

**CITIZENS ADVISORY COUNCIL  
for GREENE COUNTY DEPARTMENT of HUMAN SERVICES  
AUGUST 12, 2014 MINUTES**

Call to order at 2pm by Chairman Richard Golden followed by Pledge of Allegiance. There was a question on whether or not this meeting constituted a quorum. By-laws were checked and the answer is yes. (A copy of the bylaws will be attached with minutes)

**ROLL CALL:**

**Present:** Richard Golden, Linda Van Etten, Phyllis Beechert, Ernest Harris, Lillian Moore, Connie Bentley & Tezera Pulice

**Excused:** Kim Kaplan & Terry McGee Ward

**Absent:** Michelle Black, Lynn Brunner, Larry Gardner, Larry Krajewski, Florence Ohle & Dawn Wallant

**Guests:** Ken Brooks (GCDHS)

**INTRODUCTION OF GUESTS:** Ken Brooks from Greene County Department of Human Services was recognized.

- He reported that donations are down, while the number of clients for home delivered and congregate meals are also down, which offsets one another.
- The proposed budget for the department for 2015 has been sent to the county officials.
- Maintenance at the Rivertown Senior Center will no longer be the responsibility of Buildings & Grounds, rather a DHS budget line item. Advisory members suggested charging for the use of the facility, including the Athens senior club, to offset this cost. Tezera stated there is a policy in place which includes a \$50 fee. It was asked that it be attached for review to the minutes.
- The Senior Angel program has been revamped with staff having formed a committee to oversee. The committee will be working with the Coxsackie-Athens Rotary Club to revitalize their Helping Hands program for Coxsackie-Athens residents. DHS will promote and the Rotary club will handle details. Andrea Benjamin-Legg will serve as the liaison between the committee and Dick Golden, the club's program informational contact. It was stated that the program is for minor household projects and will not take business away from local contractors.
- Has been speaking at area senior citizen clubs on department's programs.

**JUNE/JULY MINUTES:** On the motion of Lillian Moore, seconded by Linda Van Etten, the June/July minutes were accepted as recorded.

**PROGRAM REPORTS & UPDATES:**

**Tezera Pulice, Nutrition Report:**

- A Wellness Ambassador from Rite Aid (Ravena) will be conducting presentations at the Coxsackie & Athens centers
- September is Fall Prevention Month; special plans for centers with speakers & informational materials
- Coxsackie sponsors a Pet Care Pantry ó surveys going out to all seniors to see their needs for assistance with pets
- Dates for Flu Clinics have been set; 9:30 ó 11:30am:
  - ✓ September 22 ó Coxsackie                      September 23 ó Rivertown
  - ✓ September 24 ó Jewett                         September 25 - Acra
  - ✓ Catskill center scheduled through Town of Catskill offices

**Connie Bentley, Aging Services:**

- HEAP ó Opens November 17

- Income eligibility guidelines available
- Prior clients will receive applications in advance; can complete & return but nothing will be decided by DSS until program is open ó We will do initial leg work for DSS & cannot make any decisions; Andrea & Rose to be department primary contacts
- HIICAP training upcoming; Open Enrollment period for Medicare: October 15 ó December 7
- Conference call (8/13) with Social Security regarding SSI & NYS changes; Procedural changes that shouldn't effect clients
- Medicare Savings Program (MSP) designed to assist low-income with Medicare costs; letters sent out but little response

**OLD BUSINESS:**

- Vacancies on Board
  - ◆ Still need reps from Cairo & MtnTop
  - ◆ No Public Health rep for Marie Ostoyich's vacancy

**NEW BUSINESS:**

- Linda VanEtten questioned why no one received a copy of the county's resolution re-appointing members for 2014. This will be checked by the department & reported back on in September. In the meantime, all members will receive a copy of the list of members & contact information (see attached)

**ANNOUNCEMENTS:**

Richard Golden:

Linda VanEtten, **DSS**:

Phyllis Beechert:

Michelle Black, **Veterans Affairs**: Absent, no report

Lynn Brunner:

Larry Gardner, **Legislature**:

Ernest Harris: Nothing

Kim Kaplan, **Public Health**: Excused, no report

Larry Krajeski: Nothing

Lillian Moore, **RSVP**:

- Annual recognition ó October 9<sup>th</sup>
- Fuel raffle again in December

Florence Ohle, **Community Action**:

Dawn Wallant, **Common Ground**: Excused, no report

Meeting was adjourned on motion by Linda VanEtten, second by Lillian Moore.

Next meeting: Tues September 9, 2014 at 2pm.

Respectfully submitted,

Maureen Murphy, GCDHS Administrative Assistant

## ARTICLE I

NAME: The name of this group shall be the Advisory Council to the Greene County Department for the Aging.

## ARTICLE II

PURPOSE: The purpose of the Council is to advise the Greene County Department for the Aging in their efforts to serve the County's elderly residents. More specifically the Council will advise the Department to:

- a) Develop and administer the service plan;
- b) Conduct public hearings;
- c) Represent the interest of older person; and
- d) Review and comment on all community policies, programs and actions which affect older persons.

## ARTICLE III

### MEMBERSHIP:

Section I. The Advisory Council shall be comprised of not fewer than 15 members. At least 50% shall be over 60 years of age and residents of Greene County, including older persons with greatest economic and social need, older minority individuals, and participants of services offered by the Greene County Department for the Aging. Other members shall be representatives of agencies serving the elderly, elected officials and the general public. Representatives of agencies providing contracted services to the Department may not be members of the council but may attend meetings.

Section II. Members shall be appointed for a one year term by the Greene County Legislature. Appointments shall maintain the majority of elderly members while striving for representation from the community and area service providers. Three consecutive absences from Council meetings may be considered cause for discontinuation of Council membership.

## ARTICLE IV

### MEETINGS:

Section I. The Council shall meet monthly but not less than 10 meetings per year.

Section II. Special meetings may be convened at any time by the Chairperson.

Section III. A quorum shall consist of one third of the full membership. Decisions of the Council are by majority of members present at the meeting.

Section IV. Meetings shall be conducted in accordance with Roberts Rules of Order.

Section V. Designated staff representing the Department at Advisory Council meetings are the Director and program staff as determined by the Director. The Director and the program staff are not voting members of the Advisory Council.

**ARTICLE V**

**OFFICERS AND THEIR DUTIES:**

Section I. There shall be three elected officers: Chairperson; Vice Chairperson; and Secretary. Elections shall be held the last meeting of the calendar year.

Section II. The term of office shall be for one calendar year (January through December). The Chairperson may not hold the office for more than two consecutive terms.

Section III. The Chairperson shall preside at all Council meetings and shall be an ex-officio member of all committees. At the first meeting of the year, the Chairperson shall appoint all committees under approval of the Council.

Section IV. The Vice-Chairperson shall assist the Chairperson in the performance of his/her duties. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.

Section V. The Secretary shall be responsible for the Minutes of all Council meetings.

Section VI. In the event that an elected officer cannot continue in his or her position, a replacement will be appointed with the approval of the Council and will serve until the next regular election.

**ARTICLE VI**

**AMENDMENTS:** Amendments to the By-laws may be made at any regular meeting. Notices of the proposed amendment must be mailed to all members at least two weeks prior to the meeting.

Revised 5/9/00

**RIVERTOWN SENIOR CENTER  
REQUEST FOR USE OF THE FACILITIES**

DATE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

WHAT AREAS OF THE BUILDING/PROPERTY WILL BE USED?

IS USE OF KITCHEN REQUESTED? \_\_\_\_\_

IF YES, HOW WILL KITCHEN BE USED? \_\_\_\_\_

I have read and agree to abide by the Building Use Rules (other side). I understand that there is a \$50.00 donation for use of the building. If use of kitchen is requested, a Department for the Aging staff person must be paid at their regular per hour salary to supervise any food preparation.

Signed: \_\_\_\_\_

Contact Person

\_\_\_\_\_

Approved By:  
Therese McGee Ward, Executive Director  
Department for the Aging

Rev. 3/2/2012

### **BUILDING USE RULES**

The following are procedures for the use of the facilities at the Rivertown Senior Center:

1. You must bring your own supplies, such as coffee, coffee cups, milk and sugar, plates, napkins, garbage bags and food, if necessary for activity.

2. Leave the building in the same condition as found; i.e. in a clean and orderly condition including the kitchen and bathrooms, and with the tables and chairs in same place as found.
3. Telephone to be used for local calls only.
4. Use of Department for the Aging equipment is prohibited without permission from the Department and includes use of typewriter, desks, television, VCR, and copy machine.
5. You are responsible for securing the building before leaving using the following checklist:
  - a. lights are turned off
  - b. garbage is removed
  - c. all doors are locked
6. Forward in advance a copy of a certificate of insurance naming Greene County as a certificate holder for the event or activity.
7. The Rivertown Senior Center is a smoke-free facility; absolutely NO SMOKING is allowed in the building.
8. If use of the building includes permission to use the kitchen, you will be required to hire one of the Department for the Aging staff, depending on the level of use requested.

#### **2014 ADVISORY COUNCIL MEMBERSHIP LIST**

**Chairperson**

Richard Golden      74 Billingswood Pt, Athens NY 12015      945-1943  
 Hrgolden8@gmail.com

**Vice Chairperson**

Linda Van Etten      Greene County Department of Social Services      719-3690  
 Linda.VanEtten@dfa.state.ny.us

**Secretary**

Florence Ohle      Community Action of Greene County      943-9205  
[fohle@cagcny.org](mailto:fohle@cagcny.org)

Phyllis Beechert      113 Skyview Drive, Greenville NY 12083      966-5226

Connie Bentley	Greene County Dept of Human Services	cbentley@discovergreene.com
Michelle Black	Greene County Veterans Service Agency <a href="mailto:mblack@discovergreene.com">mblack@discovergreene.com</a>	943-3703
Lynn Brunner	10 Chatham Street, Athens, NY 12015 <a href="mailto:lynnbrunner1@gmail.com">lynnbrunner1@gmail.com</a>	945-1012
Larry Gardner	Chairperson, Human Resources Committee <a href="mailto:lgardner@discovergreene.com">lgardner@discovergreene.com</a>	719-3270
Ernest Harris	444 West Main St., Catskill, NY 12414 <a href="mailto:ernthebirdhouse@aol.com">ernthebirdhouse@aol.com</a> OR <a href="mailto:meypretty54@aol.com">meypretty54@aol.com</a> (wife)	943-5871

**RESIGNED 1/2014** David Hart

Tezera Pulice	Department of Human Services	tpulice@discovergreene.com
Kim Kaplan	Greene County Public Health	kkaplan@discovergreene.com
Lawrence Krajeski	Director, Catskill Mountain Housing <a href="mailto:Larry@cmhdc.org">Larry@cmhdc.org</a>	943-6700
Terry McGee Ward	Director, Greene County Dept of Human Services <a href="mailto:tmcgeeward@discovergreene.com">tmcgeeward@discovergreene.com</a>	719-3555
Lillian Moore	17 Old Kings Rd Catskill, NY 12414 No email address	943-2085

**NO LONGER PUBLIC HEALTH 1/2014** Marie Ostoyich

**RESIGNED 4/2014** DeDe Thorpe

Dawn Wallant	Common Ground	dwallant@commongroundinc.org
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