

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 24, 2022**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – September 19**
- 3. YOUTH BUREAU – ALEXA BACKUS**
  - A. Authorizing the Chair to Sign a Contract with the Office of Children and Family Services (OCFS) for the 2022 Youth Sports & Educational Funding (YSEF) Grant and Modifying the 2022 Budget for the Youth Bureau (Res)
  - B. Authorizing the Chair to Sign Contracts with Little River Community School and Girls on the Run Upstate, NY, for Youth Sports & Educational Funding (YSEF) in the Youth Bureau (Res)
  - C. Modifying the 2022 Budget for the Youth Bureau for Grant Funds from the Office of Children and Family Services (Res)
  - D. Authorizing the Chair to Sign Contracts for Youth Development Grant Programs for the Youth Bureau (Res)
- 4. SOCIAL SERVICES – JOE SEEBER**
  - A. Modifying the 2022 Budget for Social Services for Administration, HEAP, Medicaid, Child Care/Foster Care, and General Services (Res)
  - B. Authoring the Chair to Sign a Lease Agreement with the Irrevocable Spousal Trust FBO Richard E. Maginn for Space Located at 280 Main Street, Massena, New York (Res)
  - C. Social Services Statistics (Info)
  - D. Corrective Action Plan Update (Discussion)
- 5. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2022 Budget for Community Services for Funding Received from New York State Office of Mental Health to St. Lawrence County as Pass through Funding to Approved Agencies (Res)
  - B. Modifying the 2022 Budget for Community Services for Funding Received from New York State OASAS to St. Lawrence County as Pass through Funding to Approved Agencies (Res)

- C. Authorizing the Chair to Sign a Contract with Coordinated Care Services, Inc. (CCSI) to Prepare the 2021 Consolidated Fiscal Report and Modifying the 2022 Budget for Community Services (Res)
- D. Authorizing the Chair to Sign a Contract with Drugscan to Provide Lab Services for the Opioid Treatment Program (Res)
- E. Renaming St. Lawrence County Community Services Mental Health Clinic to St. Lawrence County Mental Health Services (Res)
- F. Accepting the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP 2) Grant and Modifying the 2022 Budget for Community Services (Res)
- G. Authorizing the Chair to Sign a Contract with Seaway Valley Prevention Council for the Rides to Recovery Program and Modifying the 2022 Budget for Community Services (Res)
- H. TenEleven Electronic Health Record Update (Discussion)
- I. Mental Health and Addiction Services Updates (Info)

**6. PUBLIC HEALTH – JOLENE MUNGER**

- A. Authorizing the Chair to Sign an Amendment to the Contract with the New York State Department of Health for the Children and Youth with Special Healthcare Needs Program Grant (Res)
- B. Authorizing the Chair to Sign an Amendment to the Contract with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection (Res)
- C. Preschool Transportation Update (Discussion)

**7. VACANCY REVIEW COMMITTEE – RUTH DOYLE**

- A. Community Services
  - 1. Create and Fill a Keyboard Specialist, Position No. 003100101
- B. Office for the Aging
  - 1. Fill Program Coordinator, Position No. 803000006
  - 2. Fill Senior Account Clerk, Position No. 100200016
- C. Social Services
  - 1. Fill Employment and Training Counselor, Position No. 701000018

**8. COUNTY ADMINISTRATOR’S REPORT**

**9. COMMITTEE REPORTS**

- A. Board of Health (Acres)
- B. CDP Board of Directors (Sheridan)
- C. Community Services Board (Haggard)
- 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 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS) FOR THE 2022 YOUTH SPORTS & EDUCATIONAL FUNDING (YSEF) GRANT AND MODIFYING THE 2022 BUDGET FOR THE YOUTH BUREAU**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, New York State legalized mobile sports wagering in 2021, and established that one percent (1%) of State mobile sports wagering tax proceeds be used to support grants for sports activities and education for youth, and

**WHEREAS**, a fund was created under the Office of Children and Family Services (OCFS) for the purpose of providing annual awards to support sports programs to underserved children and youth ages 6 to 17, and

**WHEREAS**, each municipal youth bureau was provided an allocation for the Youth Sports and Educational Funding (YSEF), and the St. Lawrence County Youth Bureau was awarded \$9,424, and

**WHEREAS**, sports improve the lives of young people by promoting positive social, emotional, health, and educational outcomes, along with furthering important life-long impacts, and

**WHEREAS**, this award will increase budgeted expenses of the Youth Bureau by \$9,424 for 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with New York State Office of Children and Family Services (OCFS) for the 2022 Youth Sports and Educational Funding (YSEF) Grant, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2022 Budget for the Youth Bureau, as follows:

**INCREASE APPROPRIATIONS:**

Y4073204 46000	Y Youth Development Program Payments	\$9,424
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**INCREASE REVENUE:**

Y4038205 5600C	Y Office of Children Family Services	\$9,424
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November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH LITTLE RIVER  
COMMUNITY SCHOOL AND GIRLS ON THE RUN UPSTATE, NY, FOR YOUTH  
SPORTS & EDUCATIONAL FUNDING (YSEF) IN THE YOUTH BUREAU**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Office of Children and Family Services (OCFS) has made Resource Allocation Plan (RAP) Funds (Y4073204 46000) and revenue (Y4038205 5600C) available to provide Youth Sports & Educational Funding (YSEF), and

**WHEREAS**, various agencies have submitted a Request for Proposal (RFP) for Youth Sports & Educational Funding (YSEF) through the Youth Bureau, and the following organizations have been approved for a total of \$9,424 in funding:

Little River Community School	\$4,712
Girls on the Run Upstate, NY	\$4,712

**WHEREAS**, the responses to the RFP were limited to organizations that carry non-profit status who could deliver improved services to youth in St. Lawrence County, and

**WHEREAS**, the Allocation Committee of the Youth Advisory Board reviewed the RFP responses and recommended the Little River Community School and Girls on the Run, Upstate, NY,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts with Little River Community School and Girls on the Run Upstate, NY, for Youth Sports and Educational Funding (YSEF) in the Youth Bureau, upon approval of the County Attorney.

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2022 BUDGET FOR THE YOUTH BUREAU FOR GRANT FUNDS  
FROM THE OFFICE OF CHILDREN AND FAMILY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Youth Bureau receives grant funding from the Office of Children and Family Services (OCFS), and the budget is split between Youth Development Programs (YDP) and Advocacy and Training, and

**WHEREAS**, these funds will be used for Youth Development Programs (YDP) and Youth Sports and Education Funded (YSEF) Programs,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislatures authorizes the Treasurer to modify the 2022 Budget for grant funds from the Office of Children and Family Services, as follows:

**DECREASE APPROPRIATIONS:**

Y2073104 43007	Y Other Fees and Services	\$19,795
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**DECREASE REVENUE:**

Y2038205 560OC	Y Office of Children Family Services	\$19,795
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**INCREASE APPROPRIATIONS:**

Y4073204 46000	Y Youth Development Program Payments	\$19,795
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**INCREASE REVENUE:**

Y4038205 560OC	Y Office of Children Family Services	\$19,795
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November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR YOUTH DEVELOPMENT GRANT PROGRAMS FOR THE YOUTH BUREAU**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Office of Children and Family Services (OCFS) has made Resource Allocation Plan (RAP) Funds (Y4073204 46000) and revenue (Y4038205 5600C) available to provide Youth Development Programs, and

**WHEREAS**, various agencies have responded to a Request for Proposal (RFP) for Youth Development Program Funding through the Youth Bureau,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts for Youth Development Grant Programs for the Youth Bureau with the following organizations:

<b><u>ORGANIZATION:</u></b>	<b><u>AMOUNT:</u></b>
Brasher Stockholm Recreation	\$3,000
Canton Free Library	\$4,000
Fowler Recreation	\$3,000
Gouverneur Youth Development Program	\$10,000
Hammond Summer Recreation	\$1,000
Hepburn Library of Waddington	\$8,000
Louisville Recreation	\$2,000
Massena Summer Recreation	\$2,000
North Country Children's Museum STEAM Programs for Youth	\$4,000
Ogdensburg Boys & Girls Club	\$10,000
Ogdensburg Command Performance	\$2,145
PAL of Massena	\$4,500
Parishville Recreation	\$2,000
SLC Arts Council-Rising Teens	<u>\$6,000</u>
<b>TOTAL</b>	<b>\$61,645</b>

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2022 BUDGET FOR SOCIAL SERVICES FOR ADMINISTRATION,  
HEAP, MEDICAID, CHILD CARE/FOSTER CARE, AND GENERAL SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, due to higher than anticipated costs in Administration, HEAP, Medicaid, Child Care/Foster Care, and general services to recipients, it is necessary to modify the 2022 Social Services Budget, and

**WHEREAS**, due to lower than anticipated costs in Medicaid there are appropriations available to offset the increases in the areas identified,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Social Services for administration, HEAP, Medicaid, Child Care/Foster Care, and General Services, as follows:

**INCREASE APPROPRIATIONS:**

DAA60102 22001	D Adm Computer Hardware	\$12,500
DAA60102 22003	D Adm General Office Equipment	900
DAA60104 420GE	D Adm Office Supplies	475
DAA60104 43002 LG	D Legal Outside Legal Fees	92,500
DAG60104 43007 APSG	D APS Other Fees & Srvcs	882
DAG60104 43007 CB	D CB Other Fees & Srvcs	18,285
DAG60104 43007 ERAP	D ERAP Other Fees & Srvcs	6,293
DAH60104 42402 HEAP	D HEAP I/D Postage	101
DAH60104 43005 HEAP	D HEAP Advertising Fees	670
DAM60104 465MI	D MAEL Other Payments	10,600
DAS60104 43007	D SG Other Fees	4,400
DAS60104 430QI	D SG Qualified Individual	32,878
DAS60104 44100	D SG I/D Fuel Charges	15,000
DSC61194 46500 ADAD	D ADCFC Adoption Subsidies	535,468
DSC61194 465BC ADFC	D ADCFC Board & Care	226,519
DSC61194 465BC CC	D CC Board & Care	119,657
DSC61194 465IB ADFC	D ADCFC Institution Board	143,138
DSC61194 465IB CC	D CC Institution Board	59,486
DSG60704 445VD	D Parenting Transportation	14,039
DSG60704 465PE	D Protective Services Parenting	46,432
DSG60704 46500 DVIO	D Domestic Violence Indirects	<u>22,231</u>
		\$1,362,454

**DECREASE APPROPRIATIONS:**

DMM61004 46500	D Medicaid to State	\$663,059
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November 7, 2022

**INCREASE REVENUE:**

DA036105 56000	D SA General Administration	\$30,352
DA046105 57000	D FA General Administration	21,553
DAF46115 57000	D FA Food Stamps Administration	1,173
DAG36105 56000 CB	D Code Blue SA Revenue	18,285
DAG46105 57000 APSG	D APSG Federal Aid	882
DAG46105 57000 ERAP	D ERAP Federal Aid	6,293
DAS36105 56000 EAF	D SA EAF Protective & Foster Care	4,236
DAS36105 560CW	D SA Child Welfare Funding	11,403
DSC36195 56000	D SA Child Care	165,995
DSC46195 57000	D FA Child Care	<u>439,223</u>
		\$699,395

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A LEASE AGREEMENT WITH THE  
IRREVOCABLE SPOUSAL TRUST FBO RICHARD E. MAGINN  
FOR SPACE LOCATED AT 280 MAIN STREET, MASSENA, NEW YORK**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Resolution No. 309-2021, adopted in October 2021, authorized an agreement for space located in Ogdensburg for the Department of Social Services Children's Services Unit to test the ability of staff to serve the people of the County from a satellite location designed to root employees in the community and situate them closer to both schools and families with an expectation of a six month review to determine if it should continue, and

**WHEREAS**, the main offices of the St. Lawrence County Department of Social Services are located at 6 Judson Street in Canton and with a recent increased in staff for Children's Services additional space was necessary and the purpose of a pilot program would provide both additional space and a decrease in response time to calls and cases would be possible, and

**WHEREAS**, after six months, on March 28, 2022, the County Administrator presented a SWOT Analysis to the Board of Legislators that evaluated the pilot program, shared feedback from employees, described existing and evolving strategies to assist families with measurable success factors, and made recommendations that were adopted in Resolution No. 185-2022, and

**WHEREAS**, the SWOT Analysis demonstrated the success of the pilot program and concluded with the immediate recommendation to grow the Satellite Office in Ogdensburg to occupy the entire suite in which it is currently located and recommended an additional satellite office be opened in Massena, New York, and

**WHEREAS**, a location has been identified in the Village of Massena that would allow the Department to decrease response times and create inclusive practices within the Massena community, and

**WHEREAS**, the space is located at 280 Main Street, Massena near the existing county location at Harrogate Commons and is approximately 2,400 square feet that will house a Unit from each area of Children's Services and space for ancillary services to rotate in availability to include but not be limited to; staff from Home Energy Assistance Program (HEAP), Temporary Assistance (TA), Supplemental Nutrition Assistance Program (SNAP), etc., and

**WHEREAS**, the Lease Agreement term will be January 1, 2023 through December 31, 2027, with lessee options for five (5) additional one-year extensions with payments to begin upon occupancy,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a lease agreement with the Irrevocable Spousal Trust FBO Richard E. Maginn for space located at 280 Main Street, Massena, New York, upon approval of the County Attorney, and

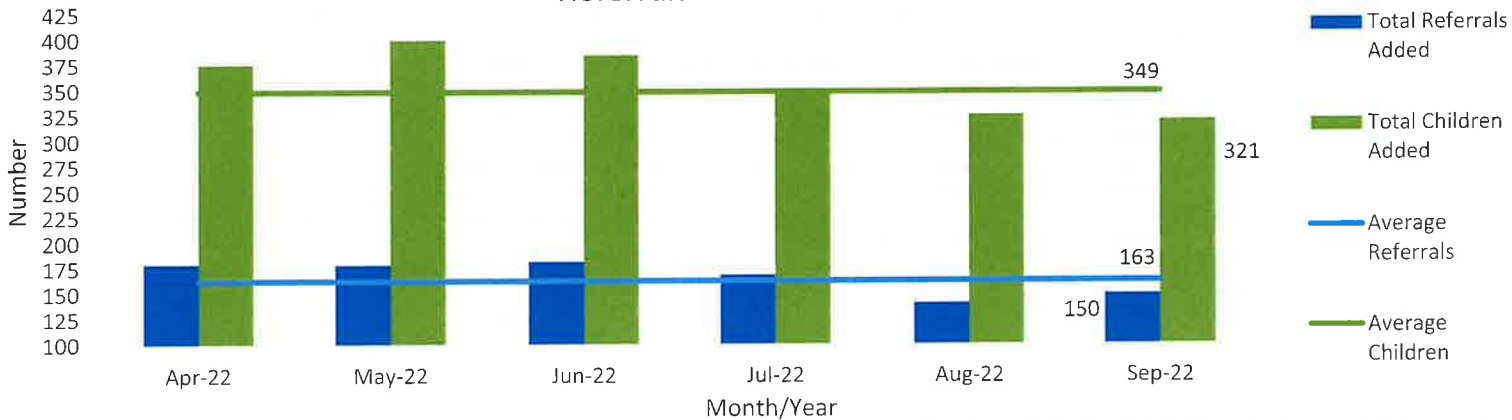
November 7, 2022

**BE IT FURTHER RESOLVED** that there will be an annual increase of two percent (2%), with the initial rent rate being \$16.25 per month per square foot or \$39,000, annually.

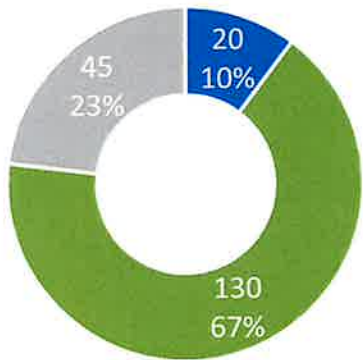
# Social Services Monthly Update – September 2022

## Child Protective Services

### Referrals & Children Added

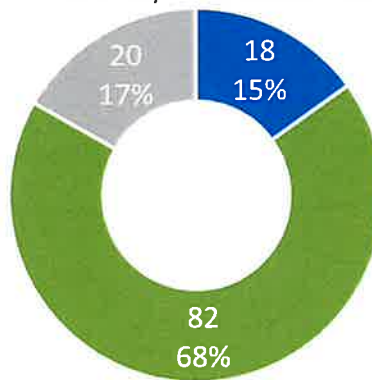


### Indicated, Unfounded, & Family Assessment Response (FAR)



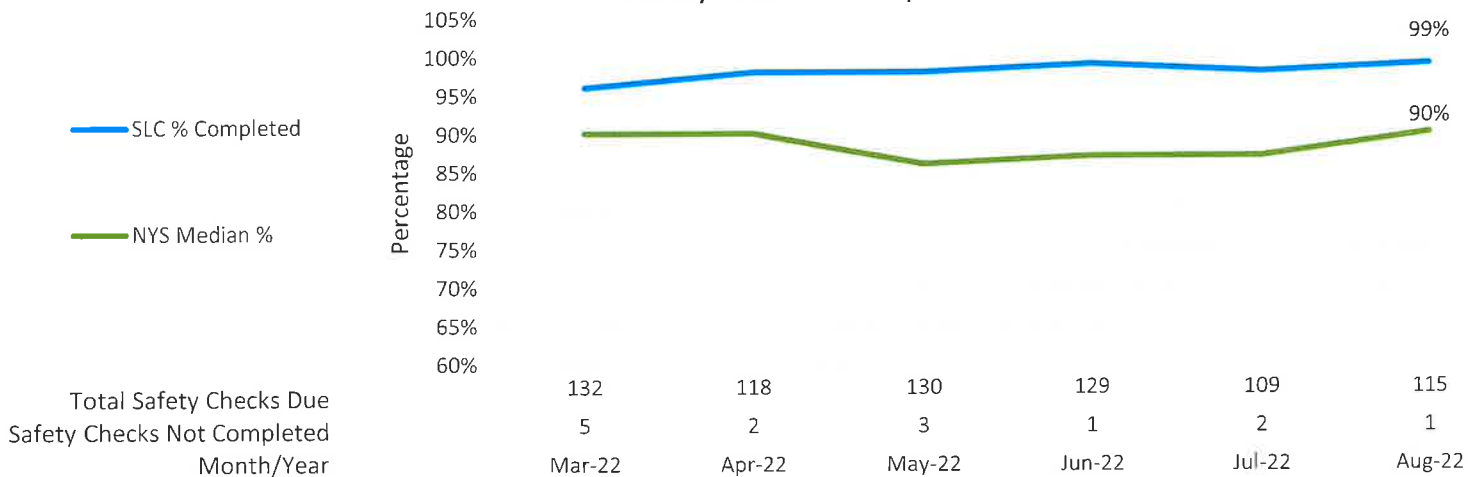
- Indicated
- Unfounded
- FAR

### Average Indicated, Unfounded, & Family Assessment Response (FAR)



- Indicated
- Unfounded
- FAR

### Safety Checks Completed on Time

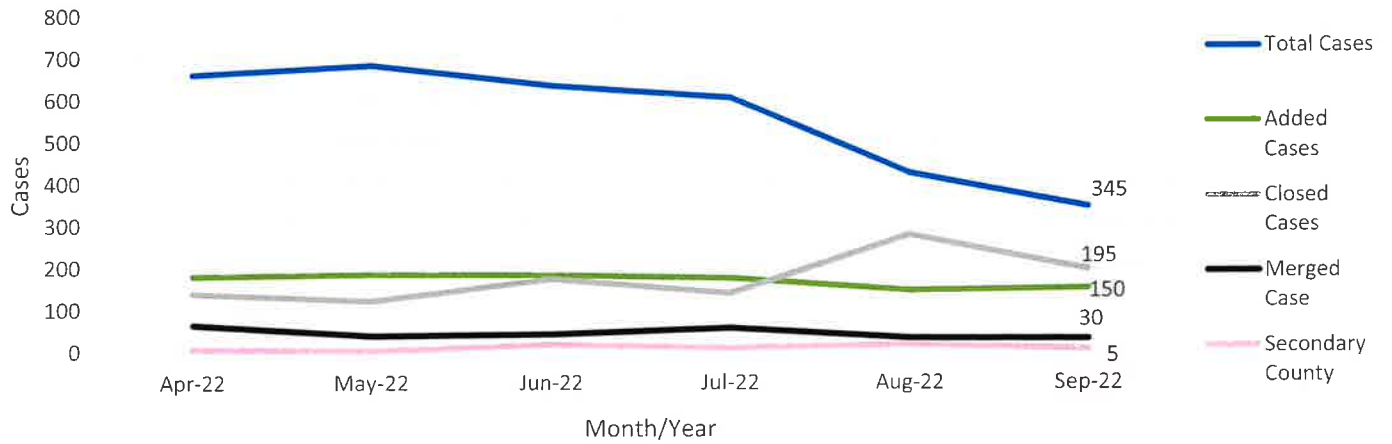


\*Data Lagged By One Month Due to Reporting Timeline

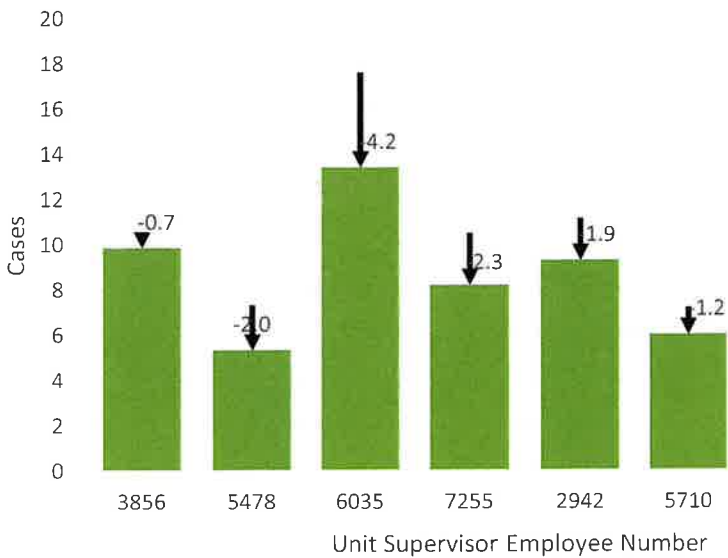
### Average CPS Caseload



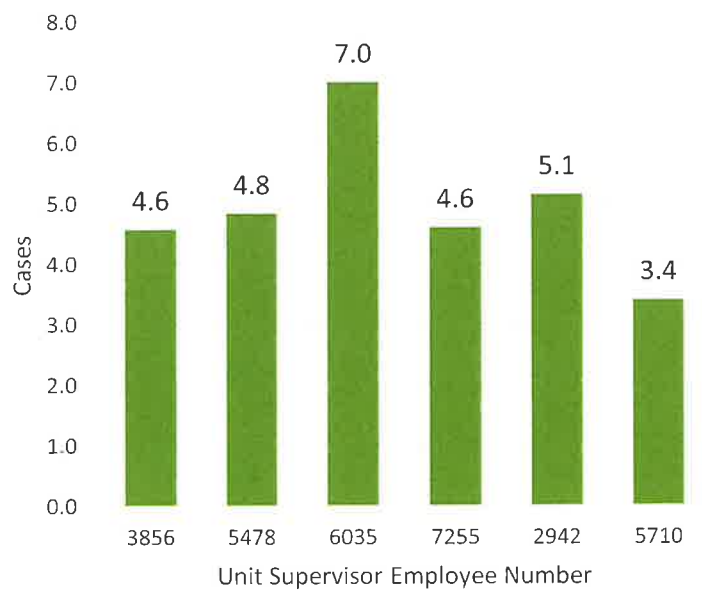
### Total Caseload



### Unit Average Cases Per Month Average: 9

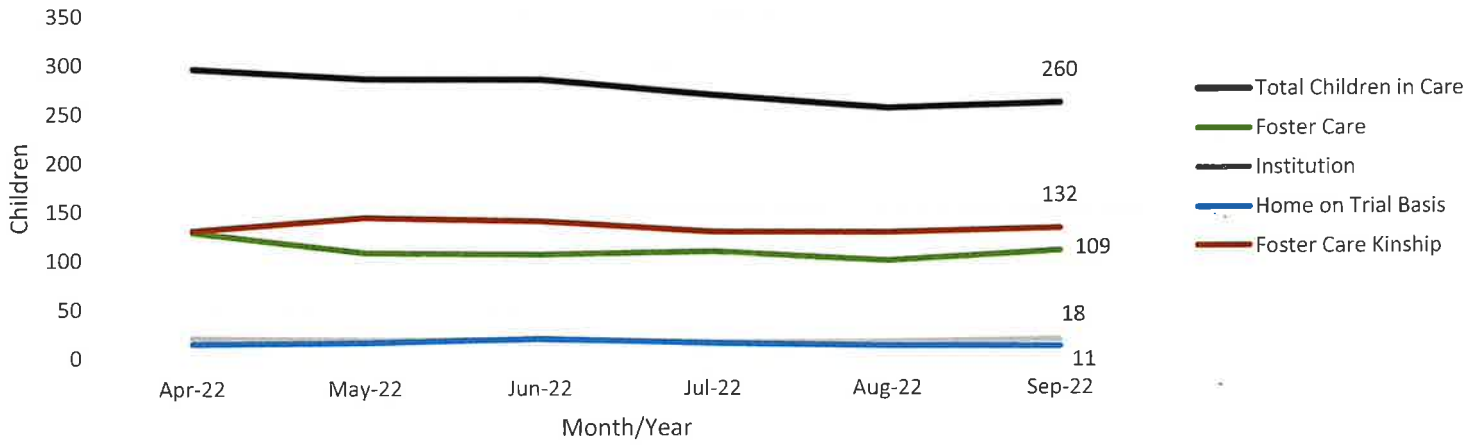


### Unit Average Cases Closed Average: 5



# Foster Care/Preventive Services

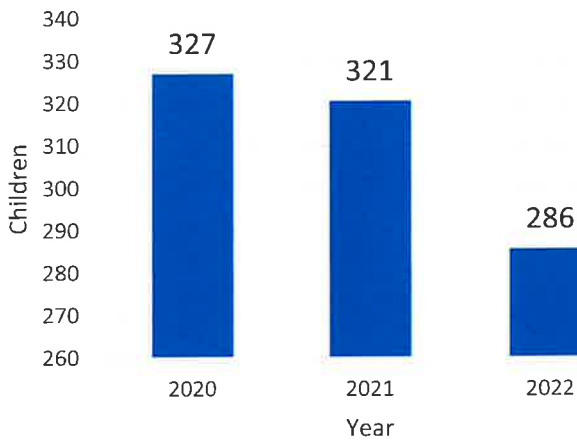
## Children In Care



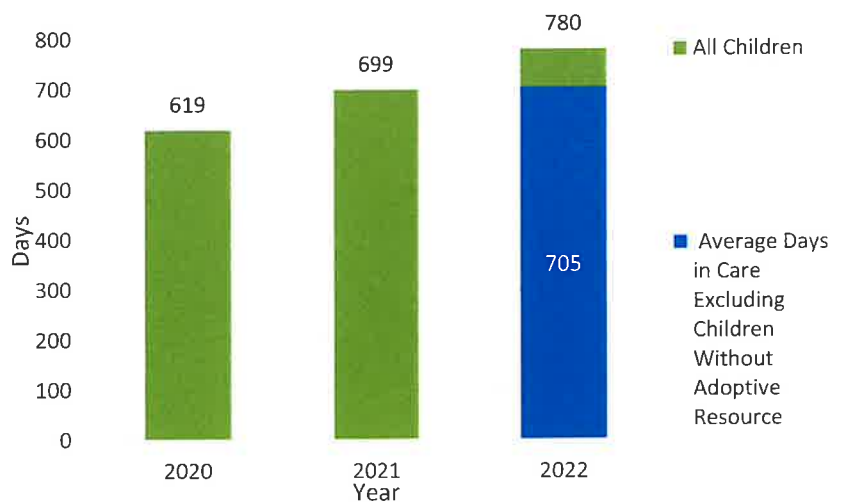
## Net Change to Children in Care



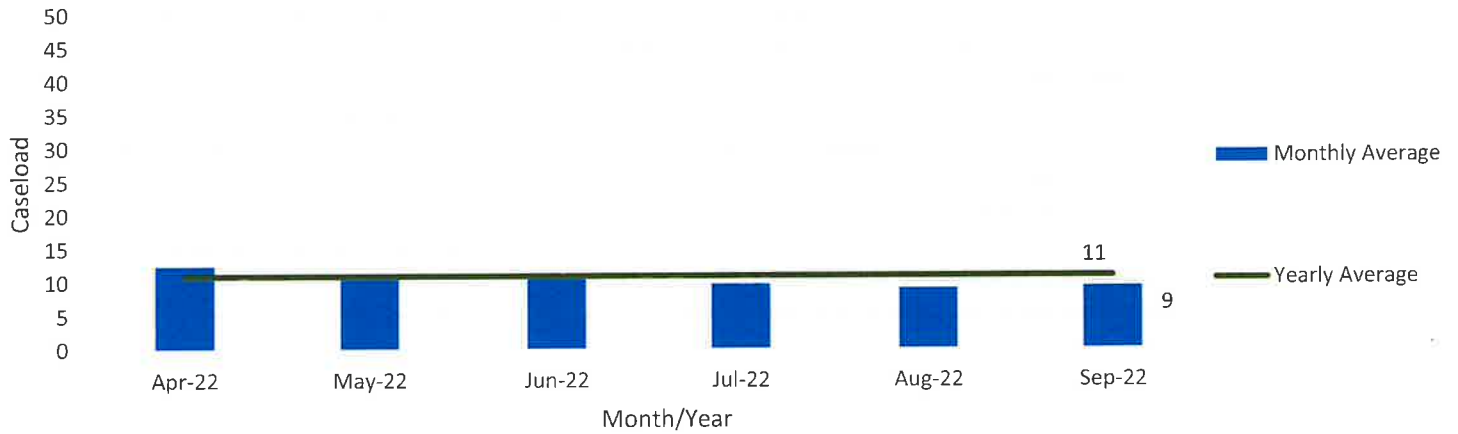
## Average Number of Children in Care



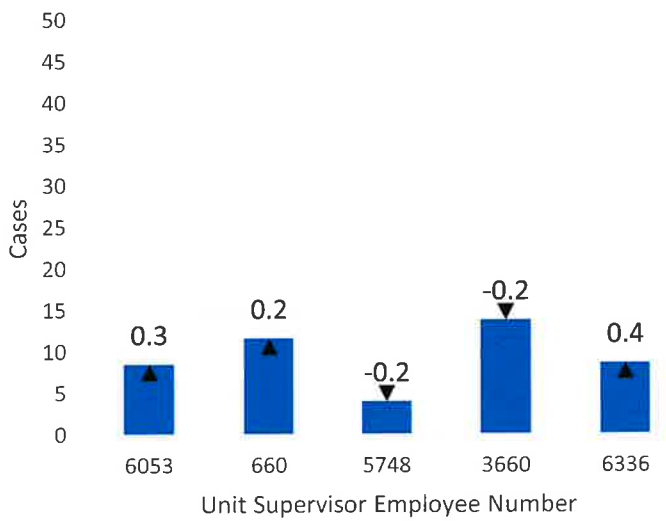
## Average Days Children Have Been in Care



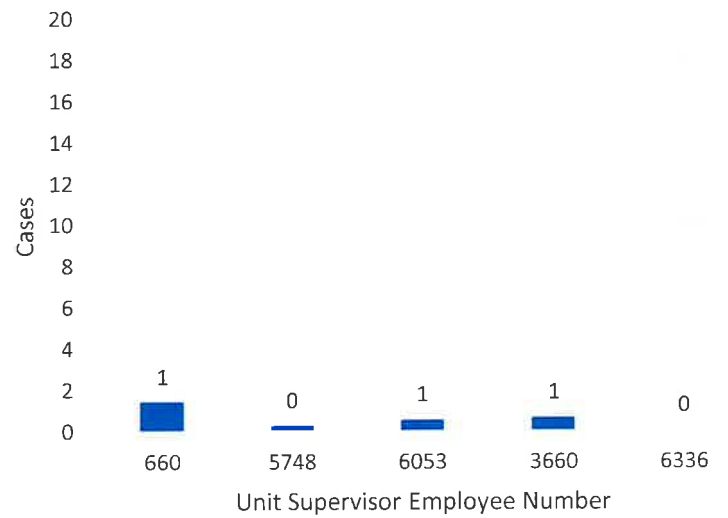
### Average Foster Care/Preventive Caseload



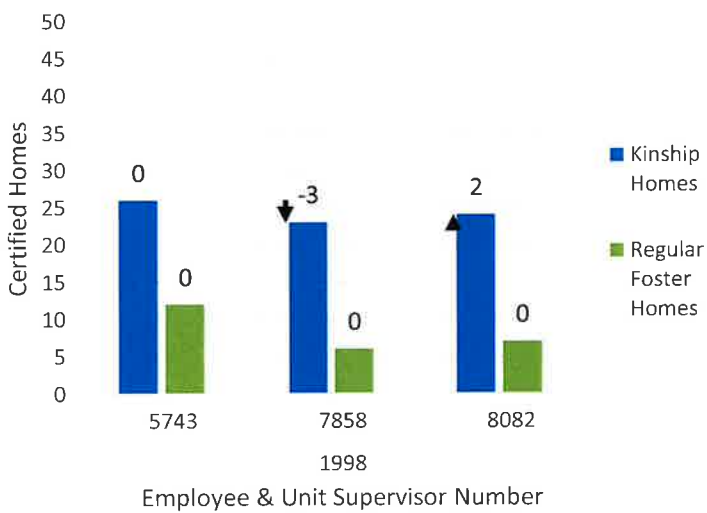
### Unit Average Cases Per Month Average: 9



### Unit Average Cases Closed Average: 1



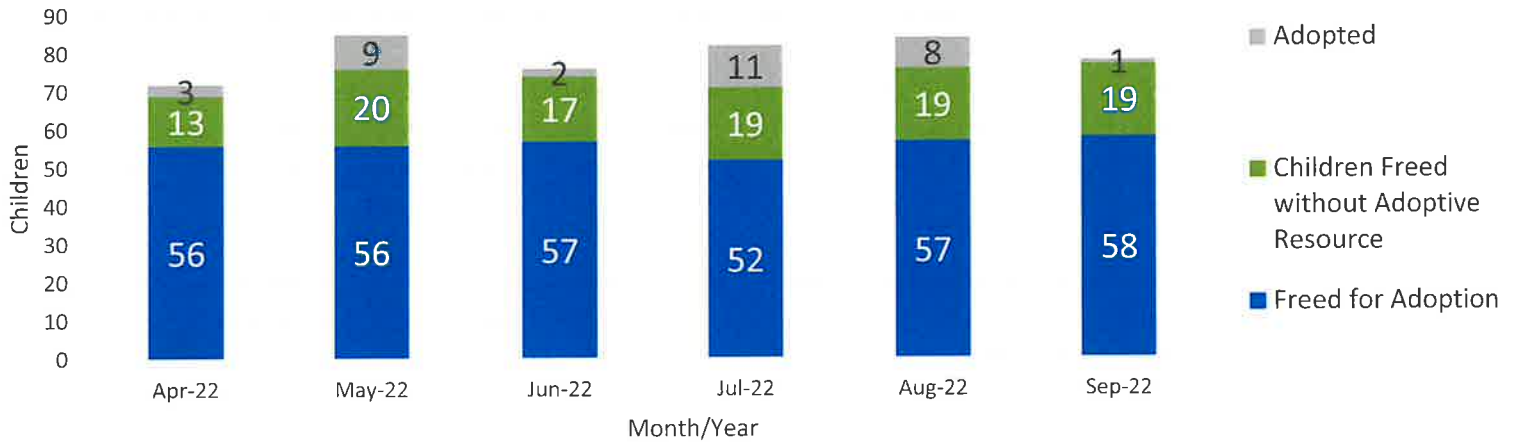
### Home Finder Unit Total Change: 2



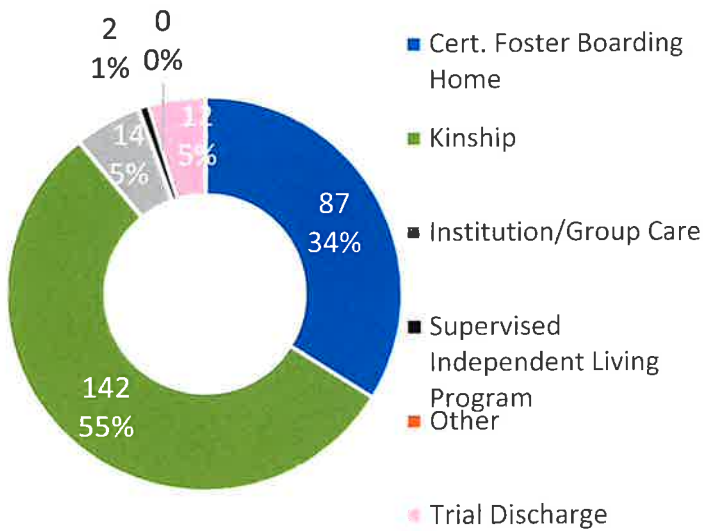
### Average Number of Children in Home Receiving Services



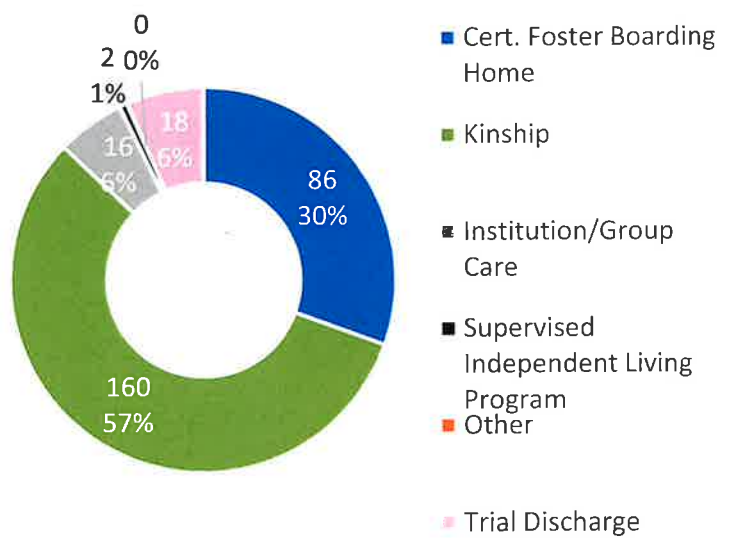
### Adoption Activity



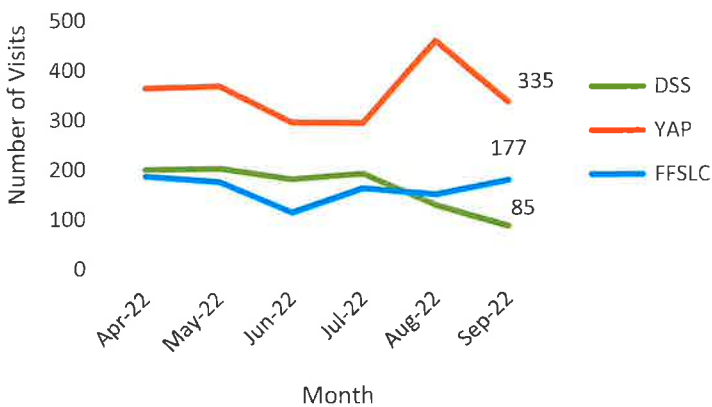
### Foster Care Placements



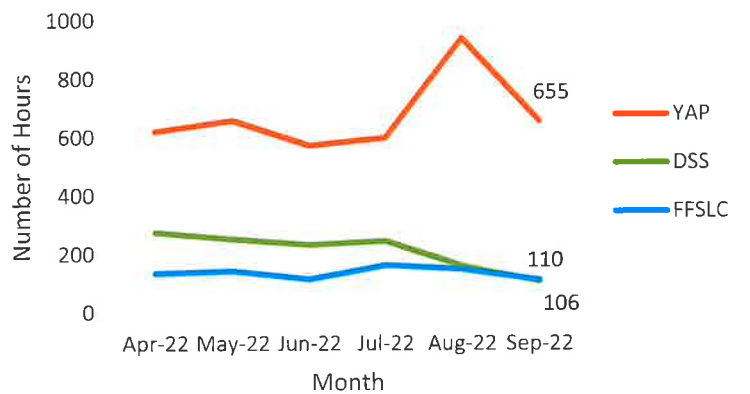
### Average Foster Care Placements



### Supervised Visitation for 183 Cases

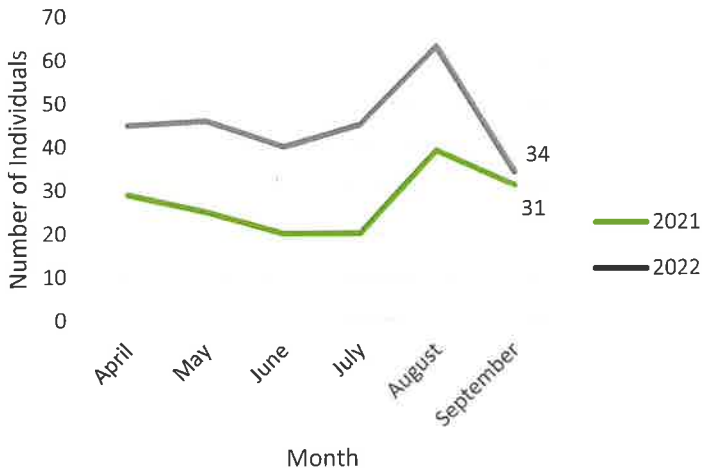


### Supervised Visitation for 183 cases

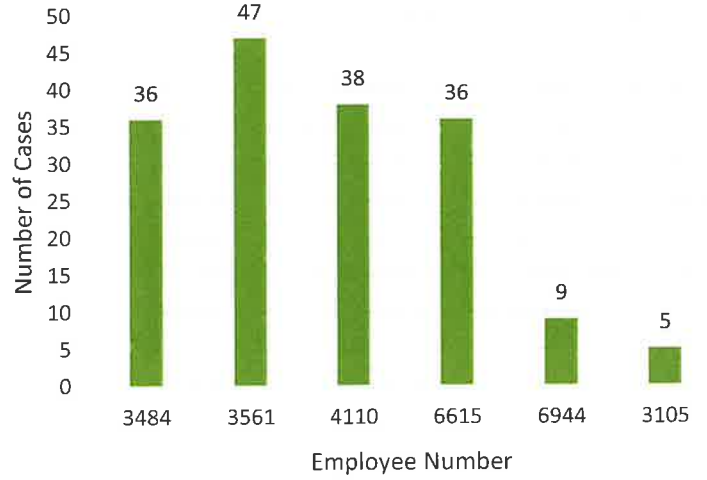




### New Homeless Placements



### Adult Protective Cases - Totals:171



### Caseworker Trainee Period- Foster Care/Preventive

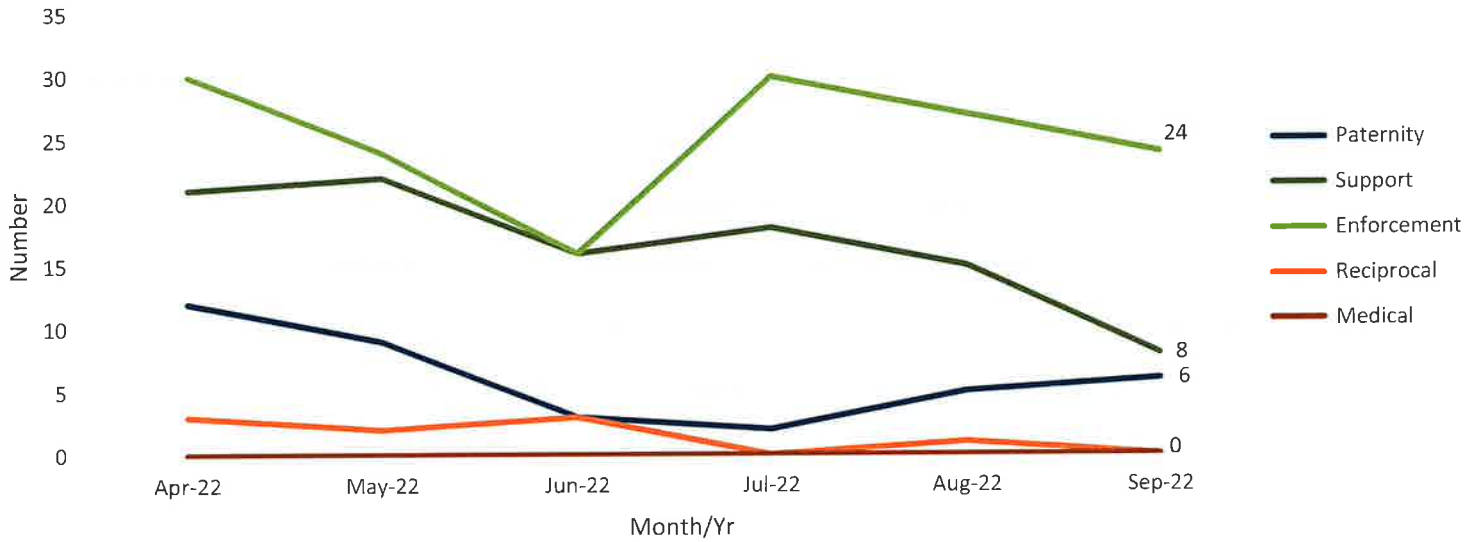


### Caseworker Trainee Period- CPS

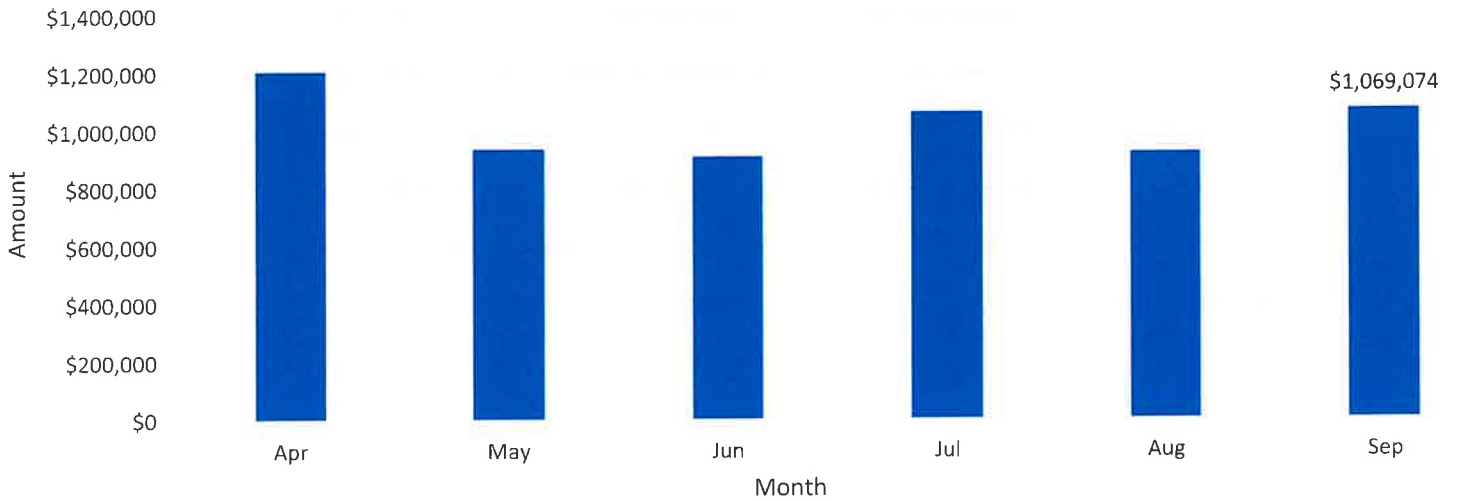


# Child Support

## Child Support Petitions

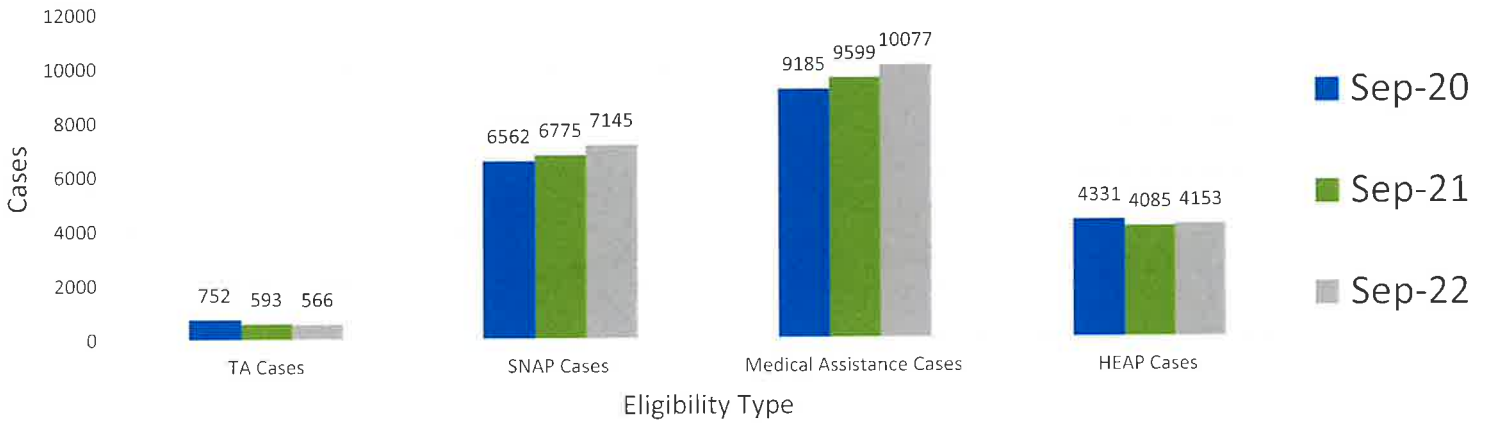


## Child Support Collections

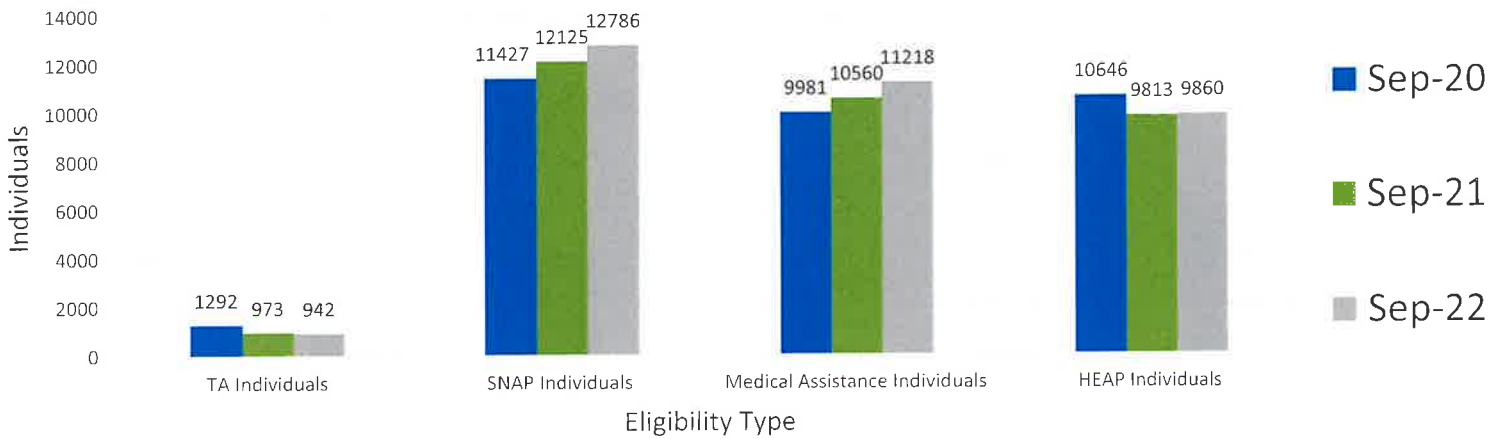


# Eligibility Programs

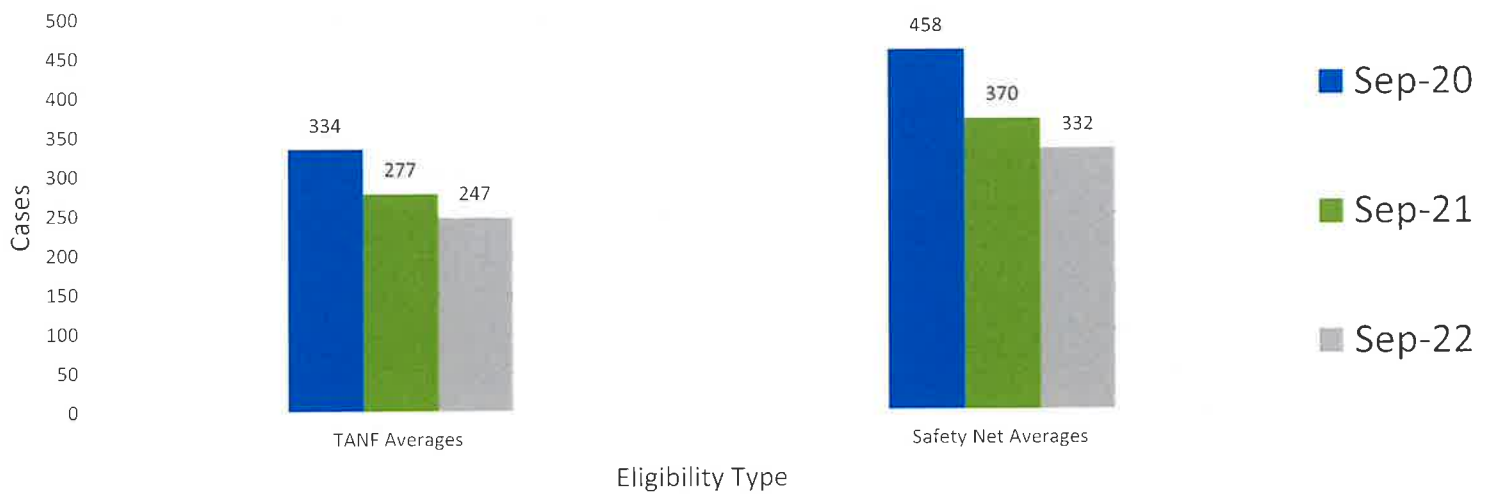
Cases

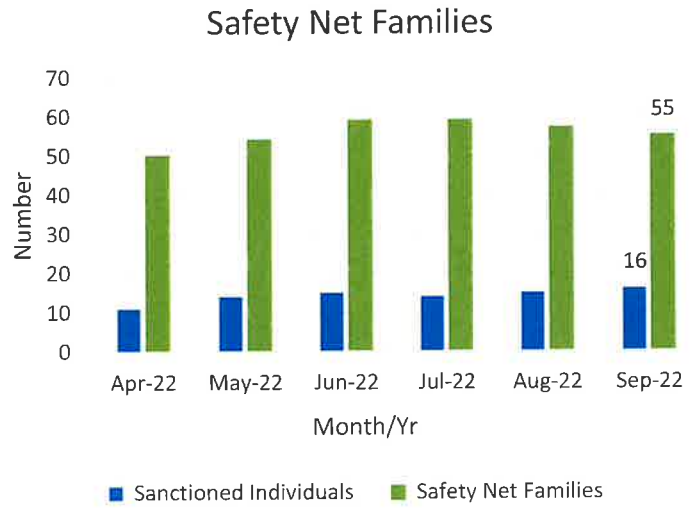
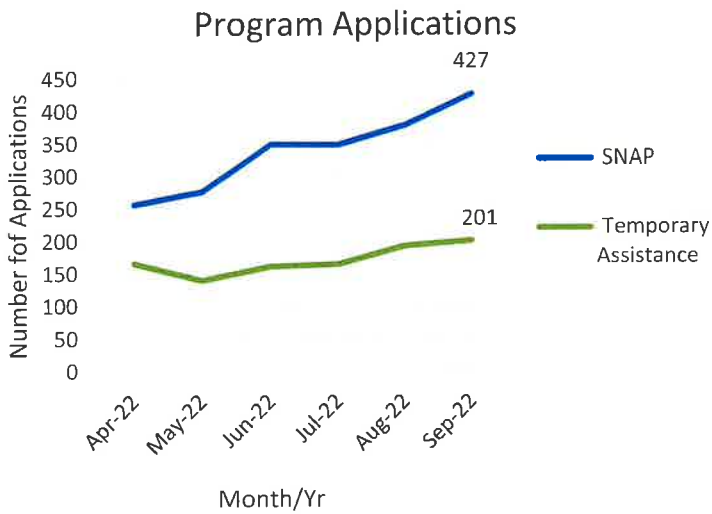


Individuals

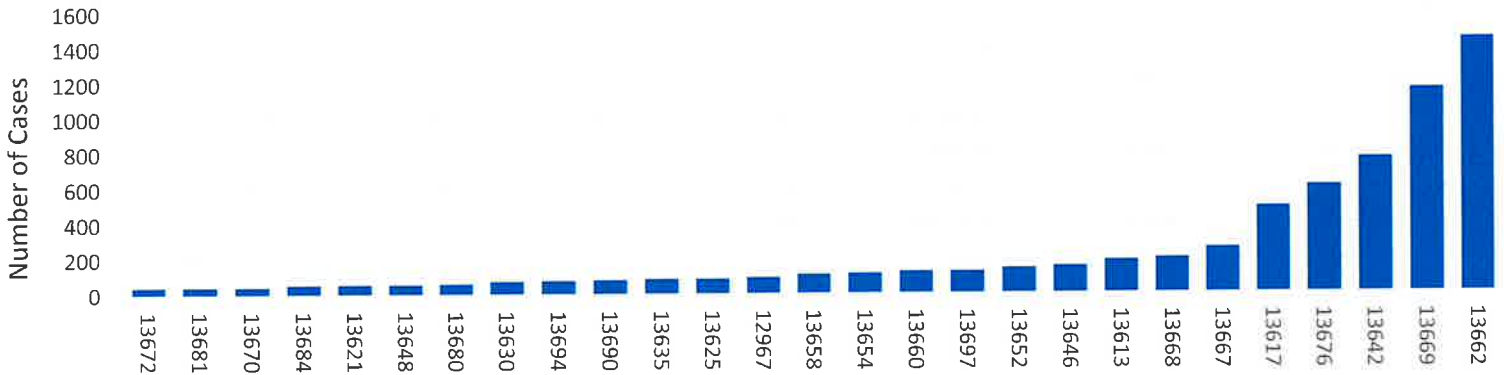


TANF & Safety Net Averages



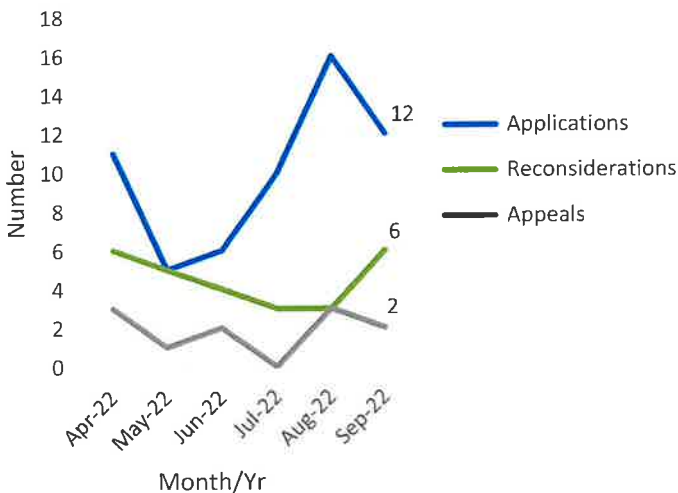


### Supplemental Nutritional Assistance Program (SNAP) by Zipcode September 2022

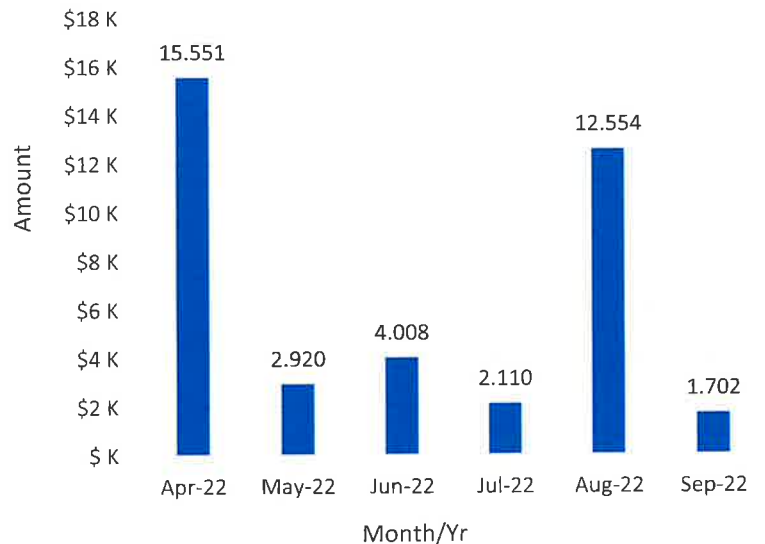


\* Zipcodes with fewer than 40 active cases are not represented above

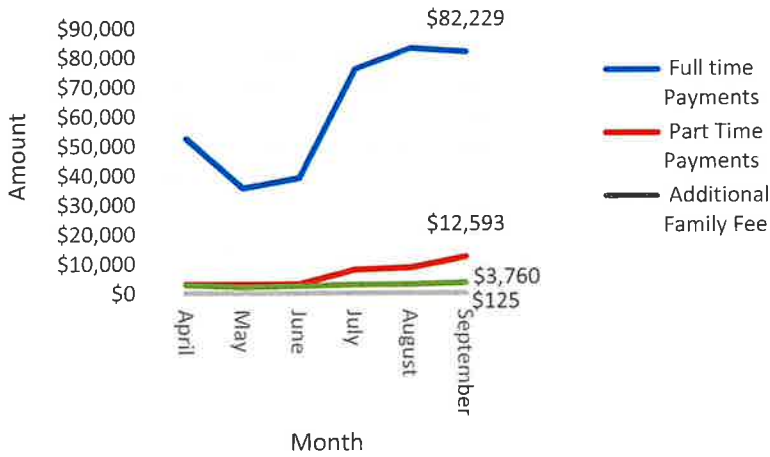
### Disabled Client Assistance Program (DCAP)



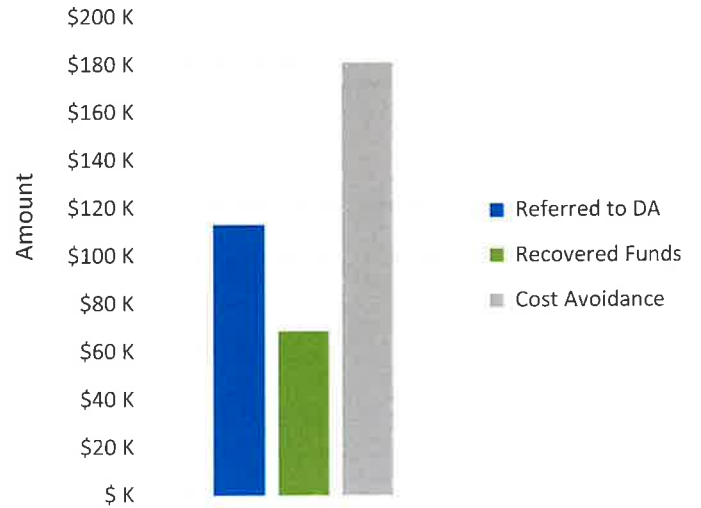
### DCAP Interim Assistance Reimbursed



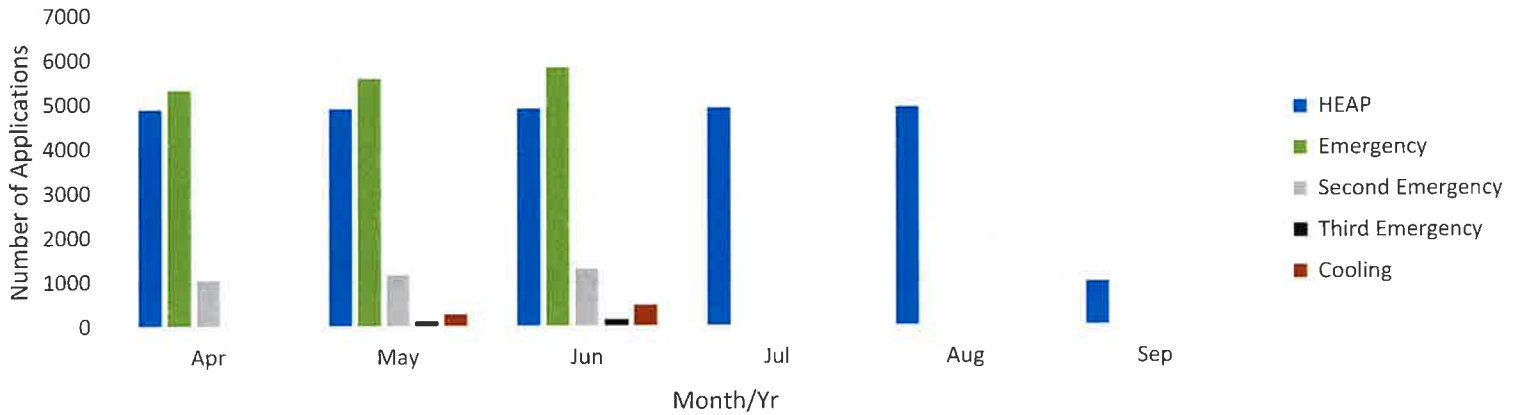
### Child Care Assistance Payments September 2022: 50 Providers



### Fraud Investigation Unit (YTD)



### Home Energy Assistance Program (HEAP)

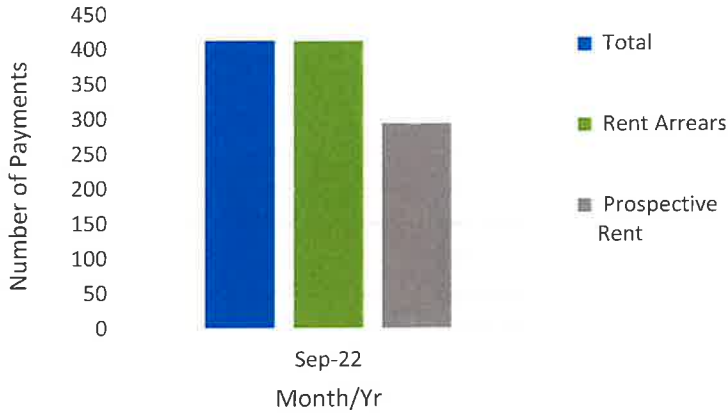


### Home Energy Repair/Replacement Costs

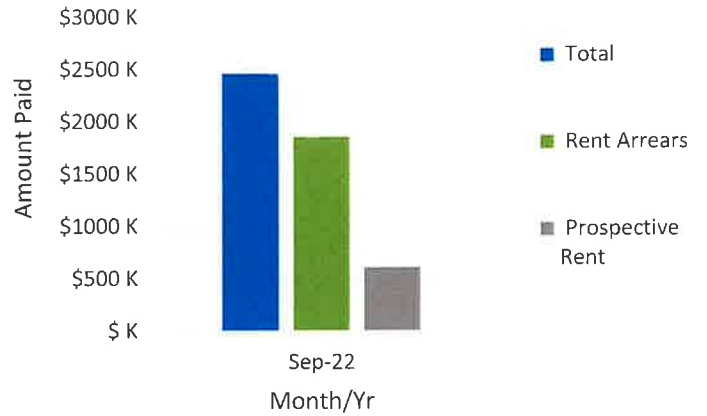


\*Data Lagged By Two Months Due to Reporting Timeline

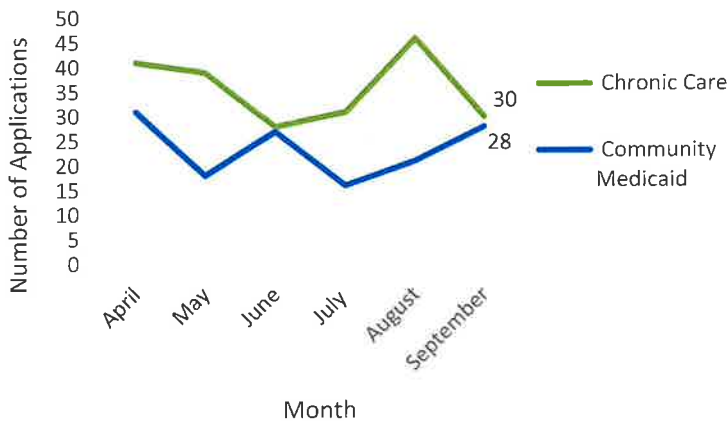
Emergency Rental Assistance Program  
(6/1/21- 9/23/22)



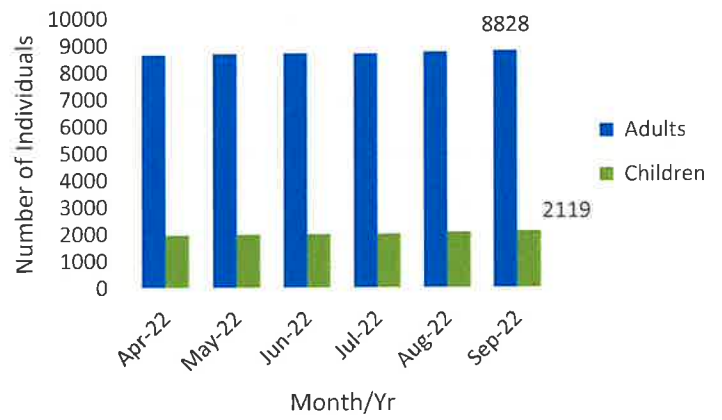
Emergency Rental Assistance Program  
(6/1/21- 9/23/22)



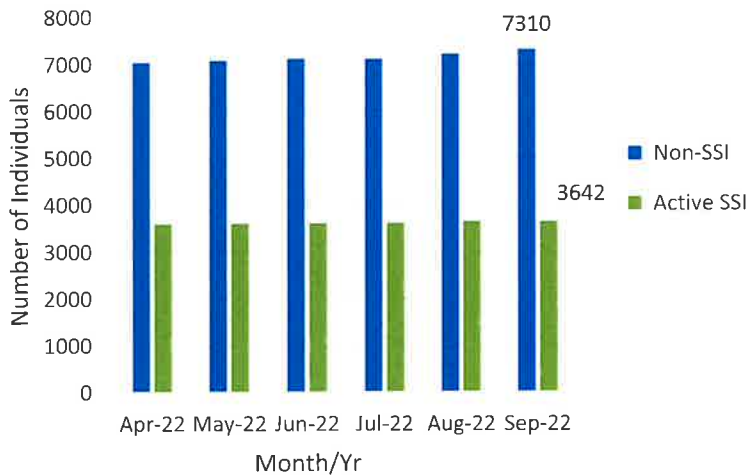
Medicaid  
Applications



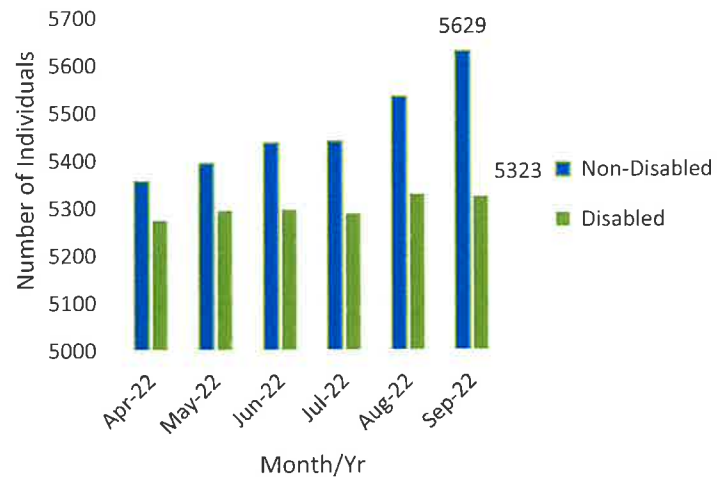
Active Medicaid  
by Age



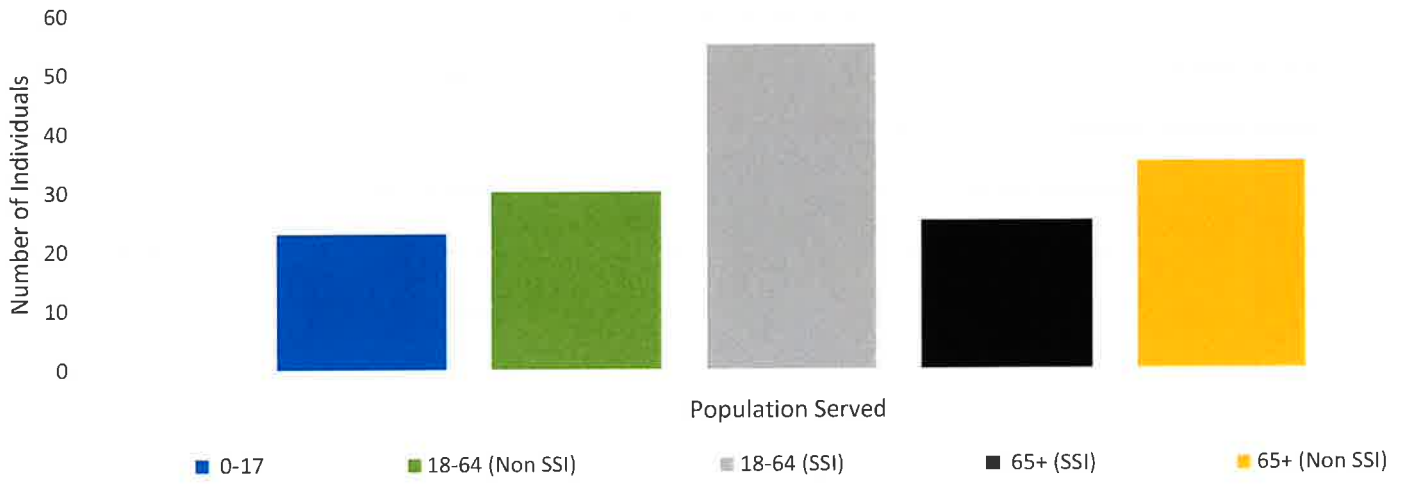
Active Medicaid  
SSI v. Non-SSI



Active Medicaid  
Disabled v. Non-Disabled



## Personal Care Medicaid September 2022



November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM NEW YORK STATE OFFICE OF MENTAL HEALTH TO ST. LAWRENCE COUNTY AS PASS THROUGH FUNDING TO APPROVED AGENCIES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services has received an updated NYS OMH State aid funding authorization to St. Lawrence County as pass through funding for community agencies that includes salary and fringe support adjustments, 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 2022 Budget for Community Services for funding received from New York State Office of Mental Health to St. Lawrence County as pass through funding to the approved agencies, as follows:

**INCREASE APPROPRIATIONS:**

A4143224 465AR	A CSS ARC	\$8,734
A4143224 465CA	A CSS Citizen Advocate Advances	745
A4143224 465CC	A CSS Catholic Charities	9,236
A4143224 465RO	A CSS Reachout Advances	2,158
A4143224 465SS	A CSS Step By Step Advances	4,298
A4243224 465AR	A CRV ARC Advances	2,672
A4243224 465CC	A CRV Catholic Charities	4,813
A4243224 465RO	A CRV Reachout Advances	12,976
A4243224 465SS	A CRV Step By Step Advances	3,948
A4243224 465TL	A CRV NCTLS Advances	4,062
A4243224 465UH	A CRV United Helpers Advances	2,373
A4343224 465RO	A CPP Reachout Advances	1,623
A4343224 465UH	A CRV United Helpers Advances	7,431
A4443224 465AR	A OFS ARC Advances	10,109
A4443224 465CH	A OFS CHJC Advances	797
A4443224 465NR	A OFS NRCIL Advances	6,936
A4443224 465TL	A OFS NCTLS Advances	508
A4443224 465UH	A OFS United Helpers Advances	<u>52,416</u>
		\$135,835

**INCREASE REVENUE:**

A4134905 56000	A SA CSS Mental Health	\$25,171
A4234905 56000	A SA CR Other Mental Health Program	30,844
A4334905 56000	A SA CPP Other Mental Health Program	9,054
A4434905 56000	A SA OFS Other Mental Health Program	<u>70,766</u>
		\$135,835



November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM NEW YORK STATE OASAS TO ST. LAWRENCE COUNTY AS PASS THROUGH FUNDING TO APPROVED AGENCIES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services has received an updated New York State OASAS State aid funding authorization to St. Lawrence County as pass through funding for community agencies that includes salary and fringe support adjustments, and

**WHEREAS**, this is a 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 2022 Budget for Community Services for funding received from New York State OASAS to St. Lawrence County as pass through funding to approved agencies, as follows:

**INCREASE APPROPRIATIONS:**

A2142304 46500	A St. Joseph's Rehab Center	\$7,065
A2342504 46500	A NCFH Canton Other Advances	26,399
A2442504 46500	A SEACAP Other Advances	<u>46,248</u>
		\$79,712

**INCREASE REVENUE:**

A2134865 56000	A SA St. Joseph's Rehab Center	\$7,065
A2334865 56000	A SA NCFH Canton Alcohol Addiction	26,399
A2434865 56000	A SA SEACAP Alcohol Addiction	<u>46,248</u>
		\$79,712

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH COORDINATED CARE SERVICES, INC. (CCSI) TO PREPARE THE 2021 CONSOLIDATED FISCAL REPORT AND MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services has recognized the need for assistance in preparing the 2021 Consolidated Fiscal Report (CFR), and

**WHEREAS**, Resolution No. 167-2022 was adopted authorizing the Chair to sign a contract with Coordinated Care Services, Inc. (CCSI) to prepare the 2021 CFR and provide specialized LGU Fiscal Supports for Community Services, and

**WHEREAS**, CCSI provides support in behavioral health and human services, specifically in financial reporting, claiming, and budgeting for many counties and providers, and

**WHEREAS**, the rate is \$105 per hour and will not exceed \$10,000, and

**WHEREAS**, due to a staffing vacancy from July through September, 2022, Community Services is requesting an increase to the original contracted amount to cover the cost of the work to be done, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Coordinated Care Services, Inc. (CCSI) to prepare the 2021 Consolidated Fiscal Report, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Community Services, as follows:

**DECREASE APPROPRIATIONS:**

A5043101 13000	A ADM Technical	\$3,700
A5043108 81000	Retirement	466
A5043108 83000	Social Security	255
A5043108 84000	Workmens Compensation	93
A5043108 84500	Group Life Insurance	7
A5043108 86000	Hospital & Medical Insurance	1,198
A5043108 86500	A Dental Insurance	41
A5043108 89000	Vision Insurance	<u>15</u>
		\$5,775

**INCREASE APPROPRIATIONS:**

A5043104 43007	A ADM Other Fees & Services	\$5,775
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November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DRUGSCAN TO  
PROVIDE LAB SERVICES FOR THE OPIOID TREATMENT PROGRAM**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services has recognized the need for increased access of recovery services for individuals with an Opioid Use Disorder (OUD) in St. Lawrence County, and

**WHEREAS**, the primary purpose of expanding Medications for Opioid Use Disorder (MOUD) is to assist underserved individuals in the County, and

**WHEREAS**, Community Services integrated the new Opioid Treatment Program (OTP) with Canton Addiction Services 822 Outpatient Clinic, and

**WHEREAS**, St. Lawrence County Addiction Services is required by the New York State Office of Alcohol and Substance Abuse Service (OASAS) to perform periodical laboratory testing for clients enrolled in the OTP who are receiving treatment/medication for Opioid Use Disorders, and

**WHEREAS**, DRUGSCAN will provide the necessary lab services including all supplies, and will offer a daily courier services for pickup of specimens, and

**WHEREAS**, according to the fee schedule within the contract for laboratory testing services provided to OTP clients, Community Services will be charged an annual fee of \$20,000 for this service (A1442304 43001),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with DRUGSCAN to provide lab services for the Opioid Treatment Program, upon approval of the County Attorney.

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**RENAMING ST. LAWRENCE COUNTY COMMUNITY SERVICES MENTAL HEALTH CLINIC TO ST. LAWRENCE COUNTY MENTAL HEALTH SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, in 2021, Resolution No. 42-2021 authorized the renaming of the Community Services Chemical Dependency Clinics to St. Lawrence County Addiction Services, and

**WHEREAS**, the Department of Mental Health approved an amendment to Title XIX of the State Plan with an effective date of March 1, 2021, requiring a change in the name of the Mental Health Outpatient Clinic, and

**WHEREAS**, the notice of this amendment was released by the Office of Mental Health as of August 15, 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes renaming Community Services Mental Health Clinic to St. Lawrence County Mental Health Services.

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**ACCEPTING THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM (COSSAP 2) GRANT AND MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, On September 30, 2022, notice was received from the Office of Justice Programs that an additional Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) has been awarded, and

**WHEREAS**, the County has recognized the need for increased recovery and harm reduction services for individuals with Opioid Use Disorder (OUD) Program, and

**WHEREAS**, the approved COSSAP 2 Award (15PBJA-22-GG-04477-COAP) is for a term of three (3) years in the amount of \$1,299,998 to be used for the implementation of additional harm reduction services, expanding on the Opioid Treatment Program which was established with funding from the 2020 COSSAP award (2020-AR-BX-0076), and

**WHEREAS**, the organizations that will be provided funding in COSSAP 2 include Seaway Valley Prevention Counsel and St. Lawrence County Addiction Services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes accepting the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP 2) Funding, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2022 Budget for Community Services, as follows:

**INCREASE APPROPRIATIONS:**

A1542201 12000 FY22	A Opioid Rec Supervisory/Admin	\$137,985
A1542204 407HS FY22	A Opioid Rec Human Services Rent	2,351
A1542204 408HS FY22	A Opioid Rec Human Services Maint	2,531
A1542204 41401 FY22	A Opioid Rec Liability & Other Insurance	625
A1542204 42000 FY22	A Opioid Rec Office Supplies	150
A1542204 42001 FY22	A Opioid Rec Computer Supplies	125
A1542204 42101 FY22	A Opioid Rec I/D Copying Equip	225
A1542204 42303 FY22	A Opioid Rec I/D Phone Charges	25
A1542204 44100 FY22	A Opioid Rec I/D Fuel Charges	500
A1542204 44101 FY22	A Opioid Rec Other Travel Reimb	7,000
A1542204 46500 FY22	A Opioid Rec Program Payments	1,071,100
A1542208 81000 FY22	A Retirement	17,385
A1542208 83000 FY22	A Social Security	9,494
A1542208 84000 FY22	A Workmens Compensation	3,480
A1542208 84500 FY22	A Group Life Insurance	252
A1542208 86000 FY22	A Hospital & Medical Insurance	44,673

November 7, 2022

A1542208 86500 FY22	A Dental Insurance	1,543
A1542208 89000 FY22	A Vision Insurance	<u>554</u>
		1,299,998

**INCREASE REVENUE:**

A1544865 57000 FY22	A Opioid Recovery FA Grant	1,299,998
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**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until the grant is fully expended.

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SEAWAY VALLEY PREVENTION COUNCIL FOR THE RIDES TO RECOVERY PROGRAM AND MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services receives funding from New York State Office of Mental Health (OMH) to provide transportation in St. Lawrence County, and

**WHEREAS**, the Seaway Valley Prevention Council has received funding through OASAS to provide a Rides to Recovery Program in conjunction with Volunteer Transportation Center and Unite Us, and

**WHEREAS**, the Rides To Recovery Program provides support to individuals in recovery for substance use disorder and/or mental health needs to have access to social determinants of health, particularly for employment and education as well as assistance to medical appointments in emergency situations, and

**WHEREAS**, through this Program, the Seaway Valley Prevention Council will utilize part of this funding to distribute St. Lawrence County Public Transit bus tokens to mental health providers to secure transportation to and from routine, non-emergency appointments, and

**WHEREAS**, Community Services has recognized the need for transportation services in St. Lawrence County and has authorized the use of the OMH Transportation Funding for these needed services to be transferred from Community Services to Seaway Valley Prevention Council,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Seaway Valley Prevention Council for the Rides to Recovery Program, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2022 Budget for Community Services, as follows:

**INCREASE REVENUE:**

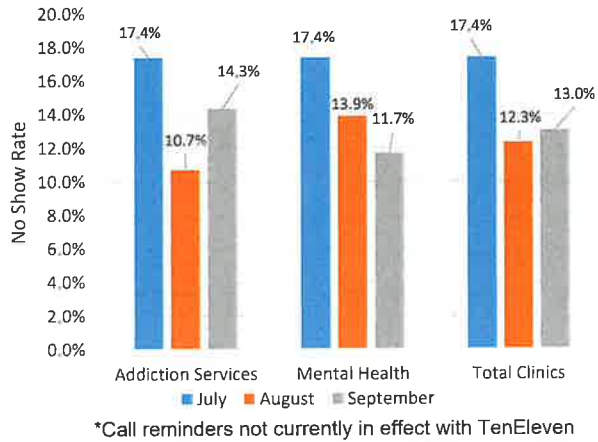
A4134905 56000	A SA CSS Mental Health	\$43,672
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**INCREASE APPROPRIATIONS:**

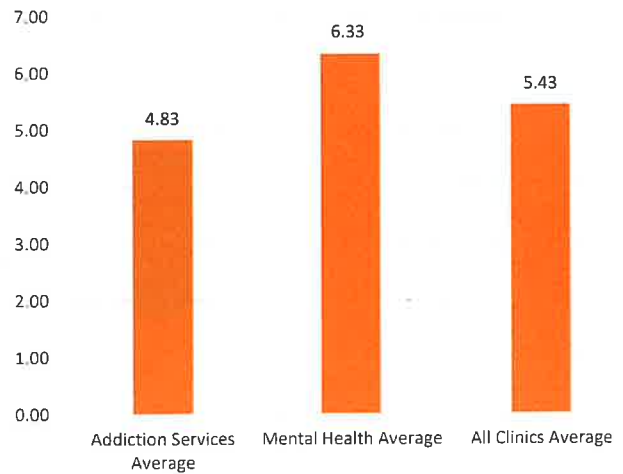
A4143224 465SV	A CCSS Seaway Valley Prevention Council	\$43,672
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## Community Services Update September 2022

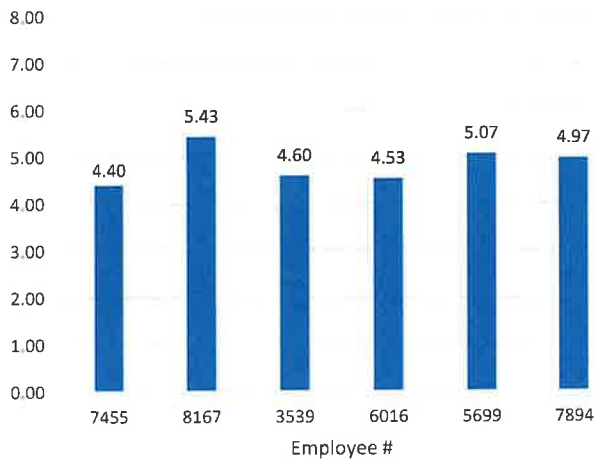
### No Show Rates By Month (23.3% Before Call Reminders)



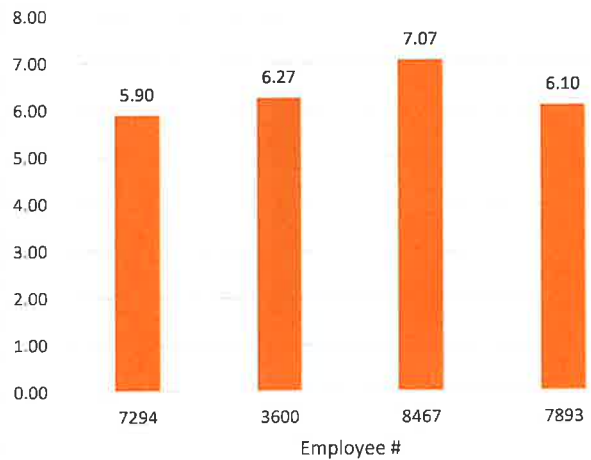
### Clinic Counselor Visits Average



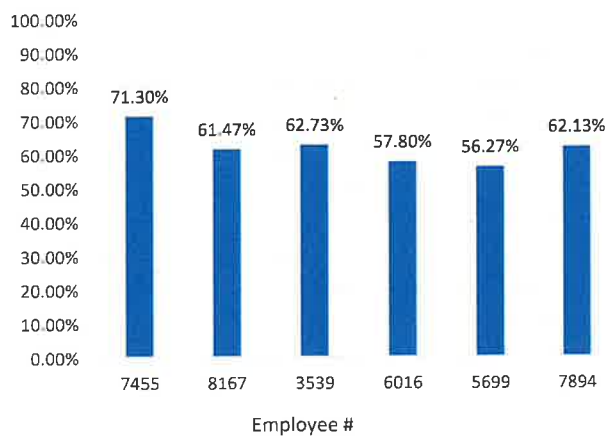
### Addition Services Visits Per Seven Hours



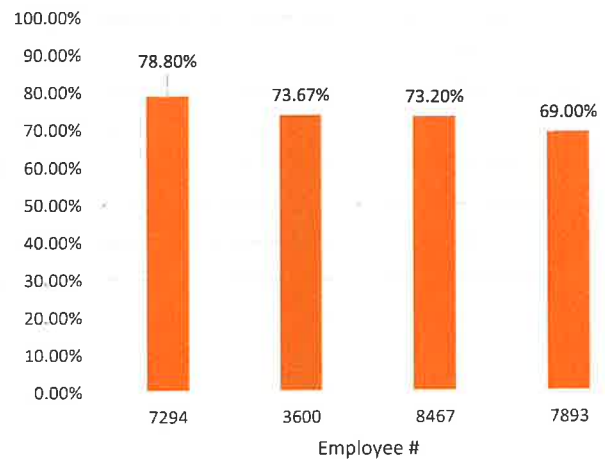
### Mental Health Visits Per Seven Hours



### Addition Services Weighted Face to Face %

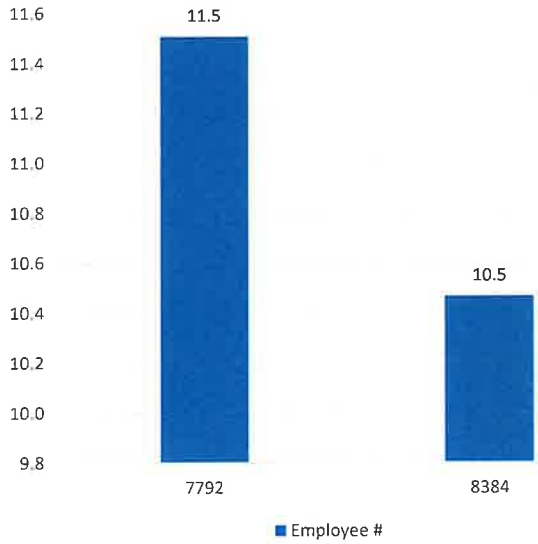


### Mental Health Weighted Face to Face %



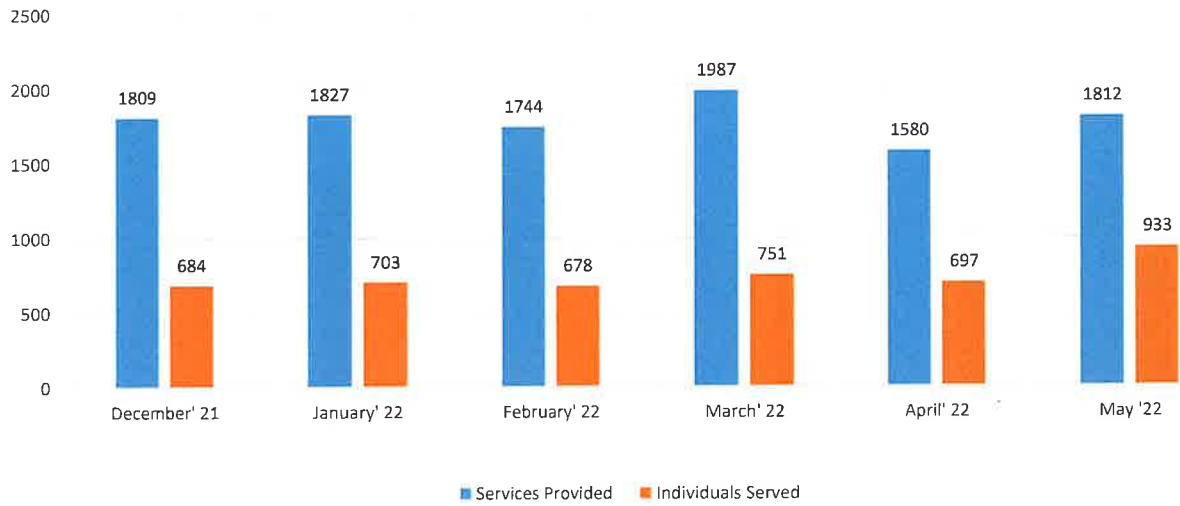


Prescriber Visits Per Seven Hours

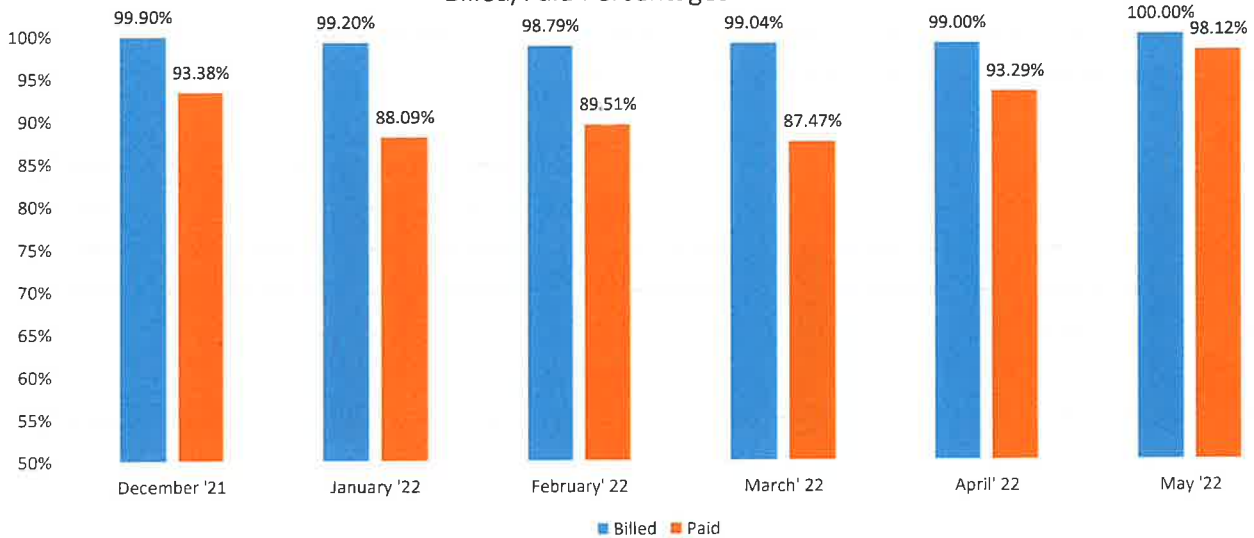


Waiting Lists	Number
Canton CD	0
Gouverneur CD	0
Massena CD	0
Ogdensburg CD	0
Addiction Services Total	0
Mental Health Total	53

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN AN AMENDMENT TO THE CONTRACT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH FOR THE CHILDREN AND YOUTH WITH SPECIAL HEALTHCARE NEEDS PROGRAM GRANT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the New York State Department of Health has renewed the Children and Youth with Special Healthcare Needs Program Grant for the time period of October 1, 2020 through September 30, 2025, and

**WHEREAS**, the Children and Youth with Special Healthcare Needs Program Grant is funded in the amount of \$26,866 annually (PE044895 57000 CSHN), and

**WHEREAS**, the Special Healthcare Needs Program provides resources and referrals for children in the community to ensure access to healthcare, insurance, information and support services, and

**WHEREAS**, the Children and Youth with Special Healthcare Needs Program Grant, effective October 1, 2022 through September 30, 2025 was awarded an additional funding amount of \$37,487 bringing the total funding amount to \$64,353 (PE044895 57000 CSHN), and

**WHEREAS**, this funding will be used to meet the additional staff requirement for a .5 full time equivalent (FTE),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an amendment to the Contract with the New York State Department of Health for the Children and Youth with Special Healthcare Needs Program Grant, upon approval of the County Attorney.

November 7, 2022

Services Committee: 10-24-2022

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN AN AMENDMENT TO THE CONTRACT WITH HEALTH RESEARCH INC./NEW YORK STATE DEPARTMENT OF HEALTH (HRI/NYSDOH) FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19 ENHANCED DETECTION**

By Mr. Lightfoot, 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 by a Center for Disease Control (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), CFDS# 93.323, and

**WHEREAS**, Resolution No. 257-2020 authorized the original contract for a two-year period ending June 30, 2022, and Resolution No. 82-2022 extended the contract to March 31, 2023 (PPZ44895 57000 CVD), and this amendment would extend the contract through December 31, 2023, and

**WHEREAS**, Governor Kathy Hochul announced December 20, 2021, that she is making funding available to counties across New York State to help with costs associated with administering vaccines and boosters and enforcing the mask-or-vaccine mandate for indoor public places, and

**WHEREAS**, the supplemental funding will be expended on the hiring of permanent and temporary staff to assist with POD activities, POD clinic supplies, conducting public education/awareness campaigns and outreach on mask or vaccine protocols, staff mileage to travel to POD sites, triaging inquires or complaints to partner entities and collaborating on mitigation activities, wrap around services, and deliverables to cover monkeypox response along with COVID-19 activities,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an amendment to the 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 upon approval of this resolution, the term of the contract will extend through December 31, 2023.

# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Create & Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 9/27/22

Reason Vacated: Other

Position Number: 003100110

Date Vacated: 6/30/2021

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 4/6/2021

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

\$17,005

Reimbursed by State  
or Federal Funds: No 0 %

Base Salary: \$35,316

Budget Mod Attached, If Required?

Grade: 15

**Net County Cost: \$52,321**

### 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.

Community Services operates one Mental Health Clinic, and two Addiction Services Clinics, with two satellite clinics, plus the addition of an Opioid Treatment Program which opened in July of 2022; a total of six clinics. Currently, the Department's three permanent Keyboard Specialist (KBS) positions are filled and located in the main Canton Clinic. The other outlying two Addiction Services satellite clinics do not have front office support staff and all calls from those sites are being routed to Canton, producing a high volume of work, even more so if a KBS uses benefit time.

The filling of KBS to support the Opioid Treatment Program, Addiction Services Clinics, and the Mental Health Clinic is paramount to the viability of this department and to the care of its current and future clients.

The needs of this Department can best be met by filling position number 003100101, Keyboard Specialist, as a permanent position. This was previously a temporary position that we would like to create and fill as a permanent position. The temporary position will go away upon the approval of this full time position.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Office for the Aging



Type: Fill

**Program Coordinator**

Subunit (If Applicable):

Date Submitted: 8/22/2022

Reason Vacated: Termination

Position Number: 803000006

Date Vacated: 8/19/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 4/16/2018

Hours Per Week: 35

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$50,242

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$28,176

Reimbursed by Local, State or Federal Funds: Yes 75 %

Base Salary: \$46,575

Budget Mod Attached, If Required?

Grade: 23

**Net County Cost: \$19,604**

### 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 Program Coordinator position is critical to the operations of the NY Connects Program - which is the entry point to referrals, information, services and programs within the Office for the Aging. This role answers all incoming calls to assist older adults in identifying the necessary programs and services that are available to help them age in place. The Program Coordinator makes home visits for information & application assistance; as well as meets with clients in the office. This role also presents NY Connects services out in the community via health fairs and presentations. This position is within our 2022 budget.

Department Head: *Andrea Montgomery*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Office for the Aging



Type: Fill

**Senior Account Clerk**

Subunit (If Applicable):

Date Submitted: 8/22/2022

Reason Vacated: Retirement

Position Number: 100200016

Date Vacated: 11/18/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/15/2014

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: 90 Days

Temporary Position? No

Salary of Person Leaving: \$48,403

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$27,144

Reimbursed by Local, State or Federal Funds: Yes 75 %

Base Salary: \$40,244

Budget Mod Attached, If Required?

Grade: 19

**Net County Cost: \$18,887**

### 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 Office for the Aging only has one Senior Account Clerk. This position is responsible for processing State aid claims for reimbursement, paying incoming invoices, managing cost-share billing across 4 programs, records management and payroll. This position also process the rosters and units for Nutrition Program Services. This role also manages the day-to-day functioning of our NYSOFA reporting database, PeerPlace. This position also helps with handling phone calls and directing callers to the appropriate service; as well as covers the front office as needed. This position is within our 2022 budget.

Department Head:

*Andrea Montgomery*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Employment and Training Counselor**

Subunit (If Applicable): Employment

Date Submitted: 9/27/2022

Reason Vacated: Promotion

Position Number: 701000018

Date Vacated: 8/12/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/21/2019

Hrs Per Week: 35    Shift Length: 7    FTE: 1.00

Appointee Will Be: Contingent-Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$58,769

Revenue Generating: No 0 %

Benefits: Yes (56.08%)    \$32,958

Reimbursed by Local,  
State or Federal Funds: Yes 65 %

Base Salary: \$48,403

Budget Mod Attached, If Required?

Grade: 24

**Net County Cost: \$32,380**

### 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 150 clients, including many who are in need of significant individualized attention.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #: