

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, OCTOBER 18, 2021
***** BOARD ROOM AND LIVE VIA YOUTUBE*****
***** 5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – September 20**
- 3. SOCIAL SERVICES**
 - A. Modifying the 2021 Budget for the Emergency Rental Assistance Program (ERAP) for the Department of Social Services (Res)
 - B. Modifying the 2021 Budget for Social Services for Adult Protective Services Grant (Res)
 - C. Social Services Statistics (Info)
- 4. COMMUNITY SERVICES – JAY ULRICH**
 - A. Modifying the 2021 Budget for Community Services for Funding Received from NYS OMH to St. Lawrence County as pass through Funding to Northern Regional Center for Independent Living (Res)
 - B. Modifying the 2021 Community Services Budget for Funding Received From NYS OMH to St. Lawrence County as pass through Funding to Approved Agencies (Res)
 - C. Clinic Update (Info)
- 5. YOUTH BUREAU – ALEXA BACKUS**
 - A. Authorizing the Chair to Sign Contracts with Various Organizations for Youth Development Programs (Res)
 - B. Authorizing the Chair to Sign the 2021 Resource Allocation Plan Signature Page (Res)
- 6. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
 - A. Authorizing the Chair to Sign a Contract with the Community Health Center of the North Country for the Community Friendship Volunteer Program (Res)

7. PUBLIC HEALTH – JOLENE MUNGER

- A. Modifying the 2021 Budget for the Public Health Department to Accept Additional Funding from the New York State Department of Health for COVID-19 Vaccine Response (Res)
- B. NYS Fellowship Program (Discussion)

8. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Review Committee Summary (Info)
- B. Community Services
 - 1. Create and Fill Behavioral Health Clinician, Position 506500014/512400017
- C. Social Services
 - 1. Fill Caseworker, Position No. 815000016
 - 2. Fill Keyboard Specialist, Position No. 003100029
 - 3. Fill Employment & Training Counselor, Position No. 701000013
 - 4. Fill Coordinator of Child Support Enforcement, Position No. 813500001
 - 5. Fill Caseworker, Position No. 815200024
- D. Public Health
 - 1. Fill Principal Fiscal Officer, Position No. 101000005

9. COMMITTEE REPORTS

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

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) FOR THE DEPARTMENT OF SOCIAL SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Emergency Rental Assistance Program (ERAP) provides significant economic relief to help households at risk of experiencing homelessness or housing instability by providing rental arrears, temporary rental assistance, and utility arrears assistance, and

WHEREAS, Resolution Nos. 218-2021 and 243-2021 authorized a contract and modified the budget for MILC and Social Services to reach out to assist the public with applying for ERAP benefits and referenced a remaining \$20,000 available for use, and

WHEREAS, information regarding salary and benefit expenditures for the ERAP is available and it is necessary to modify the 2021 Budget for Social Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Emergency Rental Assistance Program (ERAP) for the Department of Social Services, as follows:

INCREASE APPROPRIATIONS:

DAG60101 11000 ERAP	D ERAP Direct Service Worker	\$12,595
DAG60108 81000 ERAP	D Retirement	1,835
DAG60108 83000 ERAP	D Social Security	919
DAG60108 84000 ERAP	D Workmens Compensation	336
DAG60108 84500 ERAP	D Group Life Insurance	27
DAG60108 86000 ERAP	D Hospital & Medical Insurance	4,033
DAG60108 86500 ERAP	D Dental Insurance	187
DAG60108 89000 ERAP	D Vision Insurance	68
		<u>\$20,000</u>

DECREASE APPROPRIATIONS:

DAG60104 43007 ERAP	D ERAP Other Fees and Services	\$20,000
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November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR SOCIAL SERVICES
FOR ADULT PROTECTIVE SERVICES GRANT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, information regarding funding for the Adult Protective Service Grant has been received and it is necessary to modify the 2021 Social Services Budget, and

WHEREAS, the Grant can be used for cleaning supplies, cleaning services, tents, blankets, education and training for staff, technology for clients, and an electronic device for staff,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Social Services for Adult Protective Services Grant, as follows:

INCREASE APPROPRIATIONS:

DAG60104 43007 APSG	D APSG Other Fees and Services	\$34,772
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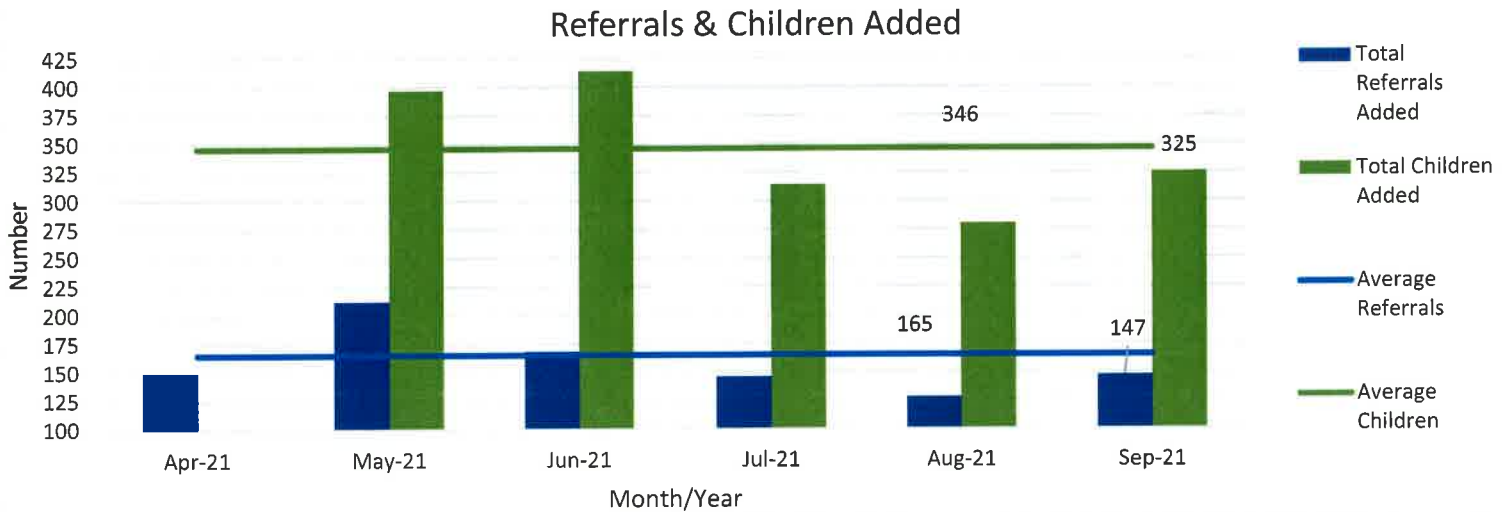
INCREASE REVENUE:

DAG46105 57000 APSG	D FA APSG Revenue	\$34,772
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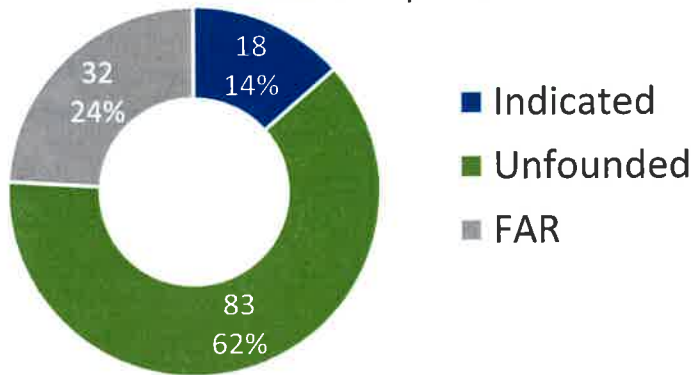
BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

Social Services Monthly Update – September 2021

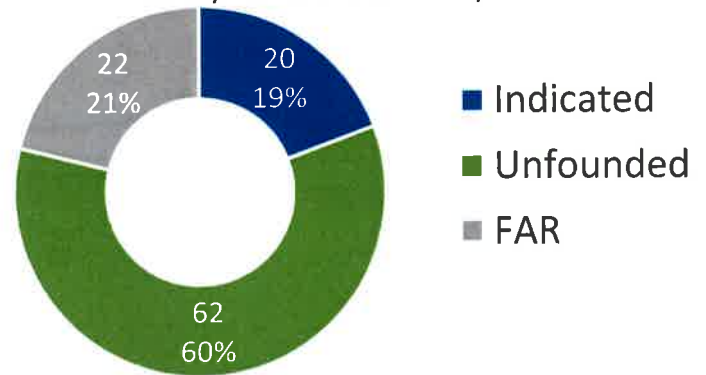
Child Protective Services



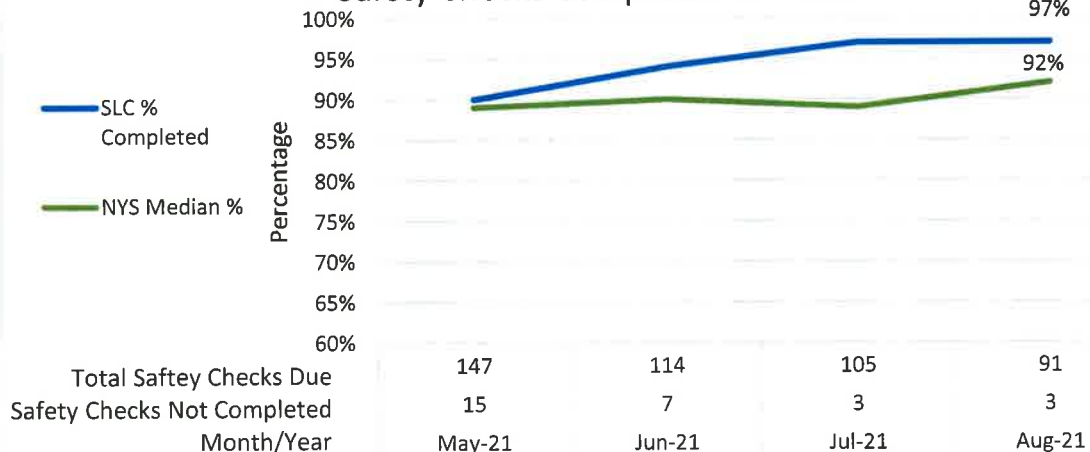
Indicated, Unfounded, & Family Assessment Response



Average Indicated, Unfounded, & Family Assessment Response

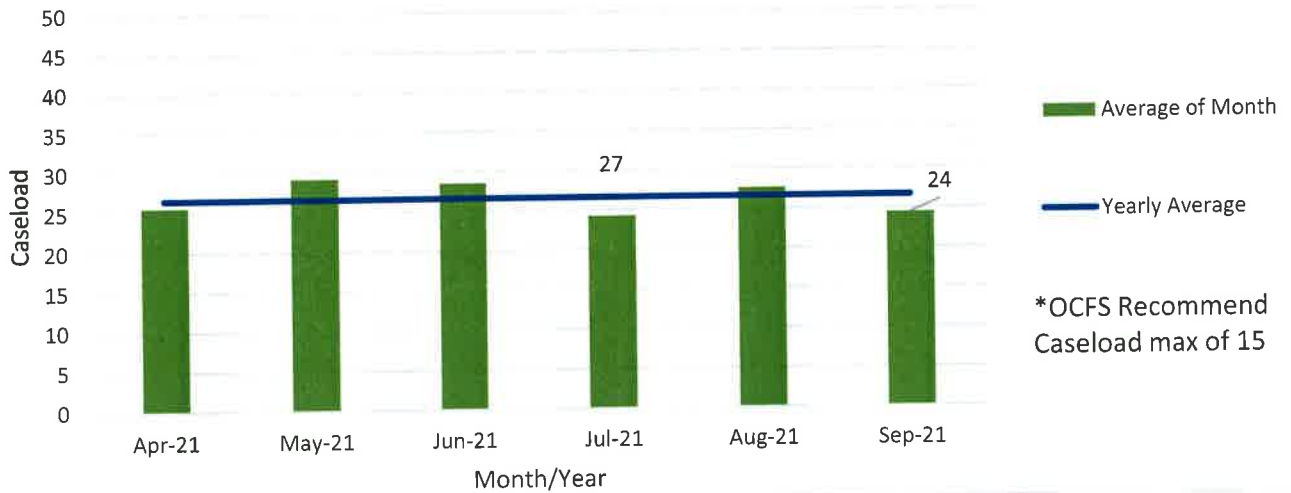


Safety Checks Completed on Time

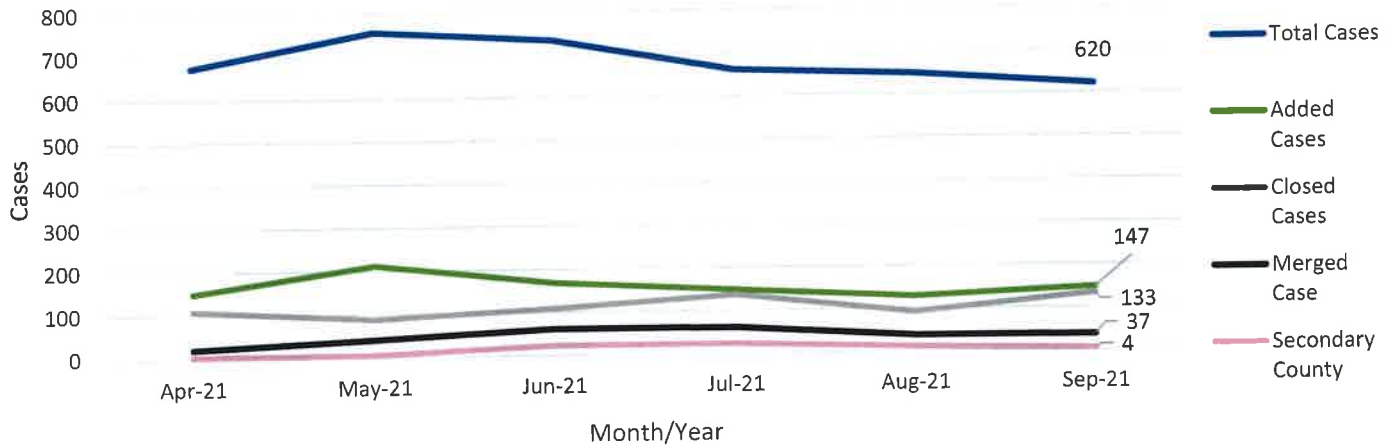


*Data Lagged By One Month Due to Reporting Timeline

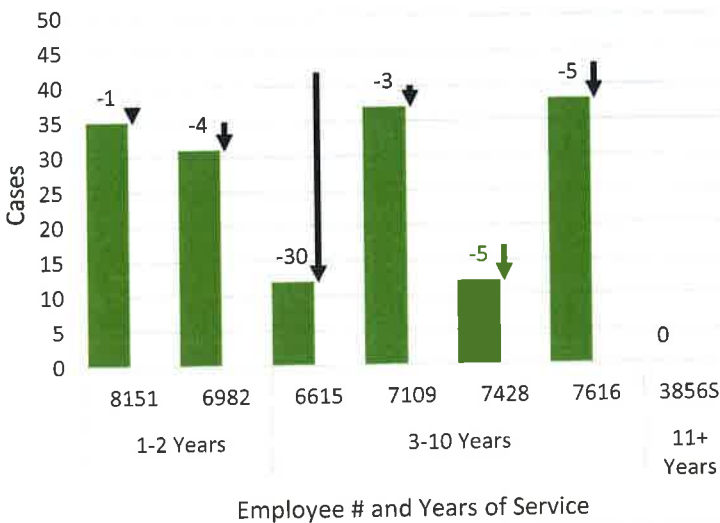
Average CPS Caseload



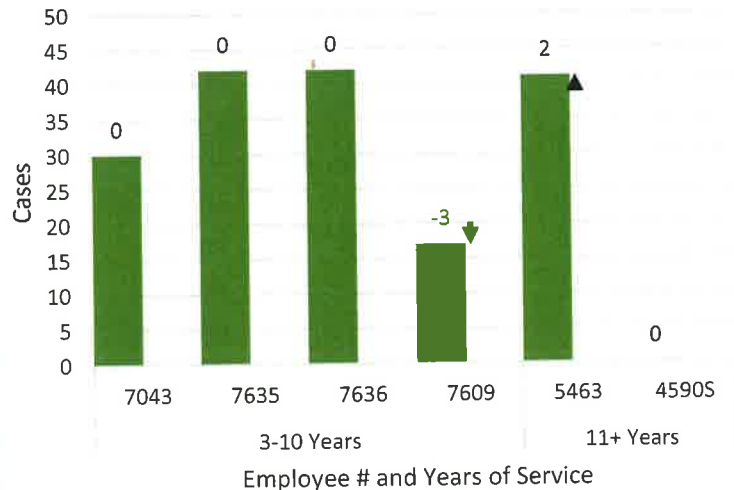
Total Caseload



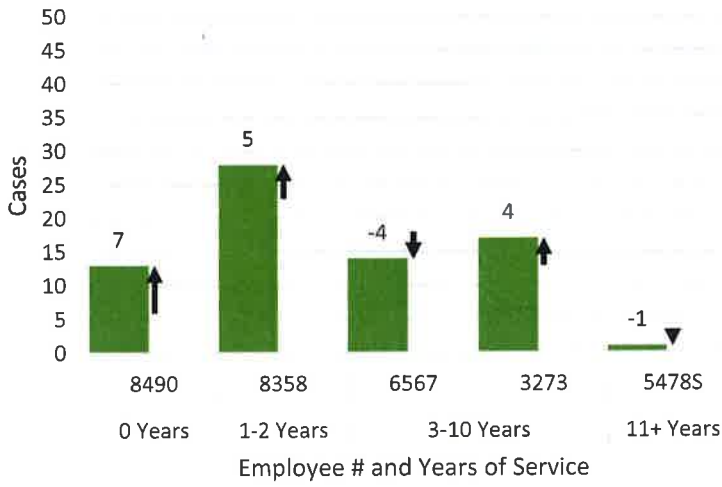
Cases Per Month by Supervisor #: 3856



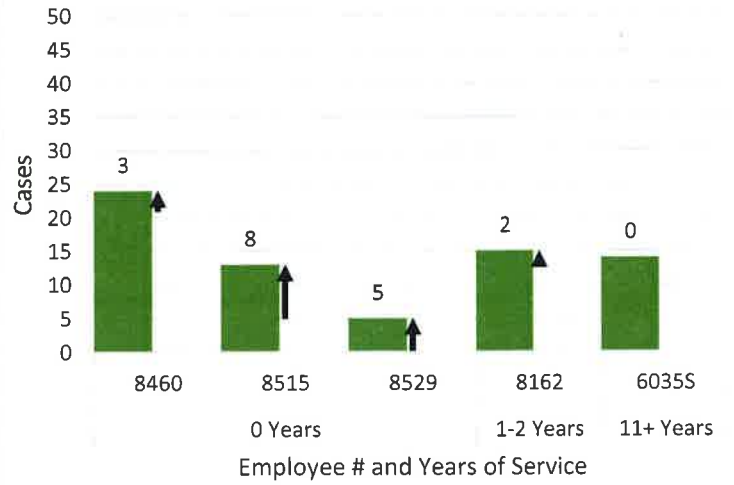
Cases Per Month by Supervisor #: 4590



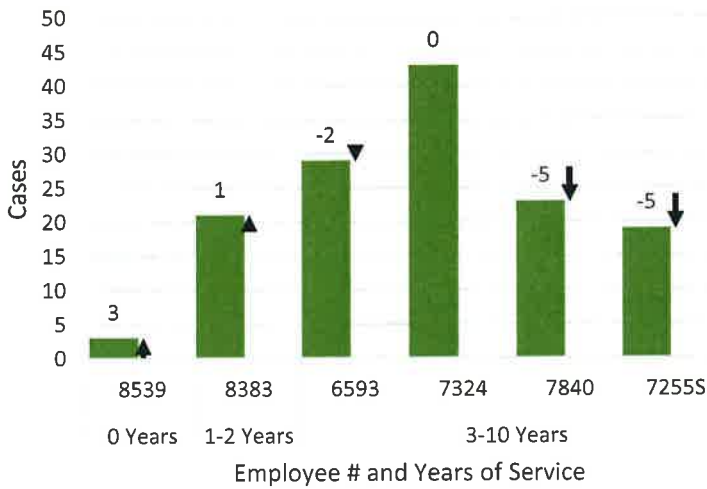
Cases Per Month by Supervisor #: 5478



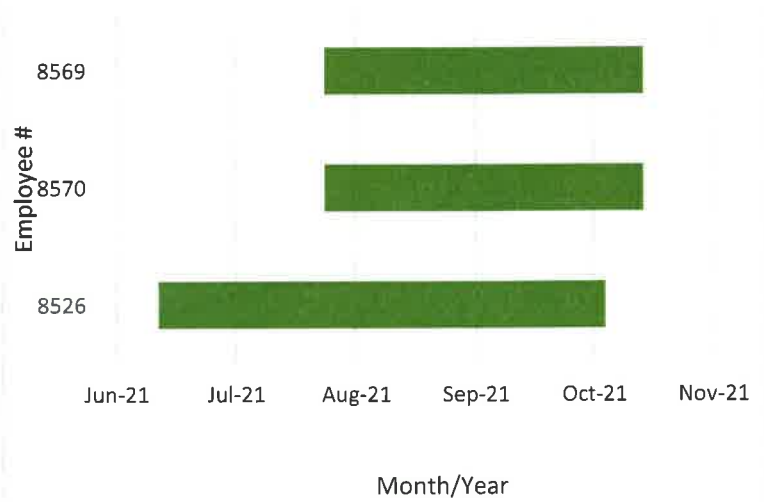
Cases Per Month by Supervisor #: 6035



Cases Per Month by Supervisor #: 7255



Trainee Period

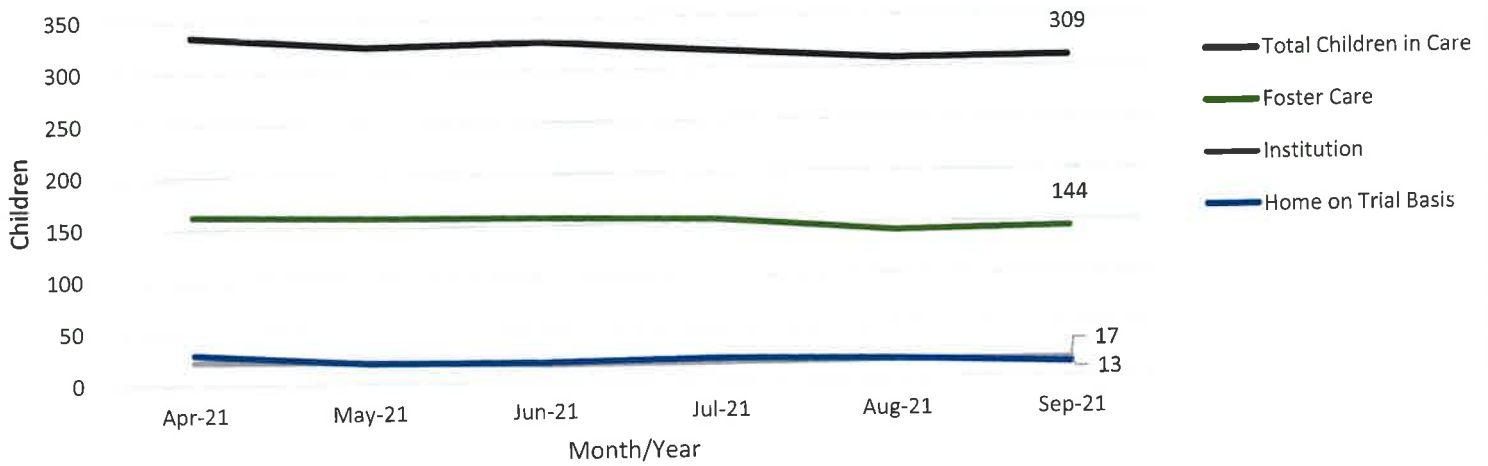


Cases Closed

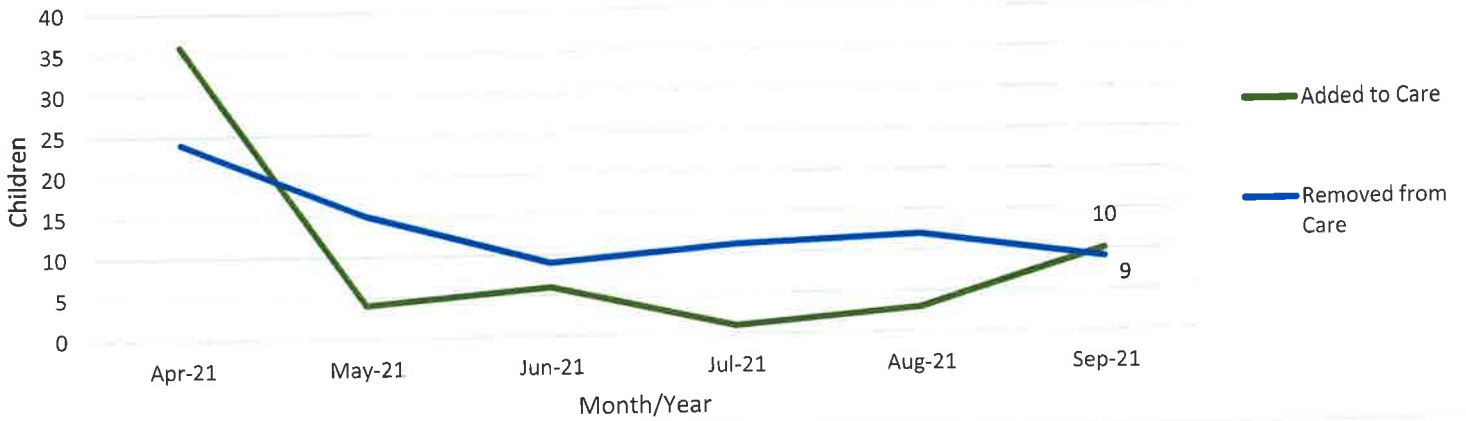


Preventive Services

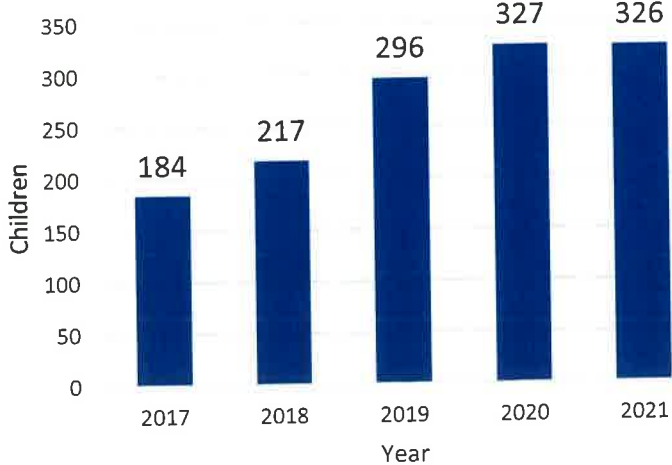
Children In Care



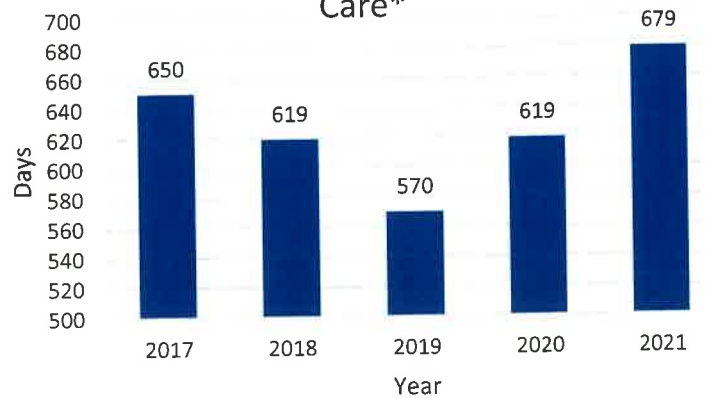
Net Change to Children in Care



Average Number of Children in Care



Average Days Children Have Been in Care*



*Seeking additional clarification on State reporting vs County totals.

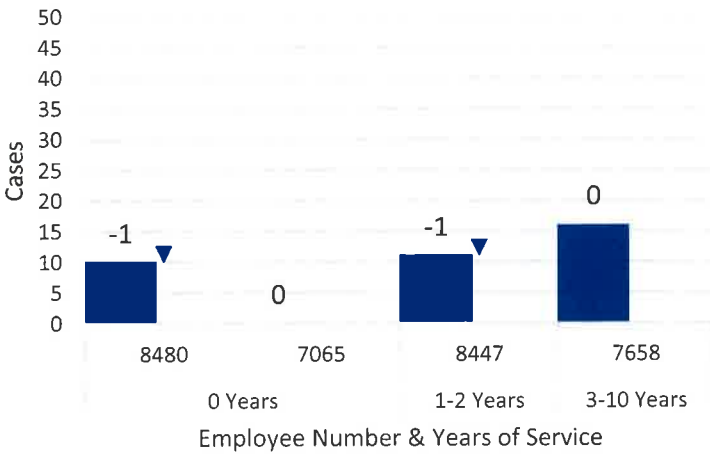
Average Number of Children in Home Receiving Services



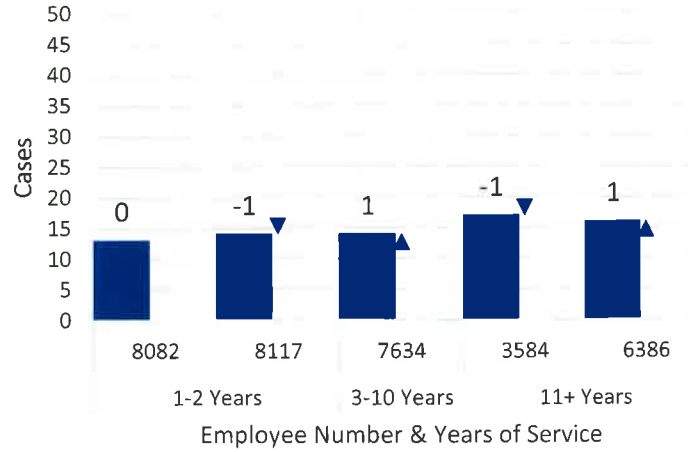
Average Preventive Caseload



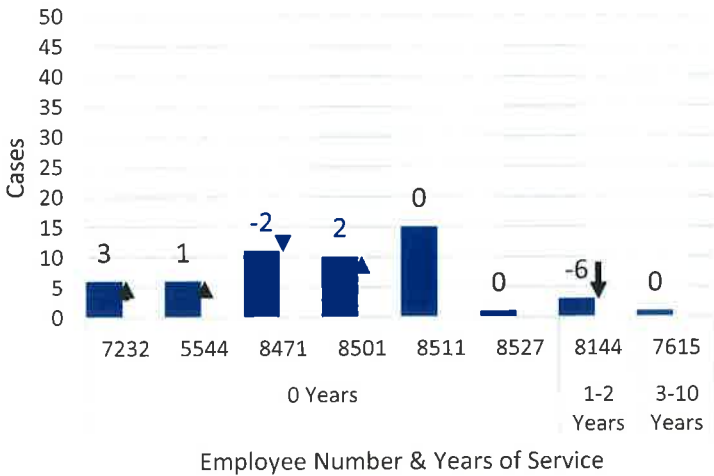
Cases Per Month by Supervisor: 6053



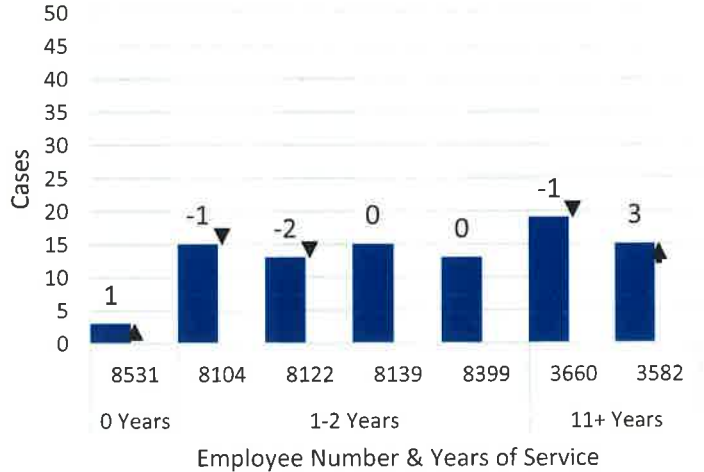
Cases Per Month by Supervisor: 660



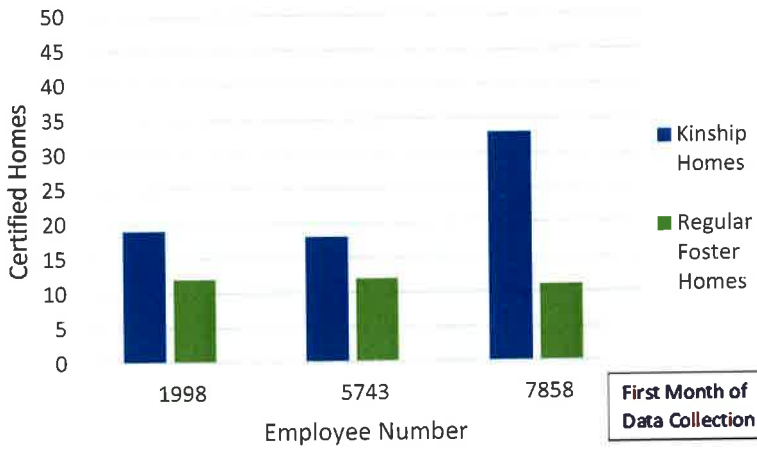
Cases Per Month by Supervisor: 2942



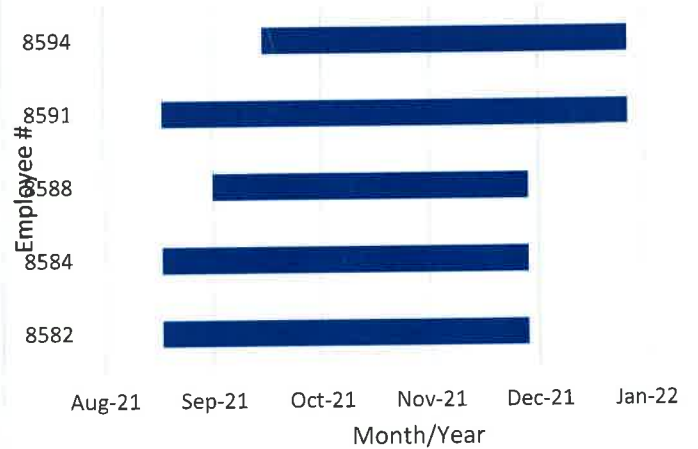
Cases Per Month by Supervisor: 5748



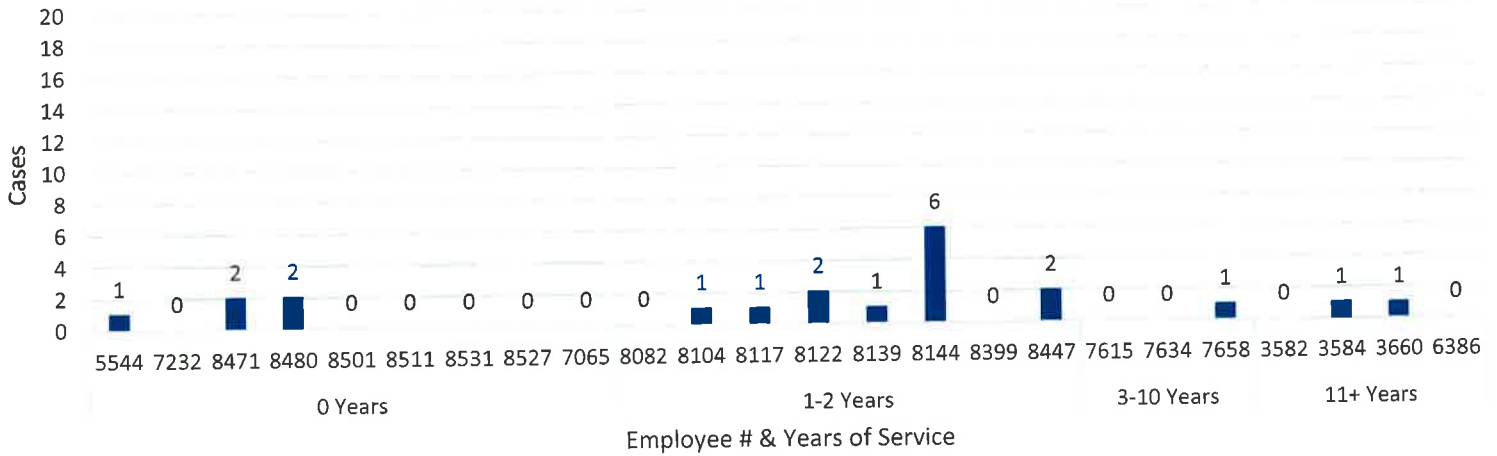
Home Finder Unit - Supervisor: 1998



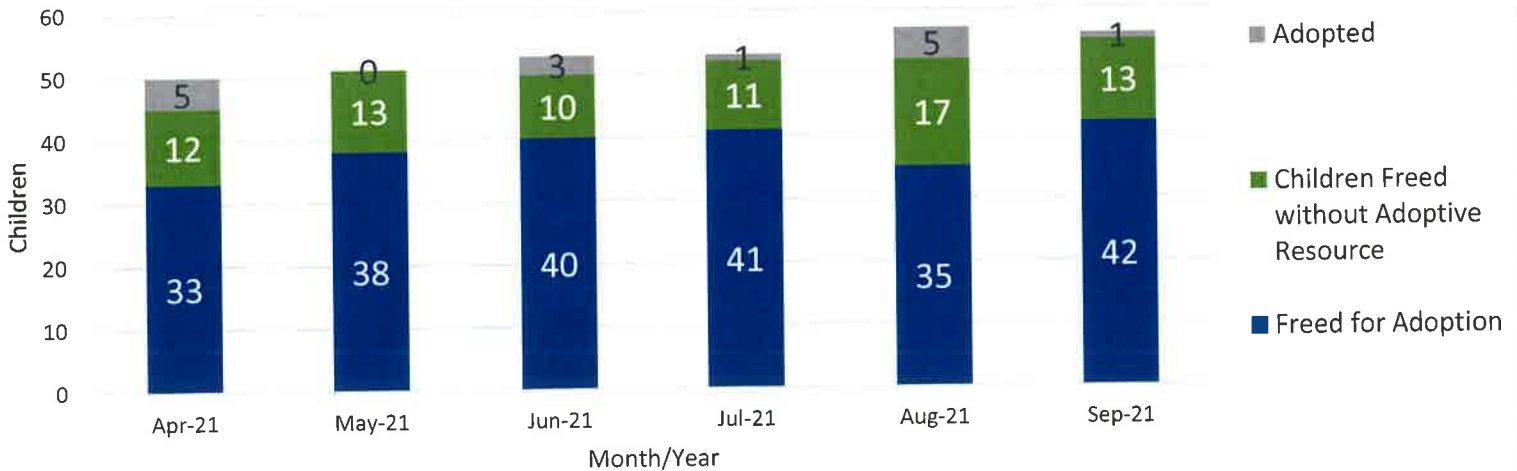
Trainee Period



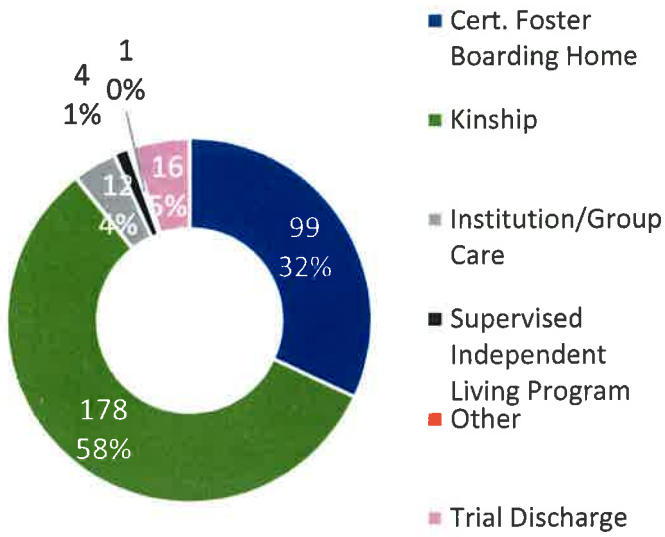
Cases Closed



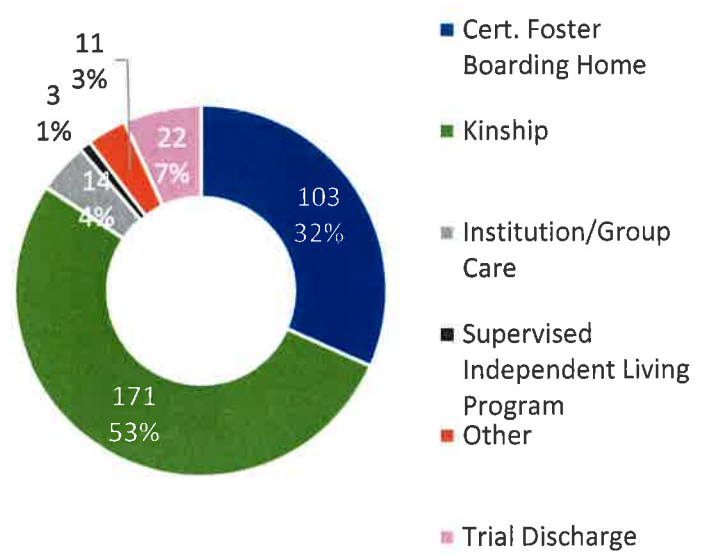
Adoption Activity



Foster Care Placements

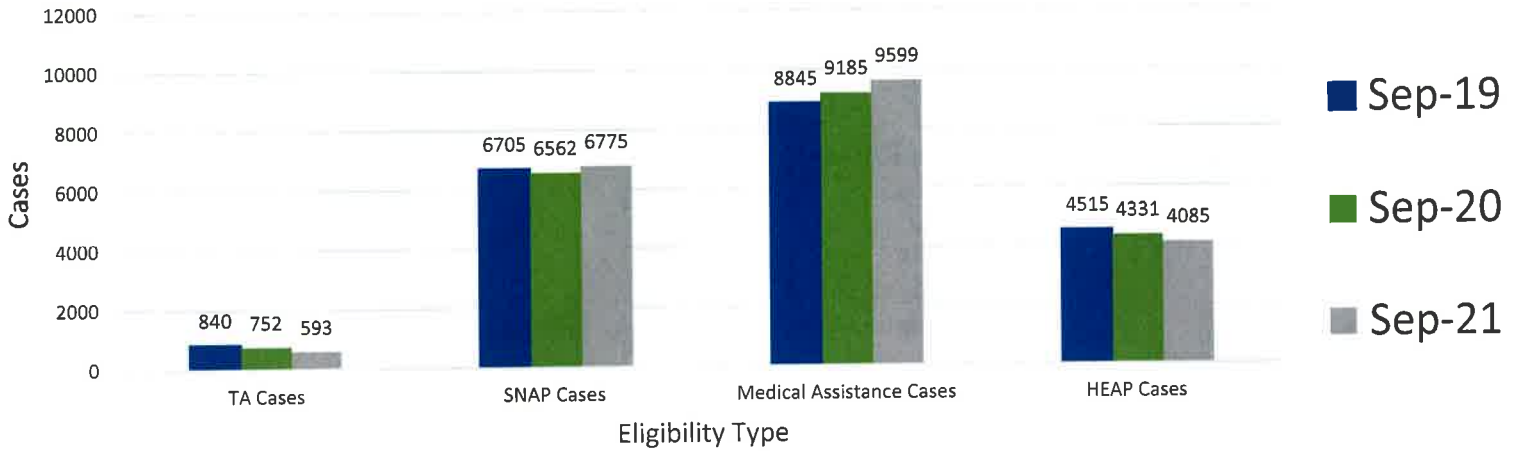


Average Foster Care Placements

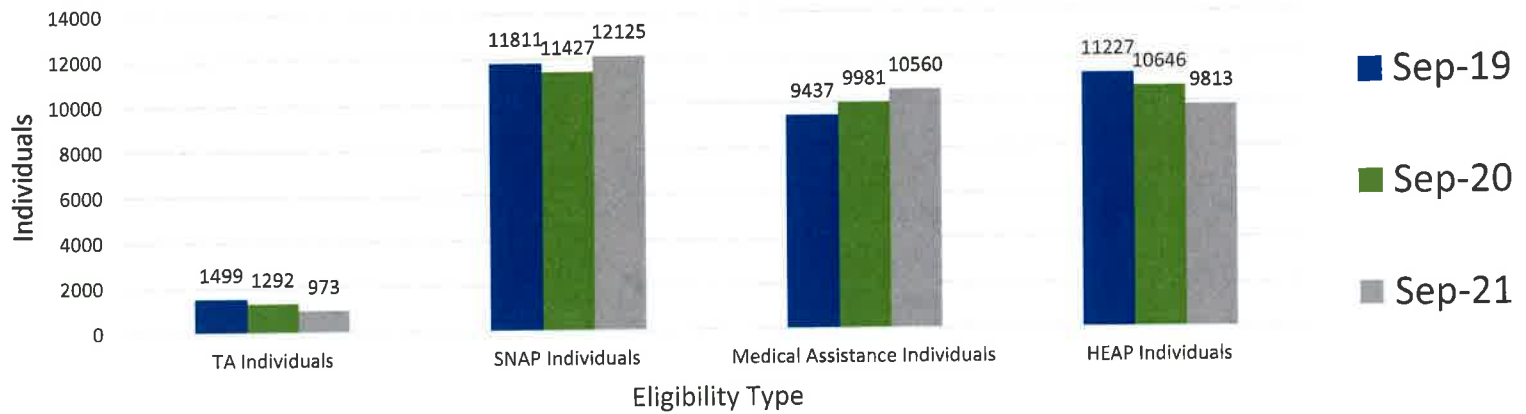


Eligibility Programs

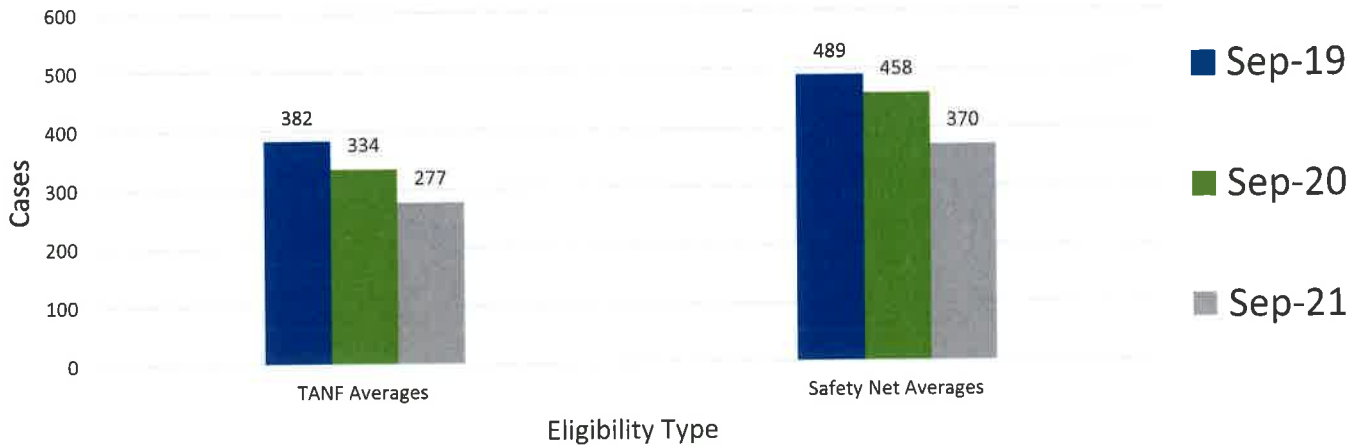
Cases



Individuals



TANF & Safety Net Averages



November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM NYS OMH TO ST. LAWRENCE COUNTY AS PASS THROUGH FUNDING TO NORTHERN REGIONAL CENTER FOR INDEPENDENT LIVING

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, St. Lawrence County Community Services receives New York State Office of Mental Health (NYS OMH) State Aid funding authorization as pass through funding for agencies in the community, and

WHEREAS, Northern Regional Center for Independent Living (NRCIL) submitted a late voucher for these funds and OMH has approved the late payment, and

WHEREAS, this is one-hundred percent (100%) pass through funding for contract agencies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services for funding received from NYS OMH funding as pass through funding to approved community agencies, as follows:

INCREASE APPROPRIATIONS:

A4443224 465NR	A OFS NRCIL Advances	\$29,608
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INCREASE REVENUE:

A4434905 56000	A SA OFS Other Mental Health Programs	\$29,608
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November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

MODIFYING THE 2021 COMMUNITY SERVICES BUDGET FOR FUNDING RECEIVED FROM NYS OMH TO ST. LAWRENCE COUNTY AS PASS THROUGH FUNDING TO APPROVED AGENCIES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, St. Lawrence County Community Services has received an updated New York State Office of Mental Health (NYS OMH) State Aid funding authorization as pass through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one-hundred (100%) percent pass through funding for contract agencies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby authorizes the Treasurer to modify the 2021 Community Services Budget for OMH funding as pass through funding as follows:

INCREASE APPROPRIATIONS:

A4443224 465TL	A OFS NCTLS Advances	\$2,868
A4243224 465UH	A CRV United Helpers Advances	<u>150</u>
		\$3,018

DECREASE APPROPRIATIONS:

A4443224 465UH	A OFS United Helpers Advances	\$2,638
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INCREASE REVENUE:

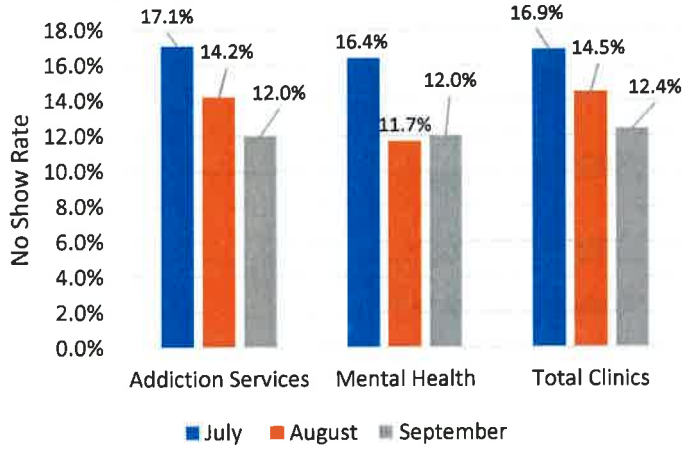
A4134905 56000	A SA CSS Mental Health	\$352
A4234905 56000	A SA CR Other Mental Health Programs	<u>969</u>
		\$1,321

DECREASE REVENUE:

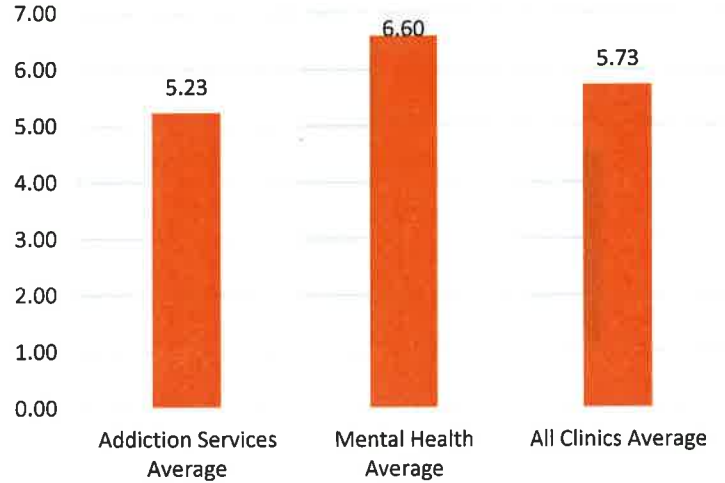
A4434905 56000	A SA OFS Other Mental Health Programs	\$941
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Community Services Update September 2021

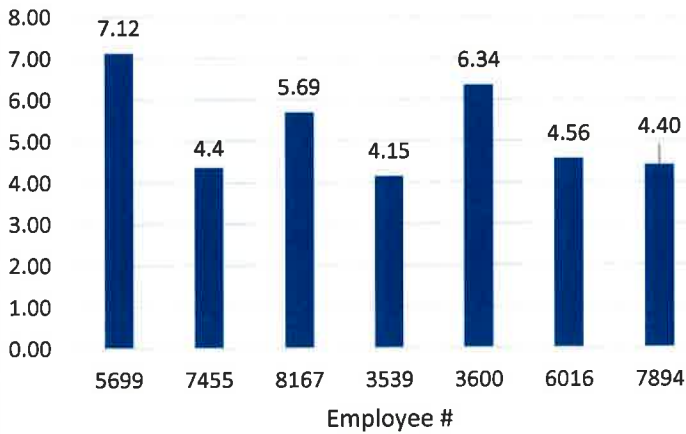
No Show Rates By Month (23.3% Before Call Reminders)



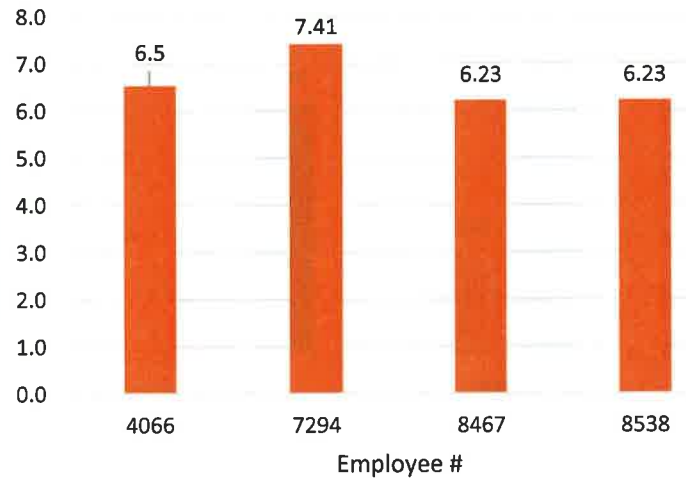
Clinic Counselor Visits Average



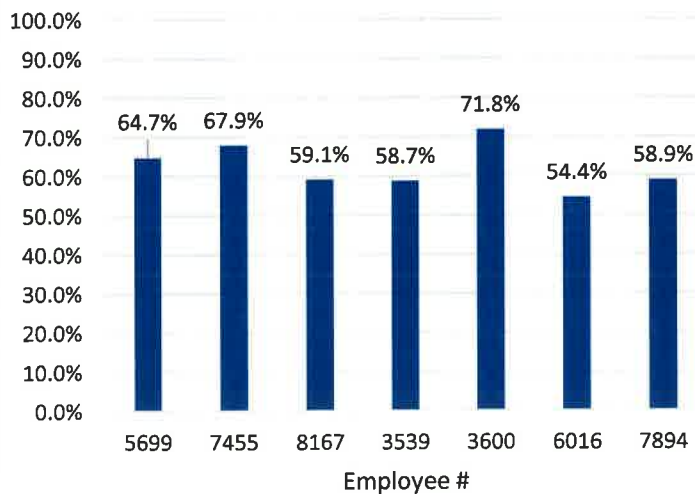
Addition Services Visits Per Seven Hours



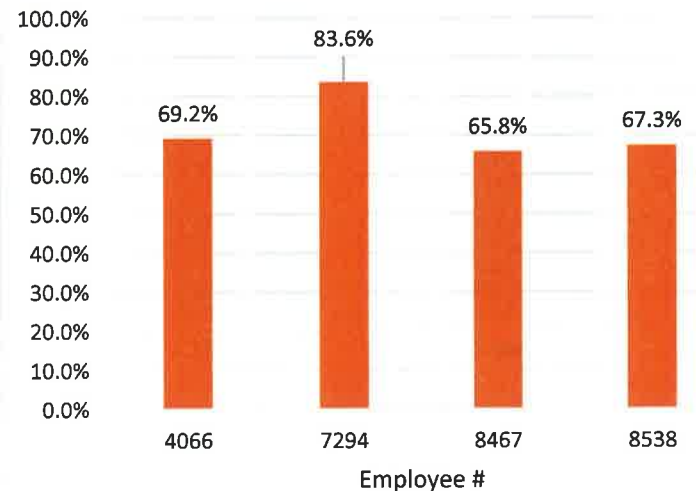
Mental Health Visits Per Seven Hours



Addition Services Weighted Face to Face %

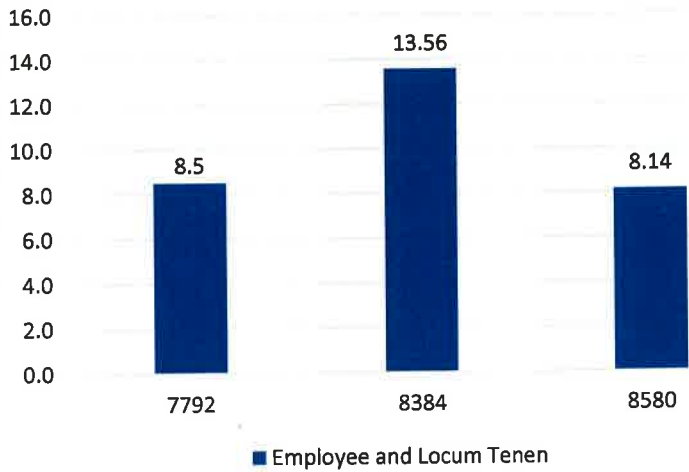


Mental Health Weighted Face to Face %



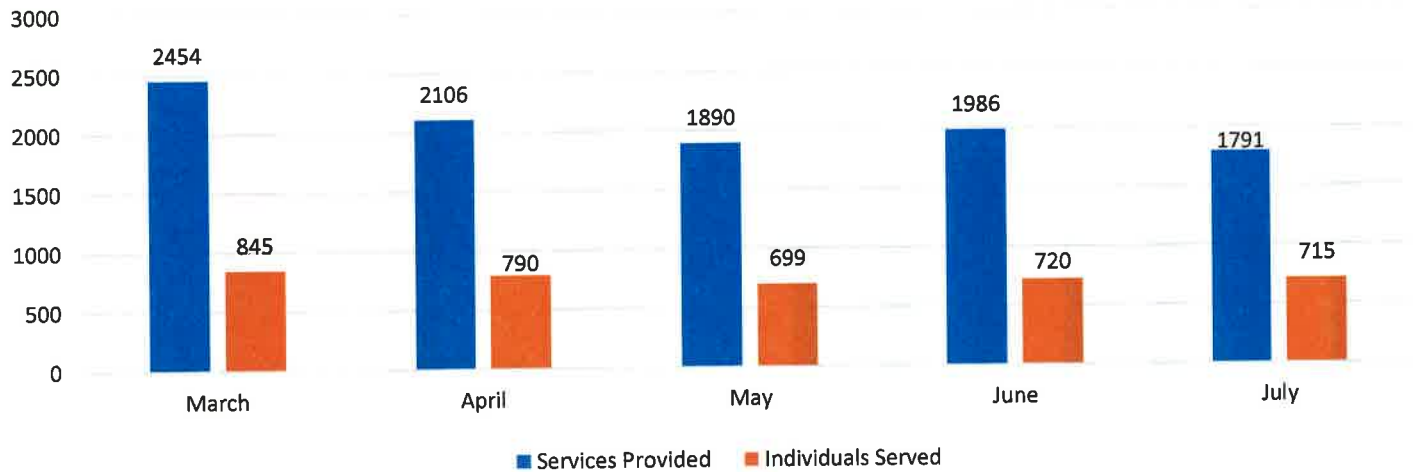
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

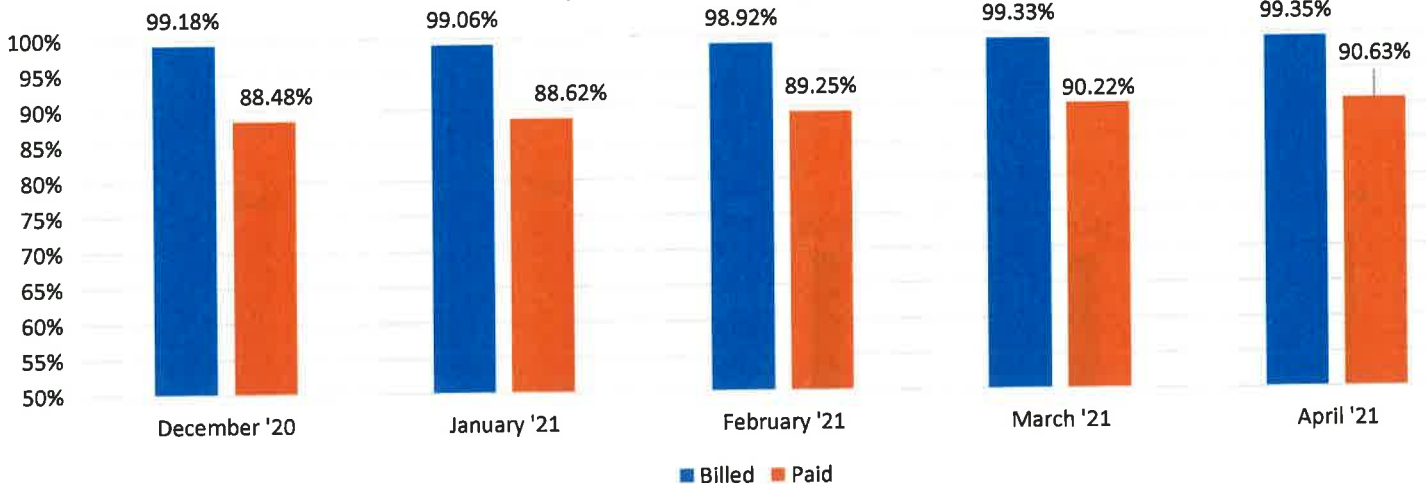


Waiting Lists	Number
Canton AS	5
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	0
Addiction Services Total	5
Mental Health Total	29

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH
VARIOUS ORGANIZATIONS FOR YOUTH DEVELOPMENT PROGRAMS**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Office of Children and Family Services (OCFS) has Resource Allocation Plan (RAP) funds (Y4073204 46000) and revenue (Y4038205 560GY) available to provide Youth Development Programs, and

WHEREAS, a variety of agencies submitted Request for Proposals (RFP) for Youth Development Program funding through the Youth Bureau this year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with various organizations for Youth Development Programs, upon approval of the County Attorney, as follows:

<u>ORGANIZATION</u>	<u>AMOUNT</u>
PAL of Massena	\$5,000
Brasher Stockholm Recreation	4,000
Canton Free Library	2,500
Canton Recreation	3,000
Fowler Recreation	1,000
Gouverneur Youth Development Program	9,000
Hammond Summer Recreation	1,000
Louisville Recreation	1,000
Massena Summer Recreation	2,000
Ogdensburg Boys & Girls Club	9,000
Ogdensburg Command Performance	2,000
Parishville Recreation	2,000
Potsdam Recreation	<u>5,000</u>
	\$46,500

November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN THE
2021 RESOURCE ALLOCATION PLAN SIGNATURE PAGE**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Office of Children and Family Services (OCFS) requires that the Youth Bureau submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2021 Youth Development Program year, and

WHEREAS, the signing of the RAP Signature Page will qualify the County for State reimbursement in the 2021 Program Year, and

WHEREAS, the amount allocated to the County in 2021 for youth development programs is \$106,456 (Y4073204 46000), and

WHEREAS, OCFS will reimburse St. Lawrence County for contract and county agency program expenditures, and

WHEREAS, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP), plan, provide fiscal/grants management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2021 RAP,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2021 Resource Allocation Plan Signature Page, upon approval of the County Attorney.

November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE COMMUNITY
HEALTH CENTER OF THE NORTH COUNTRY FOR THE COMMUNITY
FRIENDSHIP VOLUNTEER PROGRAM**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Office for the Aging has agreed to provide \$25,000 a year in financial support for the next two (2) years to the Community Friendship Volunteer Program operated by The Community Health Center of the North Country, and

WHEREAS, these funds will be pass through funds from the Office for the Aging to the Community Health Center of the North Country, and

WHEREAS, a contract is needed between the Office for the Aging and The Community Health Center of the North Country, and

WHEREAS, The Community Friendship Program is an entirely volunteer-run program that provides friendship, companionship, and a helping hand to older residents, serving as their advocates and helping them stay connected to their communities, and

WHEREAS, Volunteers of The Community Friendship Volunteer Program help meet unmet needs in our County by helping older adults to age in place; assisting with the following tasks: medical transportation, friendly visiting, coordinating social activities, planning community outings, and providing respite for caregivers, and

WHEREAS, the Office for the Aging would like to contract for these services with The Community Health Center of the North Country on an annual basis (OA067724 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with The Community Health Center of the North Country for the Community Friendship Volunteer Program, upon approval of the County Attorney.

November 1, 2021

Services Committee: 10-18-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT TO ACCEPT ADDITIONAL FUNDING FROM THE NEW YORK STATE DEPARTMENT OF HEALTH FOR THE COVID-19 VACCINE RESPONSE

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Department of Health (DOH) is awarding St. Lawrence County a Local Health Department (LHD) COVID-19 Vaccine Response contract (C36959GG) to promote and increase COVID-19 vaccine and other vaccine uptake, and

WHEREAS, this funding, in the amount of \$192,305 (PPZ44895 57000 VAC) may be used for COVID-19 vaccine implementation expenses retroactive to January 1, 2021 and is available through June 30, 2024, and

WHEREAS, covered expenses include staffing for COVID-19 vaccination clinics (including expanded hours of operation) that are convenient and accessible to COVID-19 priority groups and other underserved populations; replace, repair and supplement LHD vaccine storage, transport and temperature monitoring equipment as needed; educate and provide technical assistance to Vaccines for Children and COVID-19 vaccine providers; and to conduct local COVID-19 vaccine promotion media campaigns,

NOW, THEREFORE, BE IT RESOLVED that the Treasurer is authorized to modify the 2021 Budget for the Public Health Department as follows:

INCREASE REVENUE:

PPZ44895 57000 VAC	P VAC COVID-19 Federal Aid	\$192,305
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INCREASE APPROPRIATIONS:

PPZ40101 19000 VAC	P VAC Temporary and Part Time	\$25,000
PPZ40104 41901 VAC	P VAC Central Printing	10,000
PPZ40104 42800 VAC	P VAC Other Supplies	45,000
PPZ40104 43005 VAC	P VAC Advertising Fees & Expense	25,000
PPZ40104 43007 VAC	P VAC Other Fees and Services	46,881
PPZ40104 44300 VAC	P VAC Mileage	2,500
PPZ40104 45100 VAC	P VAC Medical Supplies	32,000
PPZ40108 8100 VAC	P VAC Retirement	3,338
PPZ40108 83000 VAC	P VAC Social Security	1,913
PPZ40108 84000 VAC	P VAC Workers Compensation	<u>673</u>
		\$192,305

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

VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

October 5, 2021

2:30 P.M.

Summary: January 5th – October 5th

Requests: 145
Approved: 122
Denied: 0
Request/Hold: 13
Withdrawn: 2

Summary: October 5th

Requests: 13
Approved: 13
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

Community Services:

Request: 1

Request: Abolish Chemical Dependency Counselor, Create and Fill Behavioral Health Clinician
Position No. 506500014/512400017, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 5

Request: Fill, Caseworker – Unit/Children's Services
Position No. 815000016, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist – Unit/DCAP
Position No. 003100029, Immediately

Recommendation: Fill, Immediately

Request: Fill, Employment & Training Counselor – Unit/Employment
Position No. 701000013, Immediately

Recommendation: Fill, Immediately

Request: Fill, Coordinator of Child Support Enforcement – Unit/Child Support
Position No. 813500001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker/CPS – Unit/Children’s Services
Position No. 815200024, Immediately

Recommendation: Fill, Immediately

Real Property:

Request: 1

Request: Fill, Tax Map Technician
Position No. 106100002, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 5

Request: Fill, Deputy
Position No. 6050000xx, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy
Position No. 6050000xx, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy
Position No. 6050000xx, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy
Position No. 6050000xx, Immediately

Recommendation: Fill, Immediately

Request: Fill, Sergeant
Position No. 6051000xx, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 1

Request: Fill, Principal Fiscal Officer
Position No. 101000005, Immediately

Recommendation: Fill, Immediately

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

- 1.5 Larry Denesha and Margaret Haggard
- 2.2 John Burke and Rita Curran
- 3.2 Rita Curran and Day Fay
- 4.6 Dave Forsythe
- 5.4 Kevin Acres and Suzanne Fiacco
- 6.8 Rick Perkins and Joe Lightfoot
- 7.13 Bill Sheridan and Harry Smithers
- 8.3 Nicole Terminelli and John Burke
- 9.16 James Reagen
- 10.5 Margaret Haggard and Joe Lightfoot

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Abolish & Create

Behavioral Health Clinician

Subunit (If Applicable): Addiction Services

Date Submitted: July 26, 2021

Reason Vacated: Resignation

Position Number: 506500014/512400017

Date Vacated: 11/20/2020

Position # Abolished: 510400010

Position Will Be: Fulltime

Last Fill Date: 6/6/2005

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$55,666

Revenue Generating: Yes 86 %

Benefits: Yes \$26,803

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$59,554

Budget Mod Attached, If Required?

Grade: 30

Net County Cost: \$11,546

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 filling of direct service and revenue generating positions within both the Addictions and Mental Health Clinics is paramount to the viability of this department and to the care of its current and future clients. Over 60% of Community Services' SUD clients have identified untreated mental health related issues and would be able to receive treatment for both issues, which would offer improved quality of care. Additionally, there is a subset of approximately 20% that have undiagnosed mental health condition due to the perceived stigma. This individual will also be providing services to select schools and be part of the mobile treatment vehicle staffing.

The needs of this Department can best be met by abolishing position number 510400010, Chemical Dependency Counselor, and creating and filling a Behavior Health Clinician position, which can be filled with either a Mental Health Counselor (position number 506500014) or a Licensed Social Worker (position number 512400015).

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 9/28/2021

Reason Vacated: Resignation

Position Number: 815000016

Date Vacated: 10/4/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/30/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,896

Revenue Generating: No 0 %

Benefits: Yes \$23,543

Reimbursed by State
or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$20,500

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 Caseworker 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 caseworker also primarily works with youth identified through the St. Lawrence County Probation Department as youth who are Persons in Need of Supervision (PINS) or Juvenile Delinquents. This position provides foster care and preventive services to children and their families to prevent out-of-home placements, reduce the risk of PINS and criminal behaviors in the home, school, and community; is responsible for case management services and works intensively with high risk families 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, and at increased risk for school and community behaviors. This worker meets regularly with collaborative agencies and the Office of Children and Family Services (OCFS) staff in order to track the progress of youth in the custody of OCFS. This worker specializes in Independent Living skills education, LGBTQ, adolescent behaviors and needs, which is increasingly critical as a result of COVID-related issues, such as increased depression in youth, decreased school attendance, and increased criminal or dangerous behaviors. The average caseload size for each foster care or preventive caseworker exceeds the OCFS recommendation of 12 foster care youth/worker. The worker maintained an average caseload of 12 cases with 10-15 probation intakes at any given time. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to meet the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): DCAP

Date Submitted: 9/28/2021

Reason Vacated: Resignation

Position Number: 003100029

Date Vacated: 10/1/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/5/2018

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$35,490

Revenue Generating: No 0 %

Benefits: Yes \$17,088

Reimbursed by State
or Federal Funds: Yes 69 %

Base Salary: \$34,371

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$16,562

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, which assists the Disabled Client Assistance Program (DCAP) Agent, is normally the first contact at the Department for clients with disabilities who are applying for SSI (Supplemental Security Income) or SSDI (Social Security Disability Insurance). This position is needed to answer related calls, take messages, schedule appointments, assist clients as necessary, key in the new DCAP applications into the computer, complete the DCAP packets and mail them to the Social Security Office, set up DCAP folders, and enter data for case openings and closings. The person in this position also mails out referral letters to clients to contact the DCAP Unit for evaluations, requests and updates clients' medical records and maintains all reports for the Unit. The DCAP Unit assisted with 99 applications, reconsiderations and appeals in 2020 for individuals who have or are applying for SSI/SSDI. This unit, which consists of a DCAP Agent and a Keyboard Specialist, has helped the County recover \$179,769.29 in annual Interim Assistance Reimbursements for 2020. An even more significant savings is that which occurs by having someone who would otherwise continue to receive Temporary Assistance for years receive SSI instead. In 2020 25 individuals were opened SSI or SSD in St. Lawrence County with the help of the DCAP Unit. If this position were not filled, the Department's ability to effectively respond to the needs of clients with disabilities and to help clients pursue federal benefits as an alternative to Temporary Assistance (TA) would be compromised.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Employment & Training Counselor

Subunit (If Applicable): Employment

Date Submitted: 9/28/2021

Reason Vacated: Resignation

Position Number: 701000013

Date Vacated: 9/10/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/1/2004

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 65 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$29,912

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.

If this position were not filled, the provision of adequate and timely services in the TA/SNAP employment programs would be compromised. Temporary Assistance and SNAP recipients in St. Lawrence County would not receive employment assistance at the level they need to successfully secure employment and would not be consistently engaged in work activities. Participation and Engagement are monitored for compliance so that cases will be closed timely and reduce County expense. This position is needed to provide mandated employment and training services to Temporary Assistance and Supplemental Nutrition Assistance Program (SNAP) recipients of St. Lawrence County; to assess client skills; to develop individual employment plans; and to make referrals to services and activities. The person in this position is responsible for providing employment counseling; developing paid and unpaid work experience opportunities; conducting job readiness training; supervising job search activities; collaborating with other educational and human service providers to meet the educational and skill development needs; assisting with funding for training and support services; monitoring medical work exemptions and limitations including mental health, alcohol and substance abuse treatment; maintaining records of client program information and activity in State databases; maintaining and recording client participation records; moving sanctions and case closings for noncompliance; and providing general employment information and guidance to recipients who are unemployed or underemployed. This position would work with approximately 120 clients, including many who are in need of significant individualized attention.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Coordinator of Child Support Enforcement

Subunit (If Applicable): Child Support

Date Submitted: 9/28/2021

Reason Vacated: Retirement

Position Number: 813500001

Date Vacated: 1/21/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/8/2011

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$73,202

Revenue Generating: No 0 %

Benefits: Yes \$35,247

Reimbursed by State or Federal Funds: Yes 82 %

Base Salary: \$59,554

Budget Mod Attached, If Required?

Grade: 30

Net County Cost: \$19,521

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 involves the coordinating and administering of the Child support Enforcement Unit activities and the Support Collection Unit activities of the Department of Social Services to help collect child support from the responsible relatives. This help can include locating parents, establishing paternity, preparing and filing support petitions, obtaining support orders, and collecting child support payments. The work of this position includes both coordinating and directly supervising such functions as investigation, unit involvement with Family Court, collections and financial record keeping. The Enforcement and Support Collection Units could not function without this position. Direct supervision is exercised over Support Investigators, Support Collection, and clerical support staff.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 10/5/2021

Reason Vacated: Resignation

Position Number: 815200024

Date Vacated: 10/18/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/30/2017

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$52,797

Revenue Generating: No 0 %

Benefits: Yes \$25,422

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

Net County Cost: \$22,136

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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 29 as of August, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Fill

Principal Fiscal Officer

Subunit (If Applicable):

Date Submitted: October 1, 2021

Reason Vacated: Other

Position Number: 101000005

Date Vacated: October 18, 2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: December 16, 2019

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? Yes

Salary of Person Leaving: \$56,060

Revenue Generating: No 0 %

Benefits: Yes \$26,993

Reimbursed by State or Federal Funds: Yes 10 %

Base Salary: \$52,797

Budget Mod Attached, If Required?

Grade: 27

Net County Cost: \$17,250

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.

Filling this position is needed to continue the directing and coordinating of accounting and fiscal management functions of the department. This position ensures the State Aid application and quarterly submissions are completed, works with program staff on grant budgeting and quarterly submissions, assists with development of resolutions and budget modifications for Services Committee, develops fiscal policies and procedures, provides guidance to fiscal staff, participates in quarterly Quality Assurance and Quality Improvement meetings, as well as department program meetings. This position will learn the fiscal portion of the Early Intervention, Immunization and Preschool programs, and MUNIS, St. Lawrence County's accounting software program. This position assists the Director of Public Health throughout the year with various tasks, writing quarterly reports, completing budget process, and meets with program staff to review prior, current, and future year program needs/requests, and the necessary justifications required for budget planning.

Department Head: *Jolene Manger*

Approved?

Yes No

County Administrator:

Resolution #: