

SOCIAL PROGRAMS COMMITTEE MEETING

April 13, 2010 – 3:30 p.m.

PRESENT: Chairman Grattidge; Supervisors Barrett, Collyer, Sausville, Veitch, Yepsen; Spencer Hellwig, Mgmt. Analyst; Bob Christopher, Tina Potter, Social Services; Wes Carr, Youth Bureau; LWV Reps. (2)

Chairman Grattidge called the meeting to order.

Mr. Collyer moved to approve the minutes of the March 9th meeting. Mr. Sausville seconded. Unanimous.

Mr. Carr requested a **resolution authorizing the Youth Bureau's 2010 funding applications and contracts**. He said he put the breakdown of this funding in the Committee members' mailboxes. He stated this package was approved by his Youth Advisory Board. He said the 2010 funding amounts are 12% less than they were in 2009. Over the past three years, funding has been cut 33%. He said this has been included in the 2010 budget. Chairman Grattidge asked Mr. Carr how they do with the cutbacks. Mr. Carr said they try to be as judicious as possible. **Mr. Barrett moved to approve this resolution. Mr. Sausville seconded. Unanimous.**

Mr. Sausville asked Mr. Carr what the process is for an organization to make a request to the County. Mr. Carr said they can contact him anytime. The normal cycle is for applications in the early fall. They would submit a formal application, and his Youth Advisory Board would review it, but we are at the mercy of the State. He said last year, he did not bring this resolution forth until June.

Mr. Christopher said the NYS Office of Temporary & Disability Assistance is offering districts an opportunity to implement on-site scanning solutions which will increase efficiency and save space. Initially, it will apply to Public Assistance, Food Stamps, HEAP, and Medicaid. Phase 2 will include scanning solutions for Services, Child Welfare, and the Day Care Program. He said New York State agreed to pay for all scanning equipment necessary and pay for three years of maintenance. The State will provide training in the near future. We think we will need nine scanners, but we will try for as many as we can, he said. Some benefits of the scanning program are that it will eliminate the need to store paper files both active and closed. We have 328 file cabinets and 46 in our Food Stamp office in Saratoga Springs. There are 40,290 case files in storage in the old jail. We have 300 cardboard boxes filled with files. Effectively, we will be able to eliminate all of those files through the

scanning system which will take some time, 1 – 1 ½ years. We do not anticipate we will need any additional staff, he said. He stated the active files are in their building. The closed files have to be kept for seven years, and we are constantly going through and recycling those out. Sometimes, people close their case and they come back in again, and we have to get their file out of the old jail. Eventually, we can get rid of everything, he said. This will save time spent locating files. It will prevent duplication of documents from one program to another. It will also give us simultaneous document access by multiple users. He said this will also reduce their costs by not having to buy more file cabinets and office filing supplies. This will be very good for us to do and will help us save space and be more efficient, he added.

Chairman Grattidge asked Mr. Christopher if he had a rough estimate of what this whole system is worth. Mr. Christopher said \$2,000 for the large scanners and \$800 for the smaller ones. He said the information will be in the State's computer system in Albany, and then we access their database. Ms. Yepsen asked if there would be any confidentiality worry. Mr. Christopher said no, and that will be a big plus. Right now, we have files everywhere, he said. Mr. Hellwig said the money is in the budget, and we will get revenue back. Everything is in place, he said. Mr. Collyer said at the end of the three years, things could look differently for us. Mr. Hellwig said if it works, we save money on records storage, etc. Mr. Christopher stated at the end of the three-year period, Food Stamps, HEAP and Medicaid are 100% reimbursable for administrative funding. We asked if we could claim 100% reimbursement if a scanner broke, and the State said yes.

Mr. Christopher said the State is switching to a system whereby people who want to apply for Food Stamps can do it on line. We can still do interviews in the office, he said. He stated this is aimed at helping it become easier for working people to apply and receive benefits. There will be State training for us on June 15th and 16th and we can start the next day, he said.

On a motion by Mr. Collyer, seconded by Mr. Barrett, the meeting was adjourned.

Respectfully submitted,

Elaine M. Sodemann