

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

JOSEPH LIGHTFOOT
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BILL SHERIDAN, CHAIR
MONDAY, SEPTEMBER 21, 2020
***** BOARD ROOM AND LIVE VIA YOUTUBE*****
***** 5:30 P.M. *****

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 202.1 ARTICLE 7, SUSPENSION OF LAW ALLOWING THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – August 10
- 3. COVID-19 UPDATE**
- 4. PUBLIC HEALTH – DANA MCGUIRE**
 - A. Authorizing the Chair to Sign a Contract with Health Research Inc. (HRI) for Epidemiology and Laboratory Capacity (ELC) Covid-19 Enhanced Detection and Modifying the 2020 Budget for the Public Health Department (Res)
 - B. Proclaiming October 25-31, 2020 as National Lead Poisoning Prevention Week (Res)
 - C. Authorizing the Chair to Sign Contracts with Contractors, Subcontractors, and Consultants for Opioid Epidemic Grant Funding and Modifying the 2020 Budget for the Public Health Department (Res)
- 5. COMMUNITY SERVICES – JAY ULRICH**
 - A. Treatment Program Presentations –
 - St. Lawrence Health Systems – Jayme Smith, Behavioral Health Service Line Director
 - St. Joseph’s Addiction Treatment and Recovery Centers – Bob Ross, President/CEO
 - St. Lawrence County – Sheena Smith, Chemical Dependency Clinic Program Director
 - B. Expanding the Impaired Driver Program into Franklin County and Modifying the 2020 Budget for Community Services (Res)
 - C. State Opioid Response (SOR) Grant Year 2 Funding (Discussion)
- 6. SOCIAL SERVICES – CYNTHIA ACKERMAN**
 - A. Modifying the 2020 Budget for Social Services for Costs Associated with Foster Care and Medical Administration (Res)

7. YOUTH BUREAU – ALEXA BACKUS

- A. Authorization to Purchase Face Masks for Students in St. Lawrence County and Modifying the 2020 Budget for the Youth Bureau (Res)

8. VACANCY REVIEW COMMITTEE

- A. Summary (Info)
- B. Social Services
 - 1. Fill Caseworker Position / Children’s Services (815000009)
 - 2. Fill Senior Clerk Position / Children’s Services (002400007)
- C. Community Services
 - 1. Create and Fill Impaired Driver Program Instructor (610800003)
- D. Public Health
 - 1. Create and Fill Service Coordinator (506000004)

9. COMMITTEE REPORTS

- A. Board of Health (Acres)
- B. CDP Board of Directors (Lightfoot)
- C. Community Services Board (Acres)
- D. Office for the Aging Advisory Board (Denesha)
- E. Youth Advisory Board (Terminelli)

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION

- A. Negotiations
- B. Litigation
- C. Personnel
- D. Appointments

12. ADJOURNMENT – If there is no further business.

October 5, 2020

Services Committee: 9-21-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
HEALTH RESEARCH INC. (HRI) FOR EPIDEMIOLOGY AND LABORATORY
CAPACITY (ELC) COVID-19 ENHANCED DETECTION AND MODIFYING THE 2020
BUDGET FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH) will be awarding funding to local health departments (LHDs) for enhanced detection, surveillance and prevention of COVID-19, based on county populations plus a supplemental award based on percent of COVID-19 cases, and

WHEREAS, this funding is part of a Center for Disease Control (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), CFDS# 93.323, and

WHEREAS, this is for a two year period, July 1, 2020 – June 30, 2022, and seventy-five percent (75%) of the funds are available for expenditure immediately, and

WHEREAS, the majority of these funds are expected to be used to increase staffing capacity to conduct rapid and complete case and contact investigations and report data utilizing the CDCMS (CommCare), and

WHEREAS, upon the signing of this agreement, the Public Health Department will receive funding in the amount of \$308,906, and

WHEREAS, additionally a placeholder of \$1,000,000 will be added to the contract in case emergency funds are need to be allocated and disbursed quickly, which would allow for expedited procurement procedures,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for the Public Health Department, as follows:

INCREASE REVENUE:

PPZ44895 57000 CVD

P ELC CVD Federal Aid

\$308,906

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INCREASE APPROPRIATIONS:

PPZ40101 18000 CVD	P ELC CVD Overtime	\$97,968
PPZ40101 19000 CVD	P ELC CVD Temporary & Part Time	51,439
PPZ40102 22002 CVD	P ELC CVD Personal Computers	3,553
PPZ40104 42001 CVD	P ELC CVD Computer Supplies	4,200
PPZ40104 42004 CVD	P ELC CVD Computer Software	2,000
PPZ40104 42302 CVD	P ELC CVD Other Phone Services	1,269
PPZ40104 43007 CVD	P ELC CVD Other Fees & Service	122,862
PPZ40108 81000 CVD	P ELC CVD Retirement	6,860
PPZ40108 83000 CVD	P ELC CVD Social Security	3,650
PPZ40108 84000 CVD	P ELC CVD Workmens Compensation	1,430
PPZ40108 84500 CVD	P ELC CVD Group Life Insurance	85
PPZ40108 86000 CVD	P ELC CVD Medical Insurance	12,780
PPZ40108 86500 CVD	P ELC CVD Dental Insurance	550
PPZ40108 89000 CVD	P ELC CVD Vision Insurance	<u>260</u>
		\$308,906

BE IT FURTHER RESOLVED that any remaining funds be rolled over to future budgets until fully expended.

October 5, 2020

Services Committee: 9-21-2020

RESOLUTION NO. _____

**PROCLAIMING OCTOBER 25-31, 2020
AS NATIONAL LEAD POISONING PREVENTION WEEK**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, St. Lawrence County Public Health Department is joining the national commitment to eliminating lead poisoning and observing National Lead Poisoning Prevention Week on October 25-31, 2020, and

WHEREAS, even low levels of lead exposure have been shown to affect the developing brains of children, and

WHEREAS, health problems caused by elevated blood lead levels are often invisible and irreversible in children, and

WHEREAS, the Public Health Department has worked to protect children by encouraging parents to have young children screened for elevated blood lead levels at 1 and 2 years of age, and

WHEREAS, the Centers for Disease Control and Prevention (CDC) estimates that approximately half a million children living in the United States have lead levels high enough to cause learning disabilities, behavioral problems, developmental delays, and, at very high levels, seizures, coma, and even death, and

WHEREAS, the Public Health Department recognizes the importance of educating parents and communities about the sources of lead exposure, and

WHEREAS, the Public Health Department joins the Centers for Disease Control and Prevention, the U.S. Environmental Protection Agency, and the U.S. Department of Housing and Urban Development in encouraging parents to learn more about lead exposure prevention, and

WHEREAS, increased awareness of childhood lead exposure is critically important so that parents, health care providers, housing authorities, building and construction interests, educators, and others can work together to prevent children from being exposed to lead in the environment, and

WHEREAS, the theme of the National Lead Poisoning Prevention Week is “Lead-Free Kids for a Healthy Future,” and underscores the importance of testing your home, testing your child, and learning how to prevent lead poisoning,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims October 25-31, 2020 as National Lead Poisoning Prevention Week.

October 5, 2020

Services Committee: 9-21-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH CONTRACTORS,
SUBCONTRACTORS, AND CONSULTANTS FOR OPIOID EPIDEMIC GRANT
FUNDING AND MODIFYING THE 2020 BUDGET FOR THE
PUBLIC HEALTH DEPARTMENT**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Opioid Epidemic Grant Funding (9/1/2020 – 8/31/2021) which is part of the Emergency Preparedness Program, and

WHEREAS, Public Health has been approved to received \$72,000 in funding from the New York State Department of Health to address the opioid epidemic in the community, and

WHEREAS, the grant will be used for educational materials and to provide multiple substance use, stigma and mental health education sessions, and

WHEREAS, training will be provided to superintendents/administrative staff at local public schools for Adverse Childhood Experiences (ACEs), Buprenorphine waiver trainings will be provided to medical providers, and collaboration with NYSDOH to provide clinical implementation trainings to providers who have already received MAT trainings,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with contractors, subcontractors and consultants for Opioid Epidemic Grant Funding, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2020 Budget for the Public Health Department, as follows:

INCREASE REVENUE:

PPZ44895 57000 OP	P Opioid Federal Aid	\$72,000
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INCREASE APPROPRIATIONS:

PPZ40101 11000 OP	P OP Direct Services Workers	\$11,134
PPZ40104 41102 OP	P OP Educational Workshops	1,300
PPZ40104 41901 OP	P OP Central Printing	250
PPZ40104 41902 OP	P OP Commercial Printing	1,350
PPZ40104 43005 OP	P OP Advertising Fees & Expense	18,050
PPZ40104 44500 OP	P OP Other Travel Reimbursement	7,700
PPZ40104 42000 OP	O OP Supplies and Expenses	2,000
PPZ40104 43007 OP	O OP Other Fees and Services	26,061
PPZ40108 81000 OP	P OP Retirement	1,483
PPZ40108 83000 OP	P OP Social Security	789

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PPZ40108 84000 OP	P OP Workers Compensation	308
PPZ40108 84500 OP	P OP Group Life Insurance	20
PPZ40108 86000 OP	P OP Hospital & Medical Insurance	1,381
PPZ40108 86500 OP	P OP Dental Insurance	118
PPZ40108 89000 OP	P OP Vision Insurance	<u>56</u>
		\$72,000

October 5, 2020

Services Committee: 9-21-2020

RESOLUTION NO. _____

**EXPANDING THE IMPAIRED DRIVER PROGRAM INTO FRANKLIN COUNTY AND
MODIFYING THE 2020 BUDGET FOR COMMUNITY SERVICES**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Community Services Special Programs and the New York State Department of Motor Vehicles have been providing the Impaired Driver Program (IDP), and

WHEREAS, the Impaired Driver Program is a 16-hour educational course created by the New York State Department of Motor Vehicles under Vehicle and Traffic Law §1196 for those convicted of driving while intoxicated offenses who are requesting a conditional license or mandated by the court, and

WHEREAS, due to the retirement of the Franklin County program director, there is an option to expand the IDP Program and a need to hire another instructor which is currently taught by casual employees contracted through the Impaired Driver Program, and

WHEREAS, these instructors will be considered non-benefit, casual employees in compliance with CSEA contract and they will be appointed temporary which will allow for flexibility if program changes occur, and

WHEREAS, the flat rate salary is set at the rate of \$26.9689 per hour for the Impaired Driver Instructors and will be increased each year by the percentage the Board of Legislators sets for management/non-union employees,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes expanding the Impaired Driver Program into Franklin County, and modifying the 2020 Budget for Community Services, as follows:

INCREASE APPROPRIATIONS:

A7333151 19000 FRN	A DDP Temporary & Part Time	\$1,484
A7333158 81000 FRN	A Retirement	208
A7333158 83000 FRN	A Social Security	104
A7333158 84000 FRN	A Workers Comp	46
A7333154 41103 FRN	A DDP Training Supplies	224
A7333154 41901 FRN	A DDP Central Printing	25
A7333154 42303 FRN	A DDP I/D Phone Charges	40
A7333154 42402 FRN	A DDP I/D Postage	48
A7333154 44100 FRN	A DDP I/D Fuel Charges	68
		<u>\$2,247</u>

INCREASE REVENUE:

A7316895 55000 FRN	A LR Drinking Driver Program	\$2,247
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October 5, 2020

Services Committee: 9-21-2020

RESOLUTION NO. _____

**MODIFYING THE 2020 BUDGET FOR SOCIAL SERVICES FOR COSTS
ASSOCIATED WITH FOSTER CARE AND MEDICAL ADMINISTRATION**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, due to higher than anticipated costs in Foster Care and Medical Administration, changes to grant amounts, and changes to copier expenses it is necessary to modify the 2020 Social Services Budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Treasurer to modify the 2020 Budget for Social Services for costs associated with Foster Care and Medical Administration, as follows:

INCREASE APPROPRIATIONS:

DAA60104 42101	A ADM Copying Equipment	\$43,200
DAG60104 43007 CB	D CB Other Fees and Services	4,817
DAG60104 43007 CCDS	D CCDS Colocation Chemical De	8,303
DAG60104 43007 FAR	D FAR Flex Funds Program	5,263
DAM60104 43007	D MAEL Other Fees	36,926
DSC61094 465IB CCEA	D EAF Institutional Board	<u>1,170,000</u>
		\$1,268,509

DECREASE APPROPRIATIONS:

DAC60104 42101	D SCU Copying Equipment	\$5,700
DAE60104 42101	D EMP Copying Equipment	2,000
DAG60104 445VD CB	D CB Volunteer Driver Travel	985
DAF60104 42101	D FS Copying Equipment	5,700
DAH60104 42101 HEAP	D HEAP Copying Equipment	1,500
DAM60104 42101	D MAEL Copying Equipment	3,800
DAP60104 42101	D TA Copying Equipment	5,500
DAS60104 42101	D SG Copying Equipment	19,000
DMM61004 46500	D Medicaid to State	<u>1,170,000</u>
		\$1,214,185

INCREASE REVENUE:

DA046105 57000	D FA General Administration	\$18,463
DA036105 56000	D SA General Administration	18,463
DAG36105 56000 CB	D Code Blue SA Revenue	3,832
DAG46105 57000 CCDS	D FA CCDS Colocation Chemical	8,303
DAG46105 57000 FAR	D FA FAR Funds	<u>5,263</u>
		\$54,324

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Services Committee: 9-21-2020

RESOLUTION NO. _____

**AUTHORIZATION TO PURCHASE FACE MASKS FOR STUDENTS IN
ST. LAWRENCE COUNTY AND MODIFYING THE 2020 BUDGET FOR
THE YOUTH BUREAU**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, at the July meeting, the Youth Committee members stated an interest in increasing student safety awareness in wearing masks to prevent COVID-19, and to help decrease anxiety in students when returning to school, and

WHEREAS, the requirement to wear masks can be daunting for students, and this initiative is intended to help students in St. Lawrence County have a role in the design of the masks shared with their peers, and

WHEREAS, the St. Lawrence County Youth Advisory Board has recognized the need for students to have access to masks in St. Lawrence County, and

WHEREAS, a Design-A-Mask Contest was developed for all county students to submit mask designs as part of the Youth Committee initiative "It's Your Task to Wear a Mask,"

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes purchasing face masks for students in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2020 Budget for the Youth Bureau, as follows:

INCREASE APPROPRIATIONS:

Y2073104 46000	YDDP Payment	\$36,000
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DECREASE APPROPRIATIONS:

Y2038205 560SP	SA Summer	\$36,000
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VACANCY REVIEW SUMMARY

County Administrator's Office

September 15, 2020

1:30 p.m.

Summary: January 7th – August 4th

Requsts: 97
Approved: 95
Denied: 0
Request/Hold: 2
Withdrawn: 0

Summary: September 15th

Request: 11
Approved: 11
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

Conflict Defender:

Request: 1

Request: Fill, Assistant Conflict Defender
Position No. 021500007, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 3

Request: Fill, Correction Officer
Position No. 603000020, Immediately

Recommendation: Fill, Immediately

Request: Fill, Correction Officer
Position No. 603000070, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy Sheriff – Unit/Criminal
Position No. 605000010, 60 Days

Recommendation: Fill, 60 Days

Social Services:

Request: 2

Request: Fill, Caseworker -- Unit/Children's Services
Position No. 815000009, Immediately

Recommendation: Fill, 90 Days

Request: Fill, Senior Clerk -- Unit/Children's Services
Position No. 002400007, 30 Days

Recommendation: Fill, 30 Days

Community Services:

Request: 1

Request: Create and Fill, Impaired Driver Program Instructor
Position No. 610800003, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 1

Request: Create and Fill, Service Coordinator
Position No. 506000004, Immediately

Recommendation: Fill, Immediately

County Attorney:

Request: 1

Request: Fill, Paralegal
Position No. 022000001, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Fill, Highway Maintenance Supervisor
Position No. 311000004, 30 Days

Recommendation: Fill, 30 Days

Request: Fill, Heavy Equipment Operator
Position No. 310100011, 60 Days

Recommendation: Fill, 30 Days

Vacancy Committee Members: Two (2) Legislators, Ruth Doyle, Dylan Soper, Jonnie Dorothy and Ashlee Whalen

- 1.7.20 John Burke and Larry Denesha
- 2.4.20 Kevin Acres and David Haggard
- 3.2.20 Dan Fay
- 4.7.20 James Reagen and Dave Forsythe
- 5.5.20 Larry Denesha and Nance Arquiett
- 6.2.20 Joe Lightfoot and Rick Perkins
- 7.7.20 Dan Fay and William Sheridan
- 8.4.20 Nicole Terminelli and John Burke
- 9.15.20 Tony Arquiett and James Reagen

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 9/8/2020

Reason Vacated: Lateral Move

Position Number: 815000009

Date Vacated: 6/27/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 10/29/2015

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 90 Days

Temporary Position? No

Salary of Person Leaving: \$49,423

Revenue Generating: No 0 %

Benefits: Yes \$24,568

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$45,847

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$20,940

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This worker is assigned to work primarily with children and families identified by child protective services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. This worker provides preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children at risk of placement outside of their familial residence. This person works intensively with high risk families and is continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each preventive caseworker is currently 12 with the highest preventive caseload at 17. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. It is not possible for a caseworker with a caseload of 17 to adequately assess safety and complete their job requirements. Caseworkers are being forced to prioritize which children they will see and they are not able to make contacts with families within the timeline that the State requires. The Family Court orders casework contact in some instances daily or multiple visits per week. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation.

Department Head: *Cynthia M. Beckman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Clerk

Subunit (If Applicable): Children's Services

Date Submitted: 9/8/2020

Reason Vacated: Retirement

Position Number: 002400007

Date Vacated: 9/24/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 3/10/2003

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$42,500

Revenue Generating: No 0 %

Benefits: Yes \$21,127

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$35,630

Budget Mod Attached, If Required?

Grade: 17

Net County Cost: \$18,006

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This position is responsible for arranging and paying for the transportation of foster children and their parents to court ordered visitation and court appearances. In the month of August 2020, there were a total of 350 rides arranged for clients. This position ensures the most cost effective form of transportation is used and auditing the payments to ensure the department is not over billed for these services. Failure to fill this position could result in the department being in violation of court orders and being over billed for this mandated service.

Department Head: *Cynthia M. Beckman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Create & Fill

Impaired Driver Program Instructor

Subunit (If Applicable): Special Programs

Date Submitted: 09/04/2020

Reason Vacated: New Position

Position Number: 610800003

Date Vacated: N/A

Position # Abolished: N/A

Position Will Be: Part-time

Last Fill Date: N/A

Hours Per Week: 3-5

Appointee Will Be: Temporary

Budget

Fill Request Timeline: Immediately

Temporary Position? Yes

Salary of Person Leaving:

Revenue Generating: Yes 100 %

Benefits: No Health Insurance \$821

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$3,543

Budget Mod Attached, If Required?

Grade: FR

Net County Cost: \$0

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Currently there are three Impaired Driver Program Instructors (one of which is the Special Programs Coordinator). The Impaired Driver Program is needed for those who are mandated by the courts as an educational course as part of their DWI sentence or those needing a conditional license to continue to get to work. Only those convicted of an impaired driving offense are eligible to take this program.

One of the current instructors is not willing to teach in a classroom setting during COVID-19. They have expressed they would be willing to teach virtually but the NYS DMV who oversees this program has prohibited virtual courses.

We are planning to expand our IDP into Franklin County as the contracted program director there has retired and no one has expressed strong interest in re-creating a program in that County. We are requesting a third instructor to help teach the program.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health Department



Type: Create & Fill

Service Coordinator

Subunit (If Applicable): Early Intervention

Date Submitted: September 4, 2020

Reason Vacated: New Position

Position Number: 506000004

Date Vacated:

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: Yes 30 %

Benefits: Yes

\$24,568

Reimbursed by State or Federal Funds: Yes 10 %

Base Salary: \$49,423

Budget Mod Attached, If Required?

Grade: 26

Net County Cost: \$44,395

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This position will be responsible for assisting families with early intervention needs to include assessment, processing, organizing and evaluating early intervention services to all children referred to an Early Intervention Official as suspected of having a disability. Infants and toddlers with disabilities require a comprehensive array of services that may be provided by multiple agencies or individuals, federal and state laws require the provision of a service coordinator who is responsible for ensuring communication, collaboration, and coordination among providers of service to eligible children and their families. It is important this position be filled in order to remain in compliance with New York State requirements as specified in 10 NYCRR 69-4, as this program is time sensitive with deadlines set by New York State.

Department Head: *Diana Steenak-Hofman*

Approved?

Yes No

County Administrator:

Resolution #: