

HEALTH & HUMAN SERVICES COMMITTEE  
April 28, 2021 4:00 p.m.

AGENDA

Chair: Tara Gaston

Members:

Phil Barrett  
Eric Connolly  
Joe Grasso  
John Lant  
Darren O'Connor - VC  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the March 31, 2021 meeting
- III. One Year Contract for contact tracers – Dr. Daniel Kuhles, Public Health
  - a) Kyle Abdellatif
  - b) Kayla Aschmutat
  - c) Suzanne Kwasniewski
- IV. Transfer from Fund Balance to Public Health Operating Budget – Steve Bulger, County Administrator
- V. Public Health Department Expansion
- VI. RISE Social Club
- VII. Emergency Rental Assistance Program
- VIII. Other Business
- IX. Adjournment

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145  
Access Code: 1840389



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Mike Hartnett, County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** Daniel Kuhles

**DATE:** 4/21/2021

**RE:** Kyle Abdellatif

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  **YES** or  **NO**  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
No

3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
No

4. Specific details on what the resolution will authorize:

It is anticipated that Kyle Abdellatif will exhaust the terms of his minor contract in May 2021. Kyle is a college graduate who is available to work full time and has been a dependable contact tracer. As the cases of COVID-19 continue, it is imperative to the Public Health Department to maintain the services of quality contractors like Kyle. I am thereby requesting that Kyle's minor contract be transferred to a major contract for the same monetary term of \$25.00 per hour for a one-year term in the amount not to exceed \$45,500 maximum/35 hours per week. This expense will be covered by an HRI grant as accepted in resolution 201-2020.

5. Does this item require hiring a Vendors/Contractors:

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term: Upon resolution
- d. Termination of contract date: one year term
- e. Contract renewal and term: Assessment on completion of one year term
- f. Contact information: Kyle Abdellatif, 106 Woodlawn Ave., Apt 2, Saratoga Springs NY 12866
- g. Is the vendor/contractor an LLS, PLLC or partnership: no
- h. State of vendor/contractor organization: no
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  
(If yes, attach the last approved resolution)
  - a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
  
7. Is a new position being created:
  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Kyle Abdellatif has been on a minor contract as a contact tracer since January 2021. It is anticipated that he will exhaust the terms of the minor contract in May 2021. Kyle is a college graduate who is available to work full time and has been a dependable contact tracer. As the cases of COVID-19 continue, it is imperative to the Public Health Department to maintain the services of quality contractors like Kyle. I am thereby requesting that Kyle's minor contract be transferred to a major contract for the same monetary term of \$25.00 per hour for a one-year term in the amount not to exceed \$45,500 maximum/35 hours per week. This expense will be covered by an HRI grant as accepted in resolution 201-2020.



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**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** Daniel Kuhles

**DATE:** 4/21/2021

**RE:** Kayla Aschmutat

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  **YES** or  **NO**  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
No

3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
No

4. Specific details on what the resolution will authorize:

It is anticipated that Kayla Aschmutat will exhaust the terms of her minor contract in May 2021. Kayla is a college student who is available to work full time and has been a dependable contact tracer. As the cases of COVID-19 continue, it is imperative to the Public Health Department to maintain the services of quality contractors like Kayla. I am thereby requesting that Kayla's minor contract be transferred to a major contract for the same monetary term of \$25.00 per hour for a one-year term in the amount not to exceed \$39,000 maximum/30 hours per week. This expense will be covered by an HRI grant as accepted in resolution 201-2020.

5. Does this item require hiring a Vendors/Contractors:

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term: Upon resolution
- d. Termination of contract date: one year term
- e. Contract renewal and term: Assessment on completion of one year term
- f. Contact information: Kayla Aschmutat, 2002 Alexander Rd, Galway NY 12074
- g. Is the vendor/contractor an LLS, PLLC or partnership: no
- h. State of vendor/contractor organization: no
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:



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  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Kayla Aschmutat has been on a minor contract as a contact tracer since January 2021. It anticipated that she will exhaust the terms of the minor contract in May 2021. Kayla is a college student who is available to work full time and has been a dependable contact tracer. As the cases of COVID-19 continue, it is imperative to the Public Health Department to maintain the services of quality contractors like Kayla. I am thereby requesting that Kayla's minor contract be transferred to a major contract for the same monetary term of \$25.00 per hour for a one-year term in the amount not to exceed \$39,000 maximum/30 hours per week. This expense will be covered by an HRI grant as accepted in resolution 201-2020.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Mike Hartnett, County Attorney  
Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** Daniel Kuhles

**DATE:** 4/21/2021

**RE:** Suzanne Kwasniewski

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  **YES** or  **NO**  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
No

3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
No

4. Specific details on what the resolution will authorize:

It is anticipated that Suzanne Kwasniewski will exhaust the terms of her minor contract in May 2021. Suzanne is available to work full time and has been a dependable contact tracer. As the cases of COVID-19 continue, it is imperative to the Public Health Department to maintain the services of quality contractors like Suzanne. I am thereby requesting that Suzanne's minor contract be transferred to a major contract for the same monetary term of \$25.00 per hour for a one-year term in the amount not to exceed \$39,000 maximum/30 hours per week. This expense will be covered by an HRI grant as accepted in resolution 201-2020.

5. Does this item require hiring a Vendors/Contractors:

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term: Upon resolution
- d. Termination of contract date: one year term
- e. Contract renewal and term: Assessment on completion of one year term
- f. Contact information: Suzanne Kwasniewski, 126 White Street, Saratoga Springs NY 12866
- g. Is the vendor/contractor an LLS, PLLC or partnership: no
- h. State of vendor/contractor organization: no
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:



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  - c. What is the reason for the change in terms:
  
7. Is a new position being created:
  - a. Effective date
  - b. Salary and grade
  
8. Is a new employee being hired:
  - a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
  
9. Is a grant being accepted:
  - a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
  
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Suzanne Kwasniewski has been on a minor contract as a contact tracer since January 2021. It anticipated that she will exhaust the terms of the minor contract in May 2021. Suzanne is available to work full time and has been a dependable contact tracer. As the cases of COVID-19 continue, it is imperative to the Public Health Department to maintain the services of quality contractors like Suzanne. I am thereby requesting that Suzanne's minor contract be transferred to a major contract for the same monetary term of \$25.00 per hour for a one-year term in the amount not to exceed \$39,000 maximum/30 hours per week. This expense will be covered by an HRI grant as accepted in resolution 201-2020.



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**TO:** Steve Bulger, County Administrator  
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Pam Wright, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Therese Connolly, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, Confidential Secretary/County Attorney's Office

**FROM:** County Administrator, Steve Bulger

**DATE:** 4/23/21

**RE:** Transfer from Fund Balance to Public Health Budget (Covid & Full Service Conversion)

**COMMITTEE:** Health & Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  
(If yes, budget lines and impact must be provided)  
Yes, amount "TBD" from Fund balance to Public Health operating budget.
3. Are there Amendments to the Compensation Schedule:  
(If yes, provide details)  
No
4. Specific details on what the resolution will authorize:  
This transfer to the Public Health operating budget will replenish COVID relief funds and Public Health Services efforts to convert to a full service Public Health Dept.
5. Does this item require hiring a Vendors/Contractors:
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:





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9. Is a grant being accepted:
  - a. Source of grant funding:
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10. Remarks/Reasoning (Supporting documentation must be attached to this form):



## THE RISE SOCIAL CENTER

### Our Purpose:

- To combat the isolation that often accompanies a mental health diagnosis
- To provide safe and welcoming opportunities for people to come together and enjoy all our community has to offer
- To foster new friendships and social connections which allow people to develop and expand their natural support system
- To help people develop a sense of confidence and independence through skill building classes, peer support, pre-vocational training, and volunteer opportunities



### Who Can Access the Center?

- Any Saratoga County resident who:
  - Has a mental health diagnosis that prevents them from participating in more structured educational, vocational, or social settings, AND
  - Needs a “low demand” setting where they can socialize and learn skills, AND
  - Has been referred by a mental health provider, AND
  - Is capable of interacting appropriately with peers



## THE SPACE

The Social Center will be located at the existing RISE main office building, conveniently located one block from the Saratoga County mental health clinic on South Broadway.

The 5,000 square foot space will include a commercial kitchen & café, a computer room, meeting spaces, a library/reading room, living room space for games/ a pool table, and workshop rooms.



***The Café/Kitchen:*** The licensed-commercial kitchen and café will function not only as a space to serve and enjoy a meal, but also as a place for life skills workshops and pre-vocational classes. The kitchen may also serve as a resource for small food-business owners (chefs, bakers, caterers, etc.) who need a commercial grade space to launch their businesses.

***The Computer Room:*** A computer room is vital for teaching computer skills, explaining cyber safety (especially to a vulnerable population), online learning, and job searches. Desktop computers will be used for workshops as well as free internet access to social center participants.

***Workshop Rooms:*** Dedicated spaces for programs requiring table space in a quiet room will be available. Skills classes may include *money management* (banking basics, budgeting and saving, on-line banking, financial services), *home management* (grocery shopping, sewing, knitting, cleaning, hygiene), *community awareness* (social interactions, local resources).

***The Living Room:*** A large open central area will be used as a general living room/social space for participants to interact, relax, and enjoy a safe space. There will be games, books, a television, a pool table (already donated), and a foosball table (already pledged).

***The Studio:*** The large 2,000 sq/ft open space will be used as an art studio accessible to social center participants. We will also partner with local art therapists who will use the space to provide art therapy groups to center participants as well as members of the wider community.

**COMMUNITY PARTNERSHIPS**

RISE intends to make the Social Center space available to the broader community through strategic partnerships. We are already in communication with several local organizations, and we plan to continue outreach to others.



**The Saratoga County Prosperity Partnership:** We will partner with the SCPP to connect entrepreneurs to our available space. Local small food-business owners (chefs, bakers, caterers, etc.) may benefit from access to the commercial kitchen.



**Pitney Meadows:** The farm is pleased to have a place to teach nutrition classes, locate a pop-up market, and donate their excess locally grown fruits and vegetables.



**CREATE Studios:** The licensed therapists are excited to have access to our studio space for therapy groups with center participants as well as with the wider community. **The Saratoga Art Pantry** will provide art supplies for therapy participants.



**Healing Springs:** We will offer our space to the substance use recovery community for self-help groups, classes, and trainings (NARCAN training, Nutrition in Substance Use Recovery, etc.)



**PROJECT TIMELINE**

2021	2022	2023	2024
Planning (program and funding)	Launch	Year 2	Year 3
Staff: Development Coordinator Program Director	Staff: Program Director, Recreation Supervisor 2 Peer Advocates	Staff: Program Director Recreation Supervisor 2 Peer Advocates	Staff: Program Director Recreation Supervisor 2 Peer Advocates
Commercial Kitchen Renovation	Furnishings and Equipment Purchases	Begin providing reimbursable services	County Assistance levels to \$150,000

**BUDGET REQUEST**

		2021	2022	2023	2024
<b>Revenues</b>					
	Saratoga County	\$75,000	\$250,000	\$200,000	\$150,000
	Other		\$25,000	\$53,000	\$103,000
<b>Total Revenue</b>		\$75,000	\$275,000	\$253,000	\$253,000
<b>Expenses</b>					
	Personnel	\$35,000	194,000	\$194,000	\$194,000
	OTPS	\$40,000	\$81,000	\$59,000	\$59,000
<b>Total Expense</b>		\$75,000	\$275,000	\$253,000	\$253,000