3) ]

Nature of Other Party to Contract: .

**Other:** New York State Dept.  
of Health

Duration of Contract: From 10/01/2016 To 09/30/2017

Is this a renewal of a prior Contract? Yes \_\_\_ No

If "Yes" provide the following information:

Dates of prior contract(s): From 10/01/2015 To 09/30/2016

Amount authorized by prior contract(s): 30,315.00

Resolutions authorizing prior contracts (Resolution #s): Resolution was not prev. required.

Future Renewal Options if any:

Because of the state requirement for these services, this funding is made available annually.

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes  No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

As noted on page 1 of this cover sheet, local health departments are required by Public Health Law (PHL) to provide Lead Poisoning Prevention Program services.

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

N/A

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): For the period 10/1/16 - 9/30/17: \$30,315.00

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

N/A

Person(s) responsible for monitoring contract (Title): Public Health Director

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Cyprien Lewis Date 2/23/17
- B. Management and Budget: Janet My Date 2/27/17
- C. Law Department: Ch... Date 2/23/17
- D. County Manager: [Signature] Date 2/20/17
- E. Commissioner: [Signature] Date 2/23/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION                    INTRODUCED BY HEALTH AND FAMILY SERVICES  
COMMITTEE TO AUTHORIZE CONTRACT(S) WITH THE NEW YORK STATE  
DEPARTMENT OF HEALTH FOR FUNDING OF THE LEAD POISONING  
PREVENTION PROGRAM**

**WHEREAS**, the NYS Department of Health has made funding available to the county to be used to support local efforts to reduce the prevalence of elevated blood lead levels in children birth to 18 years through the implementation of a comprehensive Lead Poisoning Prevention Program (LPPP). A comprehensive program includes: public and professional outreach and education; collaboration with local health care providers for assessing children's risk of lead exposure, blood lead testing, anticipatory guidance to prevent lead poisoning, diagnostic evaluation, medical management including risk reduction education, environmental interventions and coordination of services for children less than 18 years with elevated blood lead levels.

**WHEREAS**, Local health departments are required by Public Health Law (PHL) to provide these services. Sullivan County Public Health wishes to take advantage of the grant funding, on Contract # C-026540-3, which is in the amount of \$30,315.00,

**WHEREAS**, the grant term is for 10/1/2016 through 9/30/2017, to be renewed annually dependent on NYSDOH funding availability.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be authorized to enter into contracts with the New York State Department of Health to accept the grant funding for the period October 1, 2016 – September 30, 2017.

**BE IT FURTHER RESOLVED**, that future contract(s) are approved/will continue on an on-going basis dependent upon continued funding from the NYS Department of Health for Lead Poisoning Prevention, and signed on the Grants Gateway by the County Manager.

**Moved by  
Seconded by  
and adopted on motion**



# Division of Health and Family Services

January 2017 Monthly Report

**JOSEPH A. TODORA, COMMISSIONER**

March 9, 2017

# Division of Health and Family Services

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## January 2017 Monthly Report

### **Adult Care Center:**

#### Facility:

- Facility received grant funding in the amount of \$147,218 from the New York State Department of Health as per of part of the Advance Training Initiative (ATI) Program with a primary goal of reducing avoidable hospital admissions by training direct care staff on early detection of changes in the resident's physical, mental are functional status that could result in hospitalization.
- Administrator and Marketing and Outreach Coordinator attended leadership Sullivan meeting at New Hope on 1/25/17.
- Representatives attended the Community Collaboration Meeting at CRMC on 1/26/17.

#### Marketing:

- Our video ad continued to run on TV screens at DMV, Blue Horizon Diner, Liberty Diner, Ted's Restaurant, and Peck's Market in Eldred.
- We created another edition of the facility newsletter for distribution through e-mail, with hard copies for visitors coming to facility.
- Mailed satisfaction surveys to all residents discharged in previous calendar month.
- Began fundraising for the annual Heart-a-thon with sale of paper hearts.
- Ran ¼ page color ad in Sullivan County Democrat Health Edition.
- Designed and ordered glossy rack cards for facility and for Adult Day Health Services program to distribute to MD offices as an alternative to tri-fold brochures.
- Renewed contract with Thunder 102 for regular weekly radio advertisements.
- Scheduled outreach visits to OFA meal sites. These visits will take place in February and will include ADC RN who will offer blood pressure checks.
- Submitted article to local newspapers about donation of "fidget quilts" to residents by local quilting club.
- Renewed our annual membership in Sullivan County Chamber of Commerce.

### **Community Services:**

#### Ongoing Operations:

- The Department was approved in 2015 for the OMH (Office of Mental Health) Vital Access Provider (VAP) grant to run for four (4) years and Community Services just finished up the second year. With this grant DCS (Dept. of Community Services) has completed most of the goals and is still looking at purchasing additional programs to our scheduling system to allow for robotic appointment reminders (i.e.: telephone calls, text messages and/or e-mails) in hopes of reducing our no-show rates for scheduled appointments for both clinicians and doctors.
- Community Services completed a Staff Burnout/Behavioral Health Training to clinic staff this month. In early spring DCS will start to schedule the annual Corporate Compliance and HIPAA/Safety trainings.
- Community Services is still heavily involved with the implementation of Hudson River Regional Planning groups. This is a specific set of stakeholders including the Office of Mental Health, Office of Health, County Mental Health depts., consumers, providers, and other stakeholders to review the implementation of Behavioral Health Managed Care. It will be this group's responsibility to report back to the state wide group as to systems adequacy and the quality of consumer services being provided under managed care.
- Management and therapists continue to formulate and implement new treatment activities in our clinic to meet the needs of the community, such as the "Just-In-Time" scheduling which began in February of 2015 and has significantly helped reduce the no-show rate of the psychiatrists. The no-show rate was

about 45% and has dramatically reduced to about 20% for the psychiatrist. The management team has been monitoring this scheduling.

- The care management unit continues to actively engage in both Health Home participants and the new HARP Services (Health and Recovery Plans) in the development of the health plans, as well as, enrolling those persons eligible in Care Management programs.
- Our Community Services Coordinator who is split between DCS and OFA has done the following: 1.) at January's Adult SPOA Committee meeting, reviewed the status/updates of thirty (30) referrals from the previous month. The status of thirteen (13) new referrals were received, discussed and reviewed by the SPOA Committee. Through ongoing collaboration with Health Home Care Management, Action Toward Independence/Independent Living Center, Inc. (ATI/ILC), Rehabilitation Support Services (RSS) Housing, Golden Ridge Apartments, support groups in the community, and Sullivan Personal Recovery Orientation Services (PROS). In addition, clients were linked to mental health and if applicable, substance abuse treatment providers. 2.) At January's Children's SPOA Committee meeting, we reviewed the status/updates of seventeen (17) referrals from the previous month. The status of three (3) new referrals were received, discussed and reviewed by the SPOA Committee. Through ongoing collaboration with outreach/Health Home Care Management services, SullivanArc respite, the Family Support Program, Rehabilitation Support Services (RSS) Recreation Program, Home & Community Based Waiver Services, Preventive Services, and OPWDD services. In addition, there one (1) Hudson River Pre-Admission Certification Committee (PACC) referral initiated for a child who is in need of a higher level of care and attended two (2) special Utilization review on two (2) children.
- The mental health housing wait list from our monthly SPOA meetings are as follows: nineteen (19) people for RSS Pleasant Street Community Residence, nineteen (19) people for RSS Revonah Hill MICA Community Residence, twenty-two (22) people for RSS Supportive Apartment Program, sixty (60) for RSS Supported Housing, one (1) for RSS Long Stay beds at RSS, eighteen (18) people for RSS Invisible Children's Program and sixteen (16) people for Golden Ridge Supported Housing. The RSS Crisis Respite bed is occupied at this time. The Transitional Residence in Middletown has one (1) person. There are four (4) Adult Homes in the county which are as follows: Arcadia has forty (40) people with a capacity of one hundred fourteen (114) and 85.00% of residents have mental illness (MI); Jeffersonville has fifty-nine (59) people with a capacity of sixty (60) and 91.53% have MI; Narrowsburg has sixty-eight (68) with a capacity of seventy-nine (79) and 91.18% have MI; and Swan Lake has twenty-two (22) with a capacity of twenty-seven (27) and 86.36% have MI. There are five (5) people waiting for a vacancy in an OMH/Family Care residence.

#### Local Government Units Activities:

- The department is still working with the regionally developed NYS Regional Delivery System Reform Incentive Payment programs (DSRIP) which has been implemented. The three entities in our area which have been approved for the development of patient provider service networks are REFUAH, Montefiore and Westchester Medical Center. The county has entered into agreements with Westchester Medical Center and Montefiore for the DSRIP in Sullivan County. There are been mergers in other regions in the state and still looking for this to come to our region.
- Our other Community Service Coordinator who is doing more of the Local Government unit is attending the Leadership Sullivan program this year and sat in on several webinars, including SPA & HCBS, Rest of State Provider Roundtable, HV Steering Committee, and NYS Multiple Systems Navigator. I also attended committee meetings, including Rural Health Network, SALT Steering, CSB, High Risk, SALT, and Drug Task Force. I met with Martin at Catholic Charities. I attended two NYAPRS trainings on Provider Burnout and LGBTQ Awareness. I also sat in on a DMH/DDRO Monthly phone call. While in the office, a lot of time was spent on updating the Policy and Procedure Manual, drafting the various contracts, resolutions, and cover memos which is done annually, as well as running reports on the clinicians regarding the case loads.
- The Department continues to work with local providers in finding funding/grants to provide help to families whose children have been diagnosed with serious emotional disturbances. The Department continues to monitor the family peer support workers with the Independent Living Center Inc.'s (ILC) peer services to Sullivan County residents. The Peer Bridger plan continues to do very well at Catskill Regional

Medical Center (CRMC). The Peer Bridger program is also utilized at the SC Jail when needed and seems to be working well.

- The Department has seen an increase need for a Suicide Prevention and has started a coalition through the Department of Community Services. This coalition seems to be taking hold with community agencies even though this is still fairly new coalition, so DCS is hoping this will do well.

Other activities participated in:

- Regional Planning Consortium (RPC) Advisory Group held its second meeting with participants from the community mental health Directors in the 7 Hudson region counties, community based providers, peers, youths and families, managed care organizations (MCO's), hospitals & health providers, state field office staff and Population Health Improvement Programs (PHIP), Performing Providing System (PPS), Local Departments of Social Services (LDSS) & Local Health Departments (LHD). The RPC Advisory Group formulated an agenda, from the issues/data collected from the previous meetings and will collaborate together to resolve the issues identified within their region. The board will come together on a quarterly basis, and members will serve as an access point for providers and consumers to bring concerns.
- Health Homes for both Adult & Children plus a meeting regarding AOT (Assisted Outpatient Treatment) Coordinator.
- Monthly All-Staff meeting at DCS.
- Meet with the SC. Jail.
- Participated in the Montefiore & Westchester County Medical Center DSRIP Steering & Governance committee meetings.
- Meet with the following agencies:
  - SALT (Sullivan Agencies Leading Together).
  - SC BOCES.
  - Catholic Charities.

Other regular activities performed were:

- The meeting of the internal corporate compliance committee reviewing internal operations, Office of People with Developmental Disabilities (OPWDD) directors and leadership meetings, Conference of Local Mental Hygiene Directors Executive and Directors meetings, Legislative committee & actions, the Community Services Board (CSB) and attended the New York State Association of Counties (NYSAC) conference in Albany.

**Family Services:**

Contracts:

- Basic workload volume: In January 2017 this office began with 85 active DFS agreements in place. Resolutions were prepared this month for Community Action Commission to Help the Economy (CACHE) for their preventive services, resident assistant services and domestic violence program. Resolutions were also prepared for DNA Diagnostics and Dorm 10,LLC. Contract preparations continued for the 23 contracts that expired in December and a contract was sent out to Parsons Child and Family Center for Foster Care Services. Exclusion screening for all contractors was conducted this month as well.
- Contract Monitoring: The practice of visiting contracted providers continued and a site visit took place at Willcare and Any-Time Home Care for their Personal Care Services and Consumer Directed Personal Assistance Programs. Reports were written and sent to the contractors for their records. Monthly reviews took place for the documentation associated with the invoicing of one on one services for one contracted provider. The practice also resumed of having a representative from Contracts attended monthly case reviews with the Department and the contracted providers for Preventive Services. During the month this office received data for compliance from the contract providers Rehabilitation Support Services and the Town of Wallkill Boys and Girls Clubs.



### Special Investigations

- As of January 1, 2017 the Special Investigations Unit had 561 Active Investigations. During the month 132 total Fraud Referrals were received resulting in 106 investigations assigned to the Unit and 26 were dismissed. The Fraud Investigators completed 107 investigations. As of the end of the month the total was 560 active investigations.
- The unit received 73 referrals and closed 60 Front End Detection and Eligibility Verification Review Investigations. Five of the closed investigations were denied/withdrawn due to the investigation which resulted in a \$42,372 Monthly Cost Avoidance.
- The unit collected \$7,407 for Accident Lien Recovery, \$8,718 for Property Lien Recovery, and \$9,852 for Estate Claim Recovery, a total of \$25,977 in Resource Recovery.
- The Unit received 18 requests for indigent burials resulting in 8 burials being approved, \$19,710 total indigent burial costs.

### Child Support Enforcement:

The Child Support Enforcement Unit Collections for the month of January 2017 are \$608,744. The total TANF collections are \$22,278 and the total DFS NON-TANF collections are \$10,787. The DFS total amount collected was \$33,065. There were 27 petitions filed in the month of January 2017 and 23 Paternity Establishments (including acknowledgements). Total CSEU cases open as of January 2017 are 5303.

### Services

#### Foster Care/Adoption

- As of January 31, 2017, there are 90 children in foster care; 55 children are placed in regular and therapeutic community foster homes or home on trial, 35 additional children are in congregate care placement, and there were no children AWOL. Of the total number of children in foster care, 22 are freed for adoption, and 7 additional children have a goal of adoption. One child with the goal of adoption has been placed in an adoptive home, and four children are currently awaiting placement. There is on-going activity to reduce the number of children in foster care through discharge to a parent or other appropriate resource, discharge to independent living or adult custodial care as well as adoption.

#### Child Protective Services

- The CPS unit received 138 new reports alleging child abuse and/or maltreatment in January 2017. Twenty-one of these reports were assigned to the FVRT.

#### Preventive

- The preventive unit has 128 open cases at the end of January 2017. Of the 128 open cases, 32 are active referrals that are receiving assessments and/or short term services. There were 16 new referrals received during the month of January.

#### Adult Services

- The Adult Services unit has 200 open PSA cases at the end of January 2017. Of the 200 cases, 97 are representative payee cases, and 29 cases are guardianships.
- Personal Care Aide services are provided to 42 cases.
- There are nine PERS (personal emergency response) cases and no long term care cases.

### Temporary Assistance (TA)

As of 1/31/17, the breakdown of Temporary Assistance active cases was as follows:

- 340 PA TANF cases (Public Assistance, Temporary Aid to Needy families)
- 319 PA SN cases ( Public Assistance, Safety Net)
- 5868 NPA FS (Non- Public Assistance, Food Stamps)

### Medical Assistance (MA)

As of 1/31/17, the breakdown of Medical Assistance active cases was as follows:

- 4136 MA cases (Medical Assistance)
- 2734 MA/ SSI cases ( Medical Assistance/ Supplemental Security Income)

#### Department Updates:

- The regular component of HEAP began on 11/14/16 and the Heating Repair and Replacement Component started on 11/7/16. Both programs are still active and we have not been provided with an end date at this time.
- The Clean and Tune component of the Home Energy Assistance Program is scheduled to close on February 3, 2017 for the season.
- The emergency component of HEAP opened on 1/3/17 and is still active.
- Currently, we are interviewing for several clerk vacancies and 2 Senior Social Welfare Examiner positions.
- The district's new OTDA Employment Liaison conducted a site visit to introduce himself and learn about our employment program. He will be working with our Employment Coordinator and CWD to help enhance the district's employment program.
- The transition of individuals who are eligible under a Modified Adjusted Gross Income (MAGI) eligibility group from the Welfare Management System (WMS) to NY State of Health is continuing. Cases continue to be pulled the first Saturday of every month. However, we haven't seen a huge decrease in the amount of cases being handled by the local district.

#### Office of the Aging:

- EISEP Services-(non-medical, non-Medicaid homemaker/personal care services)-838 hours of homemaker/personal care services provided to 19 participants. Participants also received 120 hours of case management.
- Home Delivered Meals-3,651 meals provided to 188 homebound participants.
- Congregate Meals-1018 meals provided to 138 participants.
- Medical Transportation-66 medical trips provided by RSVP/SCT to doctor's offices and medical facilities in and out of the county.
- Shopping Bus-72 trips provided by Sullivan County Transportation.
- Emergency Medical Alerts provided to 48 individuals.
- HIICAP-(Health Insurance Information Counseling and Insurance Program)-72 individuals assisted with health insurance/prescription issues.
- Eighty individuals assisted/assessed for Office for the Aging programs and other services they might be eligible for.
- Met with OATS (Older Adult Transition Support) Committee to start planning for the second Senior Expo.

#### Public Health Services:

- No report.

#### Youth Bureau:

- No report.



SULLIVAN COUNTY DEPARTMENT OF  
COMMUNITY SERVICES  
STATISTICAL SUMMARY FOR: January 1, 2017 - January 31, 2017

PROGRAM	CLIENTS ON ROLLS:			CLIENTS ON ROLL: 12/31/2016	CLIENTS SERVED	UNITS OF SERVICE
	12/31/2016	ADMISSIONS	DISCHARGES			
***SULLIVAN COUNTY MENTAL HEALTH CLINIC	510	30	68	472	540	1,337
***CHILDREN'S UNIT	44	6	5	45	50	157
TREATMENT REACHING YOUTH (SCHOOL-BASED)	165	3	15	153	168	131
FORENSIC UNIT	66	13	21	58	79	114
DOMESTIC VIOLENCE INTERVENTION & TREATMENT					6	9
<b>TOTAL MENTAL HEALTH</b>	<b>785</b>	<b>52</b>	<b>109</b>	<b>728</b>	<b>843</b>	<b>1,748</b>
ADULT CASE MANAGEMENT	59	0	3	56	59	935
HEALTH HOME	109	15	0	124	124	297
HEALTH HOME (KENDRA) AOT	3	0	1	2	3	6
BLENDED ICM/SCM (CHILD)	11	0	1	10	11	64
SPOA - Adult	39	0	0	39	39	61
SPOA - Child	21	0	0	21	21	43
CHEMICAL DEPENDENCY CLINIC	116	17	15	118	133	409
CHEMICAL DEPENDENCY- FORENSIC	26	0	0	26	26	103
<b>TOTAL TREATMENT PROGRAMS</b>	<b>384</b>	<b>32</b>	<b>20</b>	<b>396</b>	<b>416</b>	<b>1,918</b>
RCPC-MICHELE EHERTS	12	0	0	12	12	44
CM CIS					0	0
	<b># of calls</b>	<b>#of ph interv</b>	<b>Outreaches</b>	<b>Hosp Ref</b>	<b>Admits</b>	
MOBILE MENTAL HEALTH	Not available	Not available	Not available	Not available	Not available	

SULLIVAN COUNTY DEPARTMENT OF  
COMMUNITY SERVICES  
STATISTICAL SUMMARY FOR: January 1, 2016 - January 31, 2016

PROGRAM	CLIENTS ON ROLLS:			CLIENTS ON ROLL: 1/31/2016	CLIENTS SERVED	UNITS OF SERVICE
	1/1/2016	ADMISSIONS	DISCHARGES			
***SULLIVAN COUNTY MENTAL HEALTH CLINIC	536	64	40	560	1,099	769
***CHILDREN'S UNIT	49	4	4	49	158	67
TREATMENT REACHING YOUTH (SCHOOL-BASED)	183	2		185	214	336
FORENSIC UNIT	87	18	7	98	34	135
DOMESTIC VIOLENCE INTERVENTION & TREATMENT						19
<b>TOTAL MENTAL HEALTH</b>	<b>855</b>	<b>88</b>	<b>51</b>	<b>892</b>	<b>1,505</b>	<b>1,326</b>
ADULT CASE MANAGEMENT	40		2	38	122	0
HEALTH HOME	175	2	60	117	107	0
HEALTH HOME (KENDRA) AOT	3		1	2	2	2
BLENDED ICM/SCM (CHILD)	22	4	1	25	18	0
SPOA - Adult					19	
SPOA - Child					16	
CHEMICAL DEPENDENCY CLINIC	80	20	18	82	557	
CHEMICAL DEPENDENCY- FORENSIC	44			41	34	
<b>TOTAL TREATMENT PROGRAMS</b>	<b>364</b>	<b>26</b>	<b>82</b>	<b>305</b>	<b>875</b>	<b>2</b>
RCPC-MICHELLE EHERTS	12			12	12	48
RPC-KATHY RYAN	25	1	4	22	22	
	0	<b>#of ph interv</b>	<b>Outreaches</b>	<b>Hosp Ref</b>	<b>Admits</b>	
MOBILE MENTAL HEALTH	292	147	29	3	2	
CM CIS	0	0	0	0	0	

**SULLIVAN COUNTY DEPARTMENT OF FAMILY SERVICES**

**CASELOADS**

MONTH	PA TANF			PA SAFETY NET			NPA FS			MA			MA/SSI		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
JANUARY	366	370	340	276	299	319	5805	5880	5868	7059	6242	4136	2636	2700	2734
FEBRUARY	357	358		277	293		5877	5892		6970	6243		2666	2682	
MARCH	355	371		275	313		5779	5844		6897	6213		2664	2677	
APRIL	367	356		297	305		5745	5918		6797	6158		2646	2686	
MAY	381	358		319	296		5744	5880		6661	6084		2668	2672	
JUNE	383	354		308	300		5712	5857		6639	6024		2680	2680	
JULY	357	356		301	284		5638	5698		6574	5666		2696	2676	
AUGUST	358	350		283	295		5648	5695		6515	5339		2691	2680	
SEPTEMBER	362	346		278	288		5617	5707		6451	5113		2695	2678	
OCTOBER	369	339		287	288		5600	5851		6428	4608		2697	2680	
NOVEMBER	357	331		294	293		5706	5793		6303	4624		2721	2693	
DECEMBER	362	333		296	300		5792	5814		6270	4411		2712	2711	
AVERAGE	365	352	340	291	296	319	5722	5819	5868	6630	5560	4136	2681	2685	2734
	-10%	-3%		-9%	2%		-1%	2%		-5%	-16%		1%	0%	

SULLIVAN COUNTY DEPARTMENT OF FAMILY SERVICES

CHILD SUPPORT UNIT	2016 YTD	2017 YTD	2017 JAN
SUPPORT COLLECTIONS	8,362,115	608,744	608,744
TOTAL NON-DPS	7,780,519	575,679	575,679
TOTAL DFS	581,596	33,065	33,065
TANF	430,684	22,278	22,278
NON-TANF	159,313	10,787	10,787
TOTAL PETITIONS FILED	318	27	27
# PATERNITIES ESTABLISHED	213	23	23
# OPEN CASES	5333	5,303	-33
<b>ADULT SERVICES UNIT:</b>			
<b>PERSONAL CARE AIDES</b>			
CASES OPENED	10	3	3
CASES CLOSED	21	2	2
# CASES (AVG.)	47.5	42	42
<b>PERS</b>			
CASES OPENED	0	0	0
CASES CLOSED	13	0	0
# CASES (AVG.)	12.33333333	9	9
<b>PSA REFERRALS</b>			
16A Neglect by Caregiver	16	0	0
16A Physical Abuse	8	0	0
16A Sexual Abuse	2	0	0
16A Psychological Abuse	7	0	0
16A Financial or Other Exploitation	19	2	2
16B Neglects Own Basic Needs	49	1	1
16B Untreated Medical Conditions	28	1	1
16B Self-endangering Behaviors	29	0	0
16B Unable to Manage Finances	28	2	2
16B Environmental Hazards	48	0	0
<b>PSA</b>			
CASES OPENED	251	20	20
CASES CLOSED	224	29	29
# CASES (AVG.)	193.5	200	200
<b>GUARDIANSHIPS</b>			
OPEN	29	29	29
<b>CHILDREN SERVICES UNIT:</b>			
<b>FOSTER CARE</b>			
AVG. MONTHLY CASELOAD - COMMUNITY	60.91666667	55	55
AVG. MONTHLY CASELOAD - CONGREGATE	26	35	35

CHILDREN SERVICES UNIT:	2016 YTD	2017 YTD	2017 JAN
<b>CHILD PROTECTIVE SERVICES:</b>			
# OF NEW REPORTS	1636	138	138
# OF INDICATED REPORTS	240	24	24
PHYSICAL ABUSE	11	2	2
EMOTIONAL ABUSE	0	0	0
SEXUAL ABUSE	0	0	0
NEGLECT	78	7	7
DOMESTIC VIOLENCE	3	0	0
EDUCATIONAL NEGLECT	34	4	4
# OF UNFOUNDED REPORTS	655	68	68
# OF COURT ORDERED 1034 INVESTIGATIONS	37	4	4
<b>PREVENTIVE</b>			
AVG. MONTHLY CASELOAD	136.3333333	128	128
<b>SPECIAL INVESTIGATIONS UNIT:</b>			
<b>FRAUD COMPLAINTS AND INVESTIGATIONS:</b>			
# REFERRALS RECEIVED	996	132	132
# COMPLAINTS DISMISSED	251	26	26
# ASSIGNED FOR INVESTIGATION	745	106	106
# CASES COMPLETED	1,191	107	107
# CASES: MONTH END	561	560	560
<b>FRONT END DETECTIONS (FEDS) (INCLUDES EVR):</b>			
# CASES REFERRED	436	73	73
# CASES COMPLETED	410	60	60
# CASES DENIED/WITHDRAWN	75	5	5
COST AVOIDANCE	\$ 786,346	\$ 42,372	\$ 42,372
<b>RESOURCES UNIT (RECOVERIES):</b>			
ACCIDENT LIENS	\$81,457	\$7,407	\$7,407
PROPERTY LIENS	\$10,008	\$8,718	\$8,718
ESTATE CLAIMS	\$197,923	\$9,852	\$9,852
INSURANCE, MORTGAGES	\$1,100	\$0	\$0
RESOURCE UNIT TOTAL:	\$290,488	\$25,977	\$25,977
<b>BURIALS:</b>			
# REQUESTED	167	18	18
# APPROVED	124	8	8
COSTS	\$317,725	\$19,710	\$19,710
<b>COLLECTIONS:</b>			
RECOUPMENTS	\$55,688	\$4,832	\$4,832
RESTITUTION	\$226,683	\$10,272	\$10,272
COLLECTIONS TOTAL	\$282,371	\$15,103	\$15,103



*Mountains of Opportunities*

**COUNTY OF SULLIVAN**  
**Division of Health and Family Services**  
**SULLIVAN COUNTY HUMAN SERVICES COMPLEX**  
COMMUNITY LANE  
PO BOX 231  
Liberty, NY 12754

Division of Health and Family Services Office of Contracts Compliance  
Monthly Report: January 2017

<b>January 2017</b>	<b>DFS</b>
Total number of formal agreements in effect at the end of the month:	85*
Total number of agreements which expired/were terminated at the end of the month:	23
Total number of agreements renewed, extended, or re-initiated at the end of the month:	23
Total number of agreements which were initiated this month:	1
Number of RFP's, Bids, Proposals, Etc. coordinated this month:	0
Number of new agreements, addenda and/or modifications developed this month:	1
Number of intra-county agreements coordinated this month:	0
Performance and outcomes measures developed, identified and/or evaluated:	3
Reports received from on-site monitoring visits and/or follow-ups performed:	2
Reports received from state oversight contract providers:	0
Reports received from self-report contract providers:	2
Reports received from in-house end users:	0
DSS related Plans/Plan updates received:	0
Trend analysis of need indicators performed:	3
Total contract related technical assistance/supports provided:	92
Total number of number of program areas/types of service currently handling:	11
Total number of contracts currently managing:	85

\*23 Agreements expired 12/31/2016. Resolution 493-16 extended them for no more than 90 days.

