

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, JANUARY 11, 2021

***** BOARD ROOM AND LIVE VIA YOUTUBE*****

***** IMMEDIATELY FOLLOWING OPERATIONS COMMITTEE *****

****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 – December 14

3. COMMUNITY SERVICES – JAY ULRICH

- A. Authorizing the Chair to Sign the Stop-DWI 2021 Plan for the New York State Governor's Traffic Safety Committee (Res)
- B. Accepting a Donation from Seaway Valley Prevention Council for the Community Services Chemical Dependency Clinics (Res)
- C. Clinic Update (Info)

4. PUBLIC HEALTH – DANA MCGUIRE

- A. Modifying the 2020 Budget for the Public Health Department for the Health Research, Inc. (HRI) COVID-19 Grant (Res)
- B. Modifying the 2020 Budget for the Public Health Department for the Epidemiology and Laboratory Capacity (ELC) COVID-19 Grant (Res)

5. VACANCY REVIEW COMMITTEE

- A. Community Services
 - 1. Fill an Account Clerk Position (100100040)
 - 2. Create and Fill a Fiscal Manager (101200003)
- B. Public Health
 - 1. Create and Fill a Public Health Specialist Position (504300006)
 - 2. Abolish Registered Nurse and Create and Fill Public Health Nurse Position (504100003)
 - 3. Fill a Community Health Nurse Position (502000004)
- C. Social Services
 - 1. Fill a Director of Services Position (817300001)

6. COUNTY ADMINISTRATOR'S REPORT

7. COMMITTEE REPORTS

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

8. OLD/NEW BUSINESS

9. EXECUTIVE SESSION

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

10. ADJOURNMENT – If there is no further business.

February 1, 2021

Services Committee: 1-11-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN THE STOP-DWI 2021 PLAN FOR
THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Vehicle and Traffic Law §1197 requires the Chair of the Board of Legislators to approve the STOP-DWI 2021 Plan which has been submitted to the New York State Governor's Traffic Safety Committee, and

WHEREAS, the STOP-DWI Plan was requested by the Governor's Traffic Safety Committee for the time period of January 1, 2021 through December 31, 2021, and

WHEREAS, the STOP-DWI Program Budget was approved by the Board of Legislators on November 2, 2020,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators to authorize the Chair to sign the STOP-DWI 2021 Plan for the New York State Governor's Traffic Safety Committee, and any other documents necessary to carry out the terms of the program, upon approval of the County Attorney.

February 1, 2021

Services Committee: 1-11-2021

RESOLUTION NO. _____

**ACCEPTING A DONATION FROM SEAWAY VALLEY PREVENTION COUNCIL
FOR THE COMMUNITY SERVICES CHEMICAL DEPENDENCY CLINICS**

By Mr. Lightfoot, Chair, Services Committee

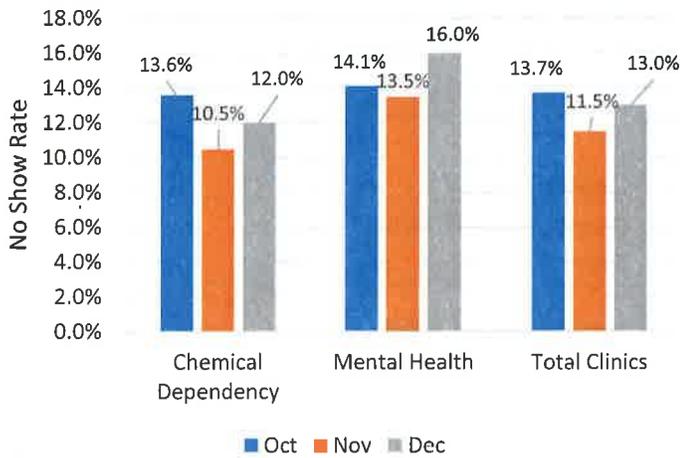
WHEREAS, the Community Services Chemical Dependency Clinics has received a donation of two Dell Laptop Computers with docking stations from Seaway Valley Prevention Council, and

WHEREAS, the donation will enable Peer Services to concurrently document notes during tele-practice sessions which will improve efficiency and accuracy,

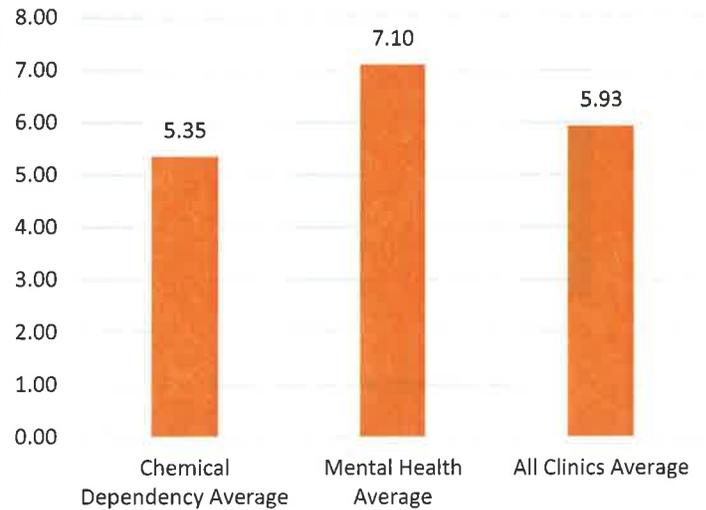
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes accepting a donation from Seaway Valley Prevention Council for the Community Services Chemical Dependency Clinics.

Community Services Update December 2020

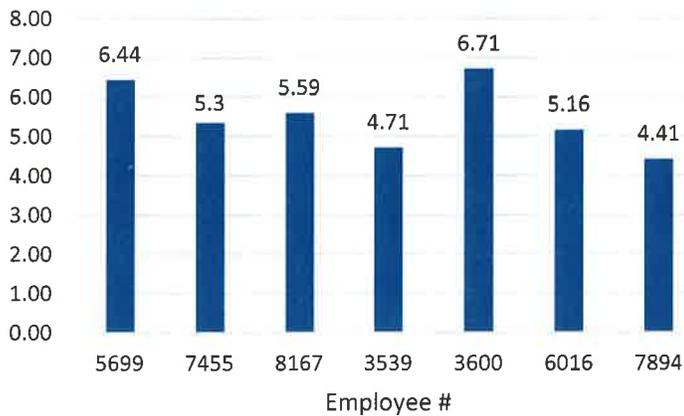
No Show Rates By Month (23.3% Before Call Reminders)



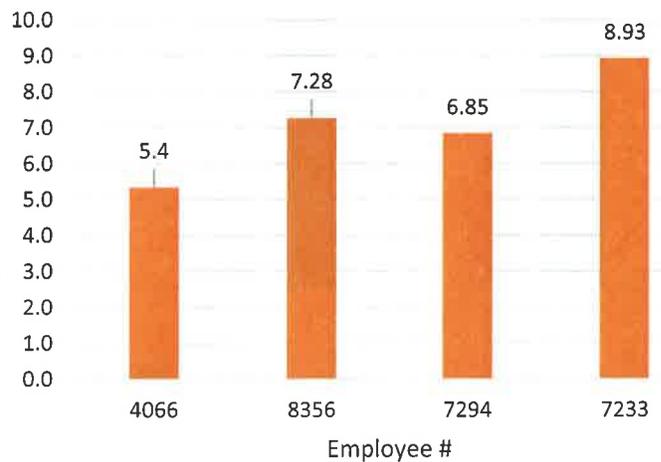
Clinic Counselor Visits Average



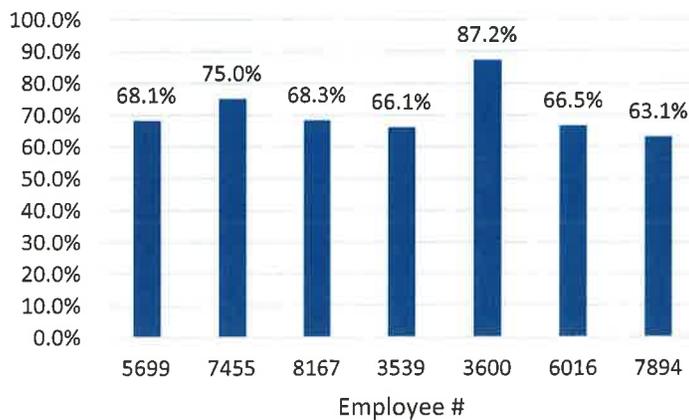
Chemical Dependency Visits Per Seven Hours



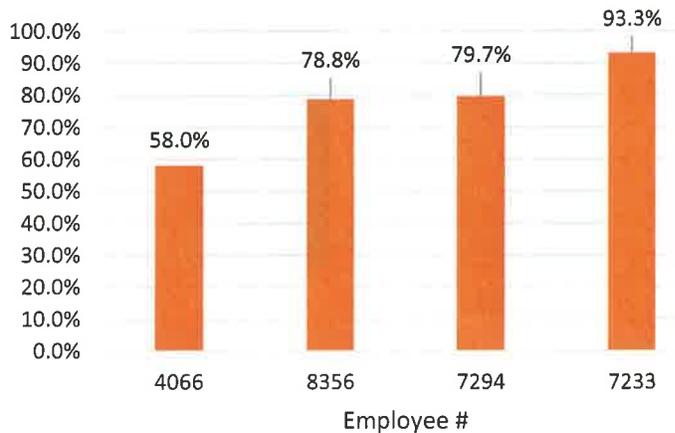
Mental Health Visits Per Seven Hours



Chemical Dependency Weighted Face to Face %

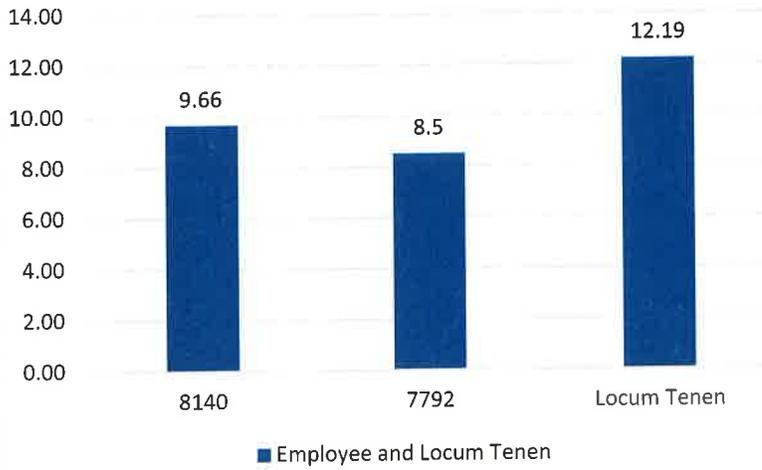


Mental Health Weighted Face to Face %



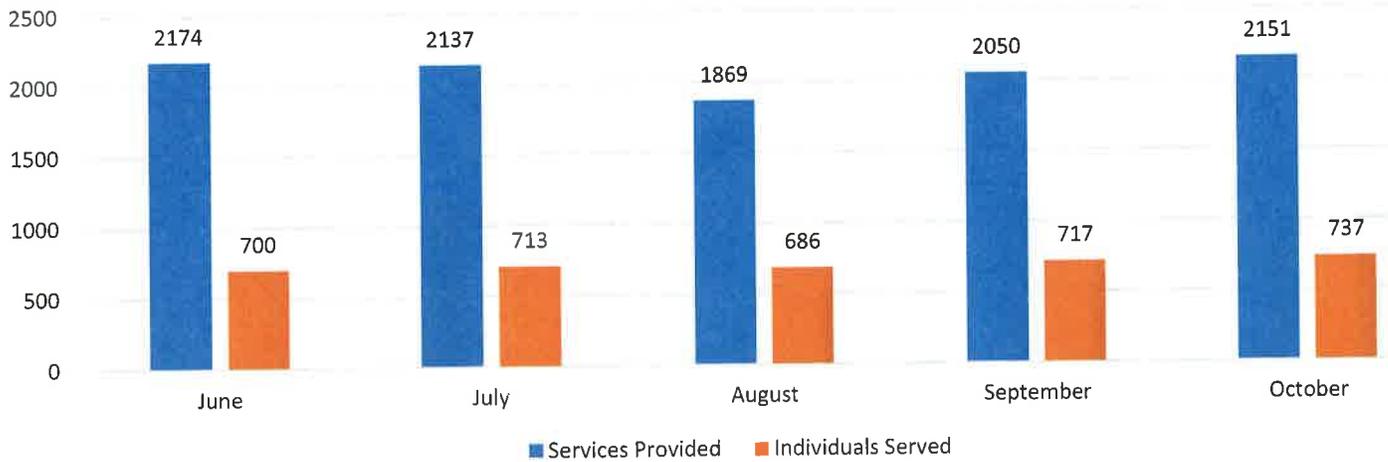
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

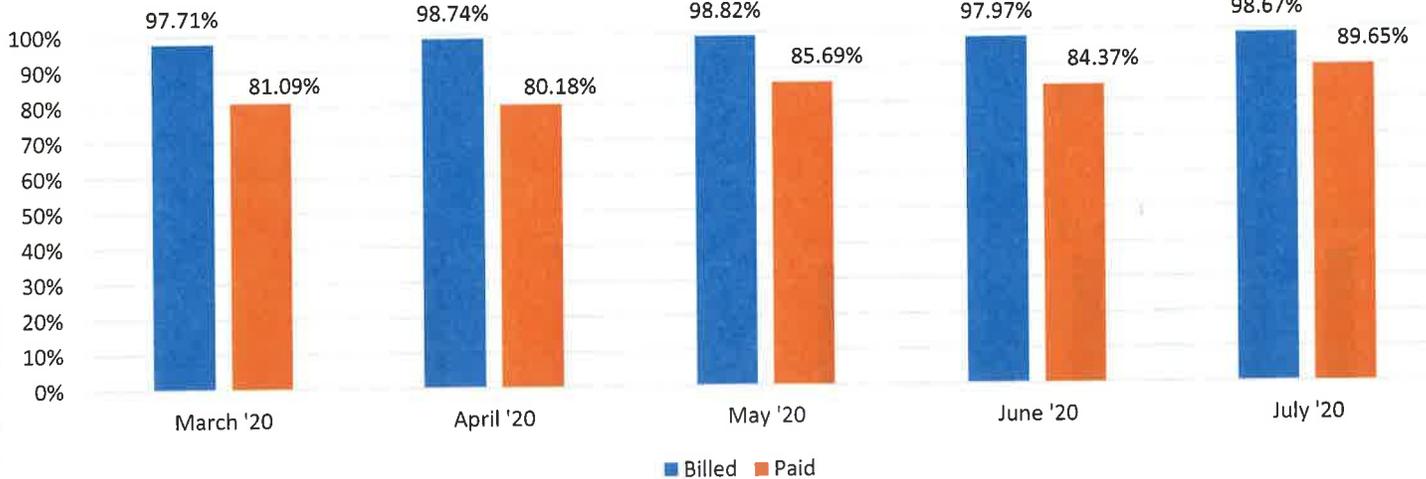


Waiting Lists	Number
Canton CD	0
Gouverneur CD	0
Massena CD	0
Ogdensburg CD	0
Chemical Dependency Total	0
Mental Health Total	33

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



February 1, 2021

Services Committee: 1-11-2021

RESOLUTION NO. _____

MODIFYING THE 2020 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT FOR THE HEALTH RESEARCH, INC. (HRI) COVID-19 RESPONSE GRANT

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Resolution No. 208-2020 authorized the Chair to sign an agreement with the Health Research, Inc. (HRI) for COVID-19 Response and modified the 2020 Budget for Public Health, and

WHEREAS, the Public Health Department is responsible for expenses associated with a Grant, and there have been lower than anticipated contractual expenses within the Grant, and

WHEREAS, there has been higher than anticipated personnel expenses and fringe benefits within the Grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for the Public Health Department for the Health Research, Inc. (HRI) COVID-19 Grant as follows:

INCREASE APPROPRIATIONS:

PP040101 11000 CVD	Direct Service Worker	\$438
PP040101 18000 CVD	P CVD Overtime	10,939
PP040101 19501 CVD	Longevity Payments	7
PP040101 19504 CVD	Holiday Pay CVD	4,725
PP040101 19508 CVD	P CVD On Call Pay	7,680
PP040104 41901 CVD	I/D Central Printing	500
PP040104 42000 CVD	P CVD Office Supplies & Expenses	1,000
PP040104 42402 CVD	P CVD I/D Postage	2,000
PP040104 42800 CVD	P CVD Other Supplies	4,000
PP040104 43005 CVD	P CVD Advertising Fees & Expenses	4,189
PP040108 81000 CVD	P CVD Retirement	2,857
PP040108 83000 CVD	P CVD Social Security	1,561
PP040108 84000 CVD	P CVD Workmens Compensation	461
		<u>\$40,357</u>

DECREASE APPROPRIATIONS:

PP040104 43007 CVD	P CVD Other Fees and Services	\$25,168
PP040108 84500 CVD	P CVD Group Life Insurance	92
PP040108 86000 CVD	P CVD Hospital & Medical Insurance	14,200
PP040108 86500 CVD	P CVD FB Dental Insurance	607
PP040108 89000 CVD	P CVD Vision Insurance	290
		<u>\$40,357</u>

February 1, 2021

Services Committee: 1-11-2021

RESOLUTION NO. _____

MODIFYING THE 2020 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT FOR THE EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19 GRANT

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Resolution No. 257-2020 authorized 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 and modified the 2020 Budget for the Public Health, and

WHEREAS, the Public Health Department is responsible for expenses associated with the Epidemiology and Laboratory Capacity (ELC) COVID-19 Grant, and

WHEREAS, there have been lower than anticipated contractual expenses within the Epidemiology and Laboratory Capacity (ELC) COVID-19 Grant, and

WHEREAS, there has been higher than anticipated personnel expenses and fringe benefits within the Epidemiology and Laboratory Capacity (ELC) COVID-19 Grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2020 Budget for the Public Health Department for the Epidemiology and Laboratory Capacity (ELC) COVID-19 Grant as follows:

INCREASE APPROPRIATIONS:

PPZ40101 18000 CVD	P ELC CVD Overtime	\$38,691
PPZ40101 19000 CVD	P ELC CVD Temp and Part Time	21,233
PPZ40101 19504 CVD	P ELC CVD Holiday Pay	12,768
PPZ40101 19508 CVD	P ELC CVD On Call Pay	2,790
PPZ40108 81000 CVD	P ELC CVD Retirement	10,710
PPZ40108 83000 CVD	P ELC CVD Social Security	5,775
PPZ40108 84000 CVD	P ELC CVD Workmens Comp	<u>2,120</u>
		\$94,087

DECREASE APPROPRIATIONS:

PPZ40104 43007 CVD	P ELC CVD Other Fees and Services	\$94,087
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St. Lawrence County Vacancy Authorization Form

Community Services



Type: Fill

Account Clerk

Subunit (If Applicable):

Date Submitted: December 29, 2020

Reason Vacated: Promotion

Position Number: 100100040

Date Vacated: 1/8/2021

Position # Abolished:

Position Will Be: Full-time

Last Fill Date: 11/2/20

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$36,236

Revenue Generating: No 0 %

Benefits: Yes \$17,448

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$35,490

Budget Mod Attached, If Required?

Grade: 16

Net County Cost: \$53,684

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.

The Account Clerk position is necessary to handle self-pay and third party billing for Community Services five clinic sites to ensure revenue maximization, to maintain and check financial accounts, bill for services provided, and to aid in the collection processes of self pay, co-pay, and past due balances.

The Department currently has two Account Clerks who are relatively new to the position. The third account clerk who was most tenured is transitioning to another department. Additionally, the Department has one Temporary full-time Account Clerk, soon to expire.

In addition to billing responsibilities the account clerks are called upon to also tend to the front office which involves routine office tasks, such as answering phones, scheduling appointments, and facilitating telepractice services.

The financial and workflow needs of this Department can best be met by filling this position.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Create & Fill

Fiscal Manager

Subunit (If Applicable):

Date Submitted: 12/29/2020

Reason Vacated: New Position

Position Number: 101200003

Date Vacated: N/A

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes \$27,624

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$57,370

Budget Mod Attached, If Required?

Grade: M3

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.

The Fiscal Manager will dedicated to ensure coordination among the project partners to effectively address the rural opioid crisis by overseeing grant activities. This person will also coordinate training, education and outreach activities; stakeholder involvement; fidelity monitoring; and assistance with required grant deliverables and reporting requirements. The Manager will act as a liaison between all of the agencies implementing the grant, not just the agency developing the OTP. The Fiscal Manager will work closely with a COSSAP evaluator to provide data and complete on-site evaluations over the performance period.

Additionally, Data will be collected through a survey to track administration of intake, length of stay and discharge from the sub-recipient agencies. The Fiscal Manager will be charged with analyzing the multi-agency data on a monthly basis and provide the St. Lawrence County Community Services Board and the SLCORR committee with a summary report including the following performance measures: Narcan training data, overdose rates, abstinence from use, housing status, employment status, criminal justice system involvement, access to services, retention in services, and social connectedness. Frequency analysis and descriptive statistics will be utilized to confirm patterns associated with certain risk and protective factors. Frequency analysis will be used to provide demographic information. The Comprehensive Opioid Abuse Site-based Program Combined Performance Measures will be generated on a quarterly basis. The Fiscal Manager will also compile data for annual reports. Lastly, will could work closely with the LGU Fiscal Officer to provide fiduciary oversight to ensure the County's interests are protected.

The needs of this Department can best be met by creating and filling this position number .

Department Head: *J. S. [Signature]*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health Department



Type: Create & Fill

Public Health Specialist

Subunit (If Applicable):

Date Submitted: December 29, 2020

Reason Vacated: New Position

Position Number: 504300006

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: No 0 %

Benefits: Yes

\$25,244

Reimbursed by State
or Federal Funds: Yes 60 %

Base Salary: \$50,782

Budget Mod Attached, If Required?

Grade: 26

Net County Cost: \$30,410

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.

The Public Health Specialist position will provide education to community and public health detailing to providers in the areas of immunization, sexually transmitted diseases, rabies, lead, oral health, maternal child health, and a variety of other health related topics. This position would work closely with the Prevent program leads to understand the needs of the community and to develop appropriate outreach activities that are required to meet grant deliverables and core NYSDOH mandates. This position would also work on other Prevent activities including: communicable disease reporting and case finding, maternal child health referrals and follow up, and rabies and lead surveillance, communication, and reporting. Additionally, this position will be a key player in the pandemic assisting with case investigation, contact tracing, vaccination clinics, and public education on COVID-19.

Department Head: *Diana Clavon McConville*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health Department



Type: Abolish & Create

Public Health Nurse

Subunit (If Applicable):

Date Submitted: December 29, 2020

Reason Vacated: New Position

Position Number: 504100003

Date Vacated:

Position # Abolished: 501000029

Position Will Be: Full-time

Last Fill Date: New

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: Yes 0 %

Benefits: Yes

\$28,169

Reimbursed by State or Federal Funds: Yes 36 %

Base Salary: \$56,666

Budget Mod Attached, If Required?

Grade: 29

Net County Cost: \$54,294

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 critical in leading the COVID-19 response. This individual is responsible for administering/planning for vaccine administration, conducting case investigation, contact tracing, communication with area hospitals, health centers and facilities regarding testing and exposures, taking public health and COVID 19 on call, and mentoring and educating staff on the COVID-19 process and guidelines. In addition to COVID 19 responsibilities, this position leads the immunization, lead, communicable disease, maternal child health, and public health detailing programs in collaboration with the other PHNs. The Public Health Nurse requires a BSN in Nursing. Governor Cuomo signed a bill requiring future nurses graduating associate degree or diploma nursing programs to obtain a baccalaureate in nursing within 10 years of initial licensure to maintain their licensure. The BSN particularly covers coursework and fieldwork in public health practice which provides a strong foundation for the work of the department.

Department Head:

Diana Orsini

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health Department



Type: Fill

Community Health Nurse

Subunit (If Applicable): Communicable Disease

Date Submitted: 12/29/20

Reason Vacated: Retirement

Position Number: 502000004

Date Vacated: December 31, 2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$65,577

Revenue Generating: No 0 %

Benefits: Yes \$32,598

Reimbursed by State or Federal Funds: Yes 36 %

Base Salary: \$53,456

Budget Mod Attached, If Required?

Grade: 28

Net County Cost: \$62,832

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 is a professional nursing position responsible for supporting the public health programs within the department. The Community Health Nurse would be responsible for home visits for the lead grant and maternal child health program. The position would assist with Immunization and Sexually Transmitted Disease clinics. The role would provide education to the public and providers per grant and program requirements, provide support for the Communicable Disease program, and act as a team leader to program support staff. Additionally, during the COVID-19 pandemic, this individual will assist with case investigation and vaccination clinics/PODs.

Department Head: *Dana Stewart*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Abolish & Create

Director of Services

Subunit (If Applicable):

Date Submitted: 12/29/20

Reason Vacated: New Position

Position Number: 817300001

Date Vacated: N/A

Position # Abolished: 819500001

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: No 0 %

Benefits: Yes \$27,672

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$74,663

Budget Mod Attached, If Required?

Grade: M5

Net County Cost: \$29,418

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.

The position of Director of Services for the department is responsible to oversee and coordinate the work of various adult and children's services units in the department, including Family Services, Foster Care, Adoption, Child Protective and Child preventive. There are approximately 150-200 CPS report calls monthly with 495 current cases either open or being monitored, 329 Children in care, 236 preventative cases, and the Family First Preventative Act currently in process with a start date of 9/2021, a huge undertaking for these units due to mandated criteria for reimbursement. This position supports the Commissioner with the services site of the department and will be the designee in the Commissioner's absence.

- Interprets and communicates State and federal directives and requirements and ensures compliance through the development of appropriate agency policies and procedures;
- Conducts individual and group conferences with casework supervisors to discuss policies, procedures, organizational patterns, delivery of services, specific case problems, etc.;
- Evaluates agency procedures and practices in area of responsibility and implements changes to improve the effectiveness and timeliness of services to clients;
- Establishes necessary controls and systems to assure casework, correspondence and reports are completed and current;
- Determines staffing patterns within the services units in conjunction with budgetary plans;
- Establishes and maintains cooperative working relationships with other Social Services departments, community human service and health agencies;
- Represents the department at conferences, public meetings, committees and interprets agency programs and policies to the community;
- Ensures that casework correspondence and reports are completed and current;
- Maintains cooperative relationships with other welfare agencies in the community;
- Recommends agency casework practices, policies and procedures;
- Ensures proper standards of casework are employed in accordance with department policies;
- Recommends staff training of personnel assigned to the Services Division;
- Defines and interprets Federal, State and local programs and regulations to casework staff;
- Supervises the implementation of service contract with public and private agencies;
- Represents the Commissioner at meetings and Briefings.

Department Head: *Cynthia M. Beckman*

Approved?
Yes No

County Administrator:

Resolution #: