

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, NOVEMBER 15, 2021**  
**\*\*\* BOARD ROOM AND LIVE VIA YOUTUBE\*\*\***  
**\*\*\* 5:30 P.M. \*\*\***

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

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – October 18**
- 3. PUBLIC HEALTH – JOLENE MUNGER**
  - A. Setting 2022 Rates and Authorizing the Chair to Sign Contracts for Early Intervention Services for the Public Health Department (Res)
  - B. Authorizing the Chair to Sign a Contract with James McGuinness & Associates Inc. to Provide Billing Processing Software for the Preschool Program in the Public Health Department (Res)
  - C. Authorizing the Chair to Sign a Contract with Monroe County for Morgue and Laboratory Services (Res)
  - D. Authorizing the Chair to Sign a Contract with Our Lady of Lourdes Hospital and Twin Tier Pathology for Morgue and Laboratory Services (Res)
  - E. Authorizing the Chair to Sign a Contract with Dr. Benjamin Gruda for Pharmacist Services in the Public Health Department (Res)
  - F. Authorizing the Chair to Sign a Contract with Venesky & Company for Article 6 State Aid Processing for the Public Health Department (Res)
  - G. Authorizing the Chair to Sign a Contract with Jack Venesky, CPA and Associates to Prepare the Ambulatory Health Care Facility (AHCF) Annual Medicaid, Medicare and Article 28 Cost Reports for the Public Health Department for Fiscal Years 2022, 2023 and 2024 (Res)
- 4. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2021 Budget for Community Services for Epoch Health Solutions, LLC for Improvements to Billing Practices (Res)
  - B. Authorizing the Chair to Modify the 2021 Budget for Community Services for Training and Travel Expenses and Modules for the Electronic Health Records System (Res)

- C. Authorizing the Chair to Sign a Purchase Schedule with TenEleven Group for the Purchase and Set Up of a Methadone Module for the Opioid Treatment Program and Modifying the 2021 Budget for Community Services (Res)
- D. Authorizing the Chair to Sign a Participation Agreement with Northwinds Integrated Health Network IPA, Inc. for a Behavioral Health Care Collaborative (Res)
- E. Clinics Update (Info)

**5. SOCIAL SERVICES – HEATHER RAND**

- A. Social Services Statistics (Info)

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

- A. Community Services
  - 1. Abolish and Create and Fill a Behavioral Health Counselor, Position No. 506500010 or 512400018
  - 2. Fill Secretary I, Position No. 005100009
  - 3. Fill Supervising Social Worker, Position 512300001
- B. Social Services
  - 1. Fill Clerk, Position No. 002300017

**7. 2022 TENTATIVE BUDGET REVIEW**

- A. Community Services
- B. Office for the Aging
- C. Public Health
- D. Social Services
- E. Veterans Services
- F. Weights and Measures
- G. Youth Bureau

**8. COUNTY ADMINISTRATOR’S REPORT**

**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**

- A. Establishing a Foster Care Resource Policy Ceasing the Future Placement of Children into Foster Care Owned and Operated by Employees of the Department of Social Services (Res) *(Note: This resolution was tabled at the October Operations Committee and will need a motion to remove it from the Table.)*

**11. EXECUTIVE SESSION**

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

**12. ADJOURNMENT** – If there is no further business.

December 6, 2021

Services Committee: 11-15-2021

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

**SETTING 2022 RATES AND AUTHORIZING THE CHAIR TO SIGN  
CONTRACTS FOR EARLY INTERVENTION SERVICES FOR  
THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Public Health Department contracts for Early Intervention Program Services and these contracts are necessary to provide services for the period of January 1, 2022 through December 31, 2022, and

**WHEREAS**, contracted services include Occupational Therapy (OP), Physical Therapy (PT), Special Instruction Teachers (SI), Speech Language Pathology (SLP), Interpreter Services, and Audiology Therapy, and

**WHEREAS**, these services will be paid from the following accounts based on actual services provided: PE040594 430DS PROV; PE040594 48600 PROV; and PE040594 443CM PROV,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes setting the 2022 rates and authorizing the Chair to sign contracts for Early Intervention Services for the Public Health Department, upon approval of the County Attorney, as follows:

<u>Services:</u>	<u>Rate for Current Providers:</u>	<u>Rate for New Providers:</u>
Developmental Core Evaluation (General)	\$175	\$155
Core Evaluation (Specialist)	\$108	\$100
Supplemental Evaluations	\$108	\$100
Interpreter Services	\$60	\$60
Direct Service Visit	\$60	\$45
Direct Service Visit (Speech)	\$62	\$45
Individual Family Service Plan (IFSP)/CPSE Meeting	\$42	\$30
IFSP Meeting w/Direct Service Visit (provided prior to or after the meeting)	\$60	\$50
Screening	\$175	\$130
Required Quality Assurance & Mandated Trainings	\$60	\$45
Parent/Child Play Group (minimum 2 children, \$12 each additional)	\$0	\$70
Travel Reimbursement for 2 hours travel per day	\$42	\$0
Mileage for Visits (Home or Community)	\$0	\$0.45/per mile

December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JAMES MCGUINNESS & ASSOCIATES INC. TO PROVIDE BILLING PROCESSING SOFTWARE FOR THE PRESCHOOL PROGRAM IN THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, for the past decade the Public Health Department has had a contract with James McGuinness & Associates, Inc., to provide billing processing software for the Preschool Program, and

**WHEREAS**, Public Health wants to sign a contract for the period of January 1, 2022 through December 31, 2022, and

**WHEREAS**, this software is used to process the billing for the Preschool Program, with an annual revenue average of \$1.7 million, and

**WHEREAS**, the maintenance and support charges are \$9,500 per year and include all maintenance and three (3) hours of support per month (PK040504 47801), and

**WHEREAS**, the New York State Department of Education is discontinuing the Central New York Regional Information Center (CNYRIC) which is currently used by the Public Health Department to process the Medicaid billing and reimbursement of the Preschool Program, with an annual revenue average \$500,000,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with James McGuinness & Associates, Inc. to provide billing processing software for the Preschool Program in the Public Health Department, upon approval of the County Attorney.

December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH  
MONROE COUNTY FOR MORGUE AND LABORATORY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the responsibility of the Coroners' Program falls under the Public Health Department, and

**WHEREAS**, the current contracted Pathologist travels to three (3) individual hospitals within St. Lawrence County, and

**WHEREAS**, during times the Pathologist is unavailable, there is a need to have an alternate location for morgue and laboratory services, and

**WHEREAS**, Monroe County has agreed to receive cases from St. Lawrence County in the absence of the current Pathologist and/or provide for services when a forensic autopsy is required (PC011854 45100 and PC011854 407MF) for a term of January 1, 2022 through December 31, 2022,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators authorizes the Chair to sign a contract with Monroe County for morgue and laboratory services, upon approval of the County Attorney.

December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH  
OUR LADY OF LOURDES HOSPITAL AND TWIN TIER PATHOLOGY  
FOR MORGUE AND LABORATORY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the responsibility of the Coroners' Program falls under the Public Health Department, and

**WHEREAS**, the current contracted Pathologist travels to three (3) individual hospitals within St. Lawrence County, and

**WHEREAS**, during times the Pathologist is unavailable, there is a need to have an alternate location to send cases, and

**WHEREAS**, Twin Tier Pathology, in Broome County, New York, also provides forensic pathology services, and

**WHEREAS**, Our Lady of Lourdes Hospital and Twin Tier Pathology has agreed to receive cases from St. Lawrence County in the absence of the current Pathologist and/or when a forensic autopsy is required (PC011854 45100 and PC011854 407MF) for a term of January 1, 2022 through December 31, 2022,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators authorizes the Chair to sign a contract with Our Lady of Lourdes Hospital and Twin Tier Pathology for morgue and laboratory services, upon approval of the County Attorney.

December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH DR. BENJAMIN GRUDA FOR PHARMACIST SERVICES IN THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Public Health Department is in need of a pharmacist to formulate and review medication practices for the clinics in the departments, and

**WHEREAS**, a contract is needed in order to obtain this service, and the pharmacist would be reimbursed a fee of \$175 quarterly for clinic audit to comply with Article 28 of Public Health Law, and the rate shall not exceed \$50 per hour (PP040104 43007 STD) for review of policies and procedures, and

**WHEREAS**, this contract will cover the period January 1, 2022 through December 31, 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Dr. Benjamin Gruda for pharmacist services in the Public Health Department, upon approval of the County Attorney.



December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH VENESKY &  
COMPANY FOR ARTICLE 6 STATE AID PROCESSING  
FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Public Health Department is required to process applications and claims for State Aid reimbursement, and

**WHEREAS**, State regulations (10 NYCRR 39.3) stipulate claims received later than two (2) months after the relevant calendar quarter may be returned unpaid by the Commissioner and not resubmitted, and

**WHEREAS**, contracting with Venesky & Company to work with the Public Health Department to collect and interpret the required data to accurately complete the State Aid forms would ensure timely submission and calculation of State Aid reimbursements, while decreasing the possibility of loss of State Aid due to error and audit, and

**WHEREAS**, the professional fees of \$29,750 yearly are 100% eligible for Article 6 State Aid Reimbursement (PA040104 43003), and

**WHEREAS**, this contract will cover the period of Fiscal Year January 1, 2022 through December 31, 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Venesky & Company for Article 6 State Aid processing for the Public Health Department, upon approval of the County Attorney.

December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH JACK VENESKY, CPA  
AND ASSOCIATES TO PREPARE THE AMBULATORY HEALTH CARE FACILITY  
(AHCF) ANNUAL MEDICAID, MEDICARE AND ARTICLE 28 COST REPORTS  
FOR THE PUBLIC HEALTH DEPARTMENT  
FOR FISCAL YEARS 2022, 2023 AND 2024**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the Public Health Department is required to file a final, partial Medicare/Medicaid Cost Report, an annual Ambulatory Health Care Facility (AHCF) Medicaid Cost Report, and

**WHEREAS**, the firm of Jack Venesky, CPA & Associates has been providing this service to the Public Health Department, and

**WHEREAS**, proposals have been received for the firm of Jack Venesky, CPA & Associates to continue providing these services for the fiscal years 2022, 2023, and 2024 (PP040104 43003) for \$8,500 annually,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators authorizes the Chair to sign a contract with Jack Venesky, CPA and Associates to prepare the Ambulatory Health Care Facility (AHCF) Annual Medicaid, Medicare and Article 28 Cost Reports for the Public Health Department for fiscal years 2022, 2023 and 2024, upon approval of the County Attorney.

December 6, 2021

Services Committee: 11-15-2021

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

**MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR EPOCH HEALTH SOLUTIONS, LLC FOR IMPROVEMENTS TO BILLING PRACTICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Resolution No. 266-2021, adopted September 13, 2021, authorized a contract with Epoch Health Solutions, LLC, and

**WHEREAS**, billing efficiencies in Community Services have been a concern of both the Board of Legislators and State regulating agencies, and

**WHEREAS**, Community Services is already improving its billing practices and implementing a new Electronic Health Record, and

**WHEREAS**, Epoch Health Solutions, LLC, can help to identify and resolve billing issues by assessing and improving billing operations, coding, documentation, and compliance, and provide associated training, and

**WHEREAS**, the County has worked successfully with Epoch Health Solutions, LLC, in the past with other compliancy projects,

**NOW, THEREFORE BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services for improvement to billing practices, as follows:

**INCREASE APPROPRIATIONS:**

A3143204 43007 DSRP	A DSRP OTH Fees and Services	\$8,000
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**INCREASE REVENUE:**

A3134905 56000 DSRP	A DSRP Mental Health	\$8,000
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December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO MODIFY THE 2021 BUDGET FOR COMMUNITY SERVICES FOR TRAINING AND TRAVEL EXPENSES AND MODULES FOR THE ELECTRONIC HEALTH RECORDS SYSTEM**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Resolution No. 43-2021, adopted in March 2021, authorized a contract with TenEleven Group for behavioral health electronic health records and billing software, and

**WHEREAS**, the contract provides for training and travel expenses and for the implementation of modules within a new Electronic Health Records (EHR) System, and

**WHEREAS**, these services will be paid for with the DSRIP Funding,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services for training and travel expenses and modules for the Electronic Health Records System, as follows:

**INCREASE APPROPRIATIONS:**

A3143204 43007 DSRP	A DSRP OTH Fee and Services	\$8,705
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**INCREASE REVENUE:**

A3134905 56000 DSRP	A DSRP Mental Health	\$8,705
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December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A PURCHASE SCHEDULE WITH TENELEVEN GROUP FOR THE PURCHASE AND SET UP OF A METHADONE MODULE FOR THE OPIOID TREATMENT PROGRAM AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Resolution No. 43-2021, adopted in March 2021, authorized a contract with TenEleven Group for behavioral health electronic health records and billing software, and

**WHEREAS**, Community Services has recognized the need for enhanced services for individuals with an Opioid Use Disorder (OUD) in St. Lawrence County and are developing an outpatient Opioid Treatment Program with the ability to dispense Methadone, and

**WHEREAS**, the purchase of a methadone module is essential to the operation of the Opioid Treatment Program,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a Purchase Schedule with TenEleven Group for the purchase and set up of a methadone module for the Opioid Treatment Program, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2021 Budget for Community Services, as follows:

**INCREASE APPROPRIATIONS:**

A1542204 42004	A Opioid REC Computer Software	\$25,200
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**DECREASE APPROPRIATIONS:**

A1542204 46500	A Opioid REC Programs PMTS	\$25,200
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**BE IT FURTHER RESOLVED** that this module will be complete after the implementation for the Mental Health and Addiction Services Clinics are online, and

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

December 6, 2021

Services Committee: 11-15-2021

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

**AUTHORIZING THE CHAIR TO SIGN A PARTICIPATION AGREEMENT  
WITH NORTHWINDS INTEGRATED HEALTH NETWORK IPA, INC.  
FOR A BEHAVIORAL HEALTH CARE COLLABORATIVE**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Northwinds Integrated Health Network IPA, Inc. (NWIHN) has been approved by the New York State Department of Health (NYSDOH) as an Independent Practice Association (IPA), and

**WHEREAS**, NWIHN has established a network of IPA Participants who deliver and coordinate the delivery of behavioral health and other health care services throughout the North County, and

**WHEREAS**, on June 7, 2021, Resolution No. 153-2021 authorized the Chair to sign a Tier 2 Membership Agreement with NWIHN, and

**WHEREAS**, NWIHN is entering into a Level 2 Value-Based Payment arrangement with Adirondacks ACO, LLC (a for-profit subsidiary of University of Vermont Health Systems), and

**WHEREAS**, Level 2 shared-risk agreements are two-sided having financial downside risk and upside gain; under most agreements providers are held financially liable if savings targets are not met, however this would not be applicable to a Tier 2 member under the proposed structure, and

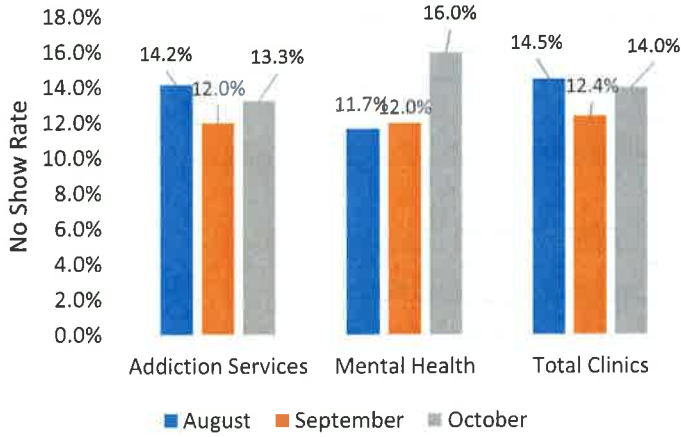
**WHEREAS**, the NWIHN Board has approved NWIHN to be the guarantor for the Network and has set aside \$140,000 to cover any downside loss that could be incurred during the time period of this agreement, January 1, 2021 to December 31, 2021, and

**WHEREAS**, Community Services is permitted, and the Director of Community Services is recommending, participating as a Tier 2 network provider and to be bound to the terms and conditions of this Value-Based Payment Agreement,

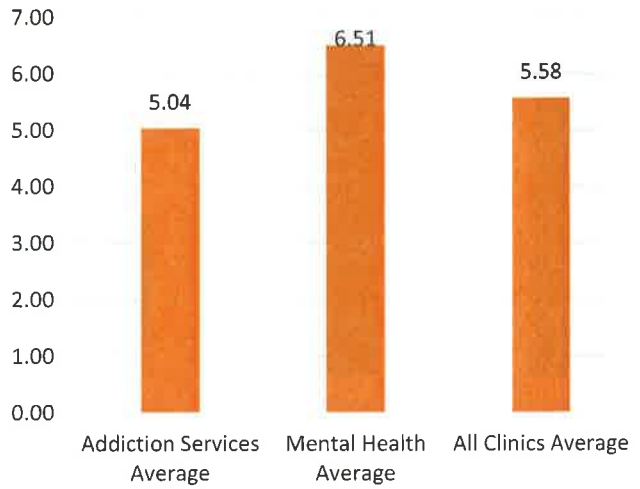
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a participation agreement with Northwinds Integrated Health Network IPA, Inc., for a behavioral health care collaborative, upon approval of the County Attorney.

## Community Services Update October 2021

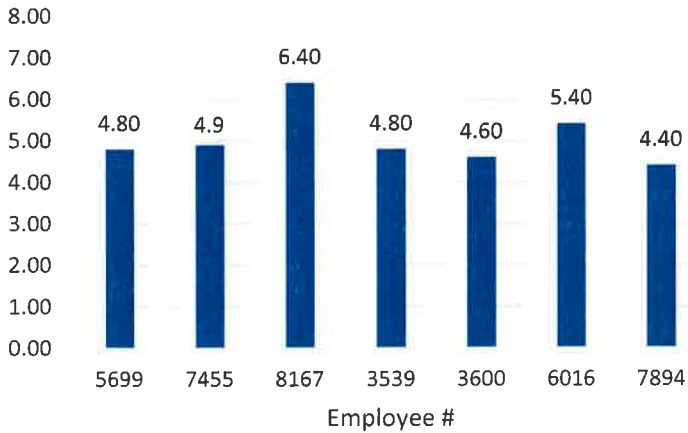
### No Show Rates By Month (23.3% Before Call Reminders)



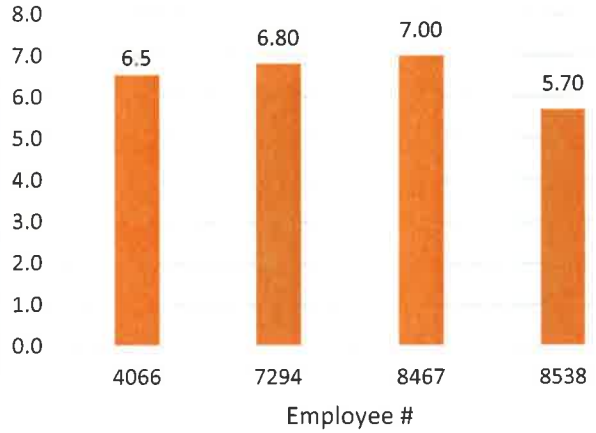
### Clinic Counselor Visits Average



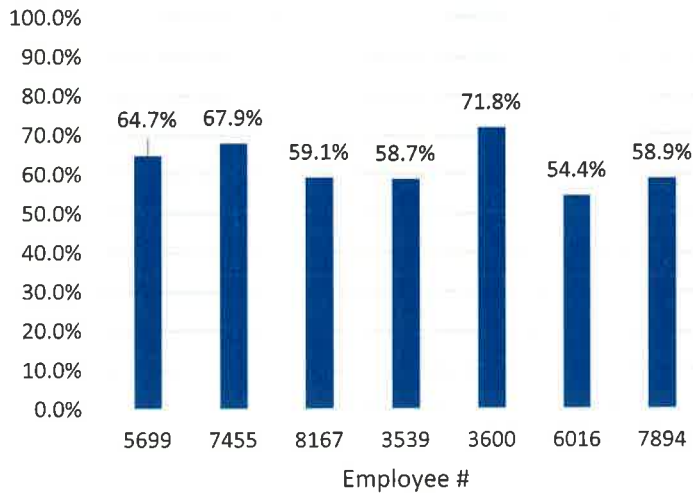
### Addiction Services Visits Per Seven Hours



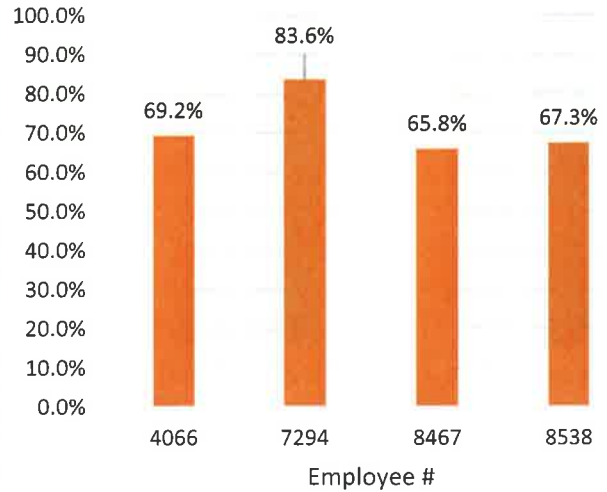
### Mental Health Visits Per Seven Hours



### Addition Services Weighted Face to Face %

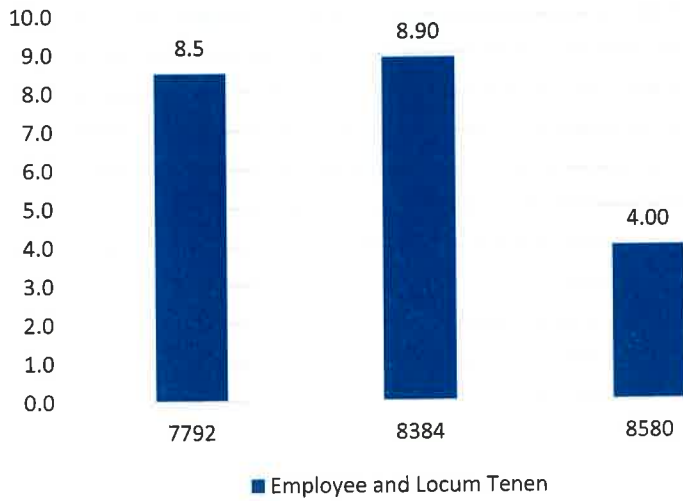


### Mental Health Weighted Face to Face %



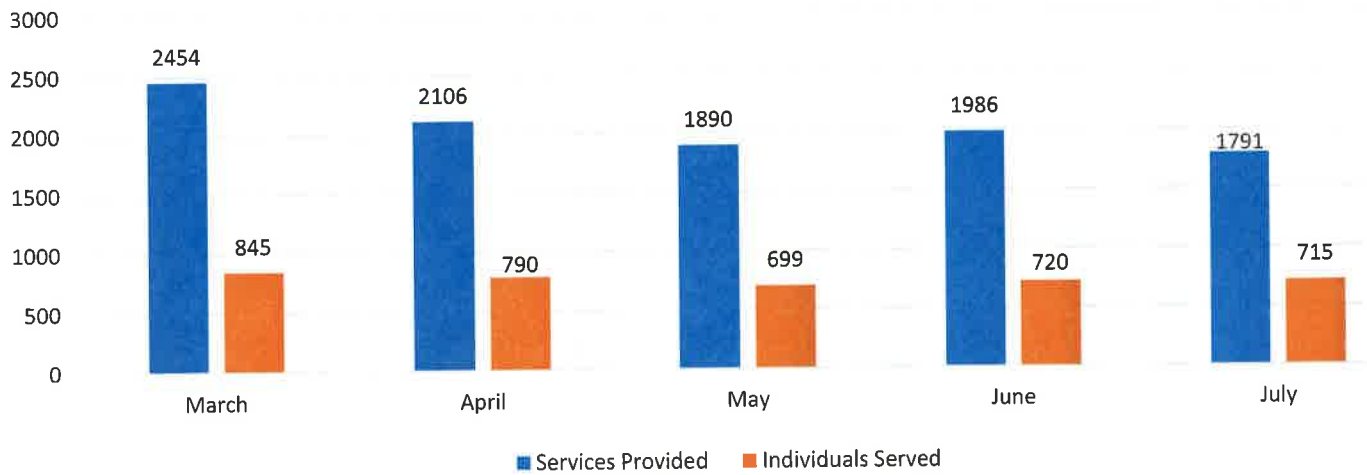
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

### Prescriber Visits Per Seven Hours

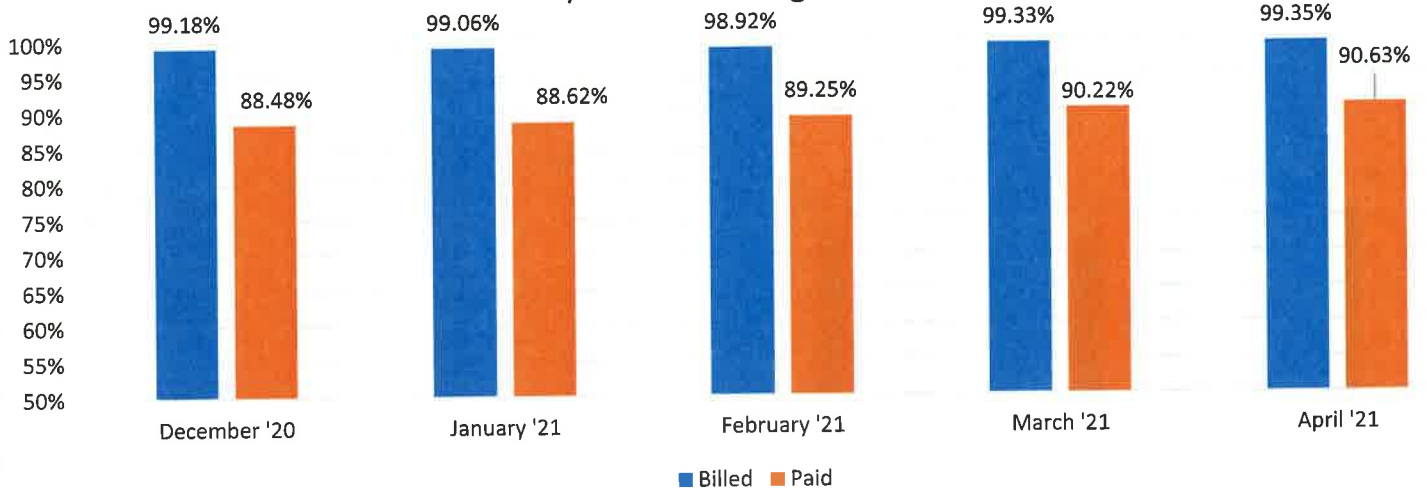


Waiting Lists	Number
Canton AS	5
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	4
<b>Addiction Services Total</b>	<b>9</b>
<b>Mental Health Total</b>	<b>49</b>

### Services Provided - All Clinics



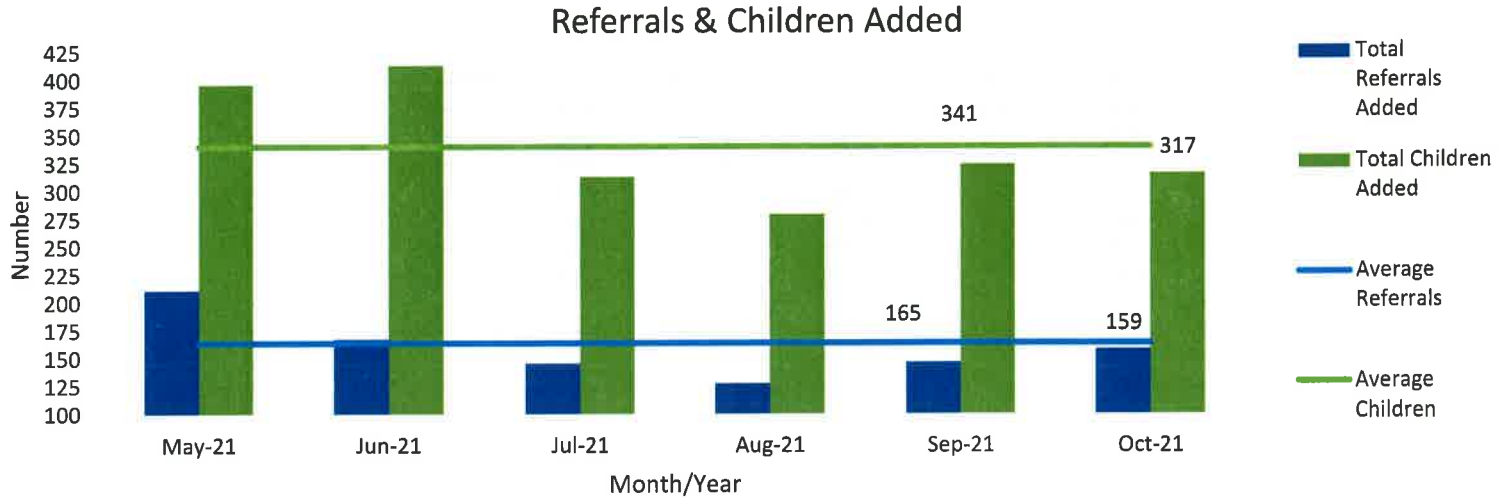
### Billed/Paid Percentages - All Clinics



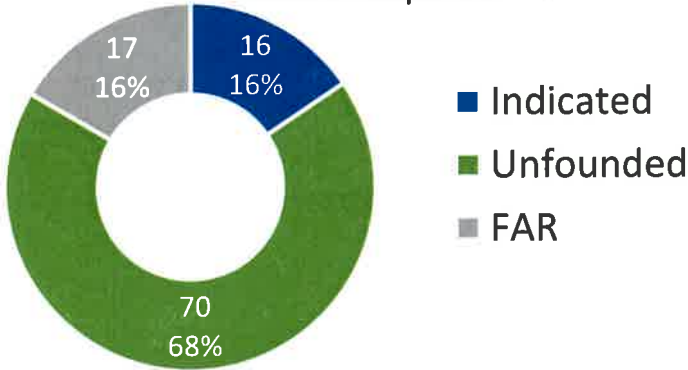


# Social Services Monthly Update – October 2021

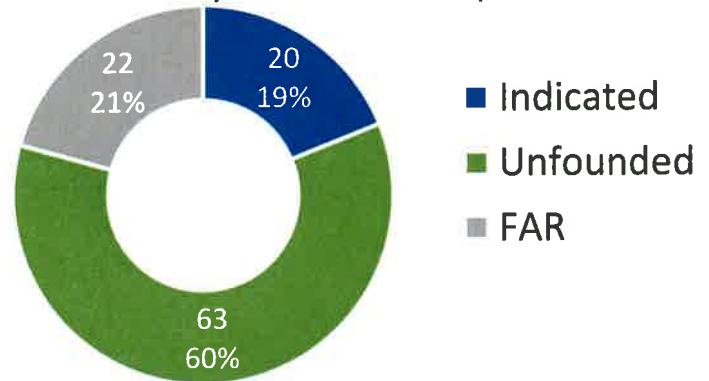
## Child Protective Services



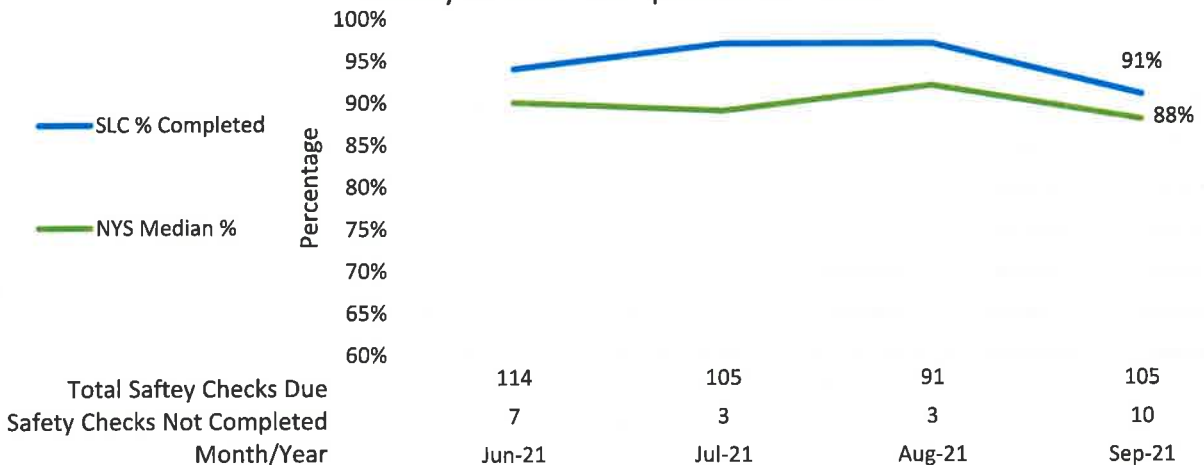
### Indicated, Unfounded, & Family Assessment Response



### Average Indicated, Unfounded, & Family Assessment Response

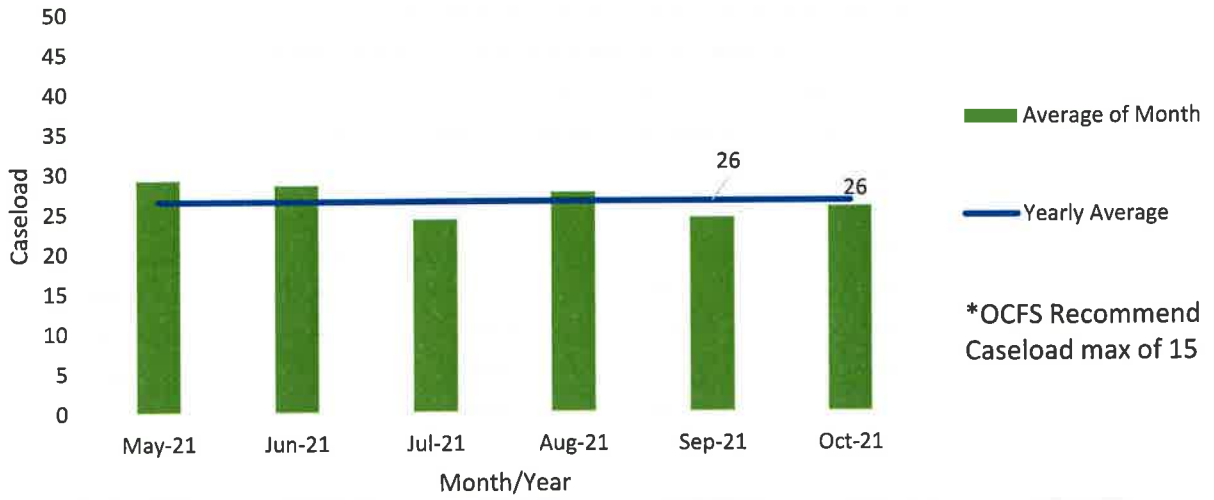


### Safety Checks Completed on Time

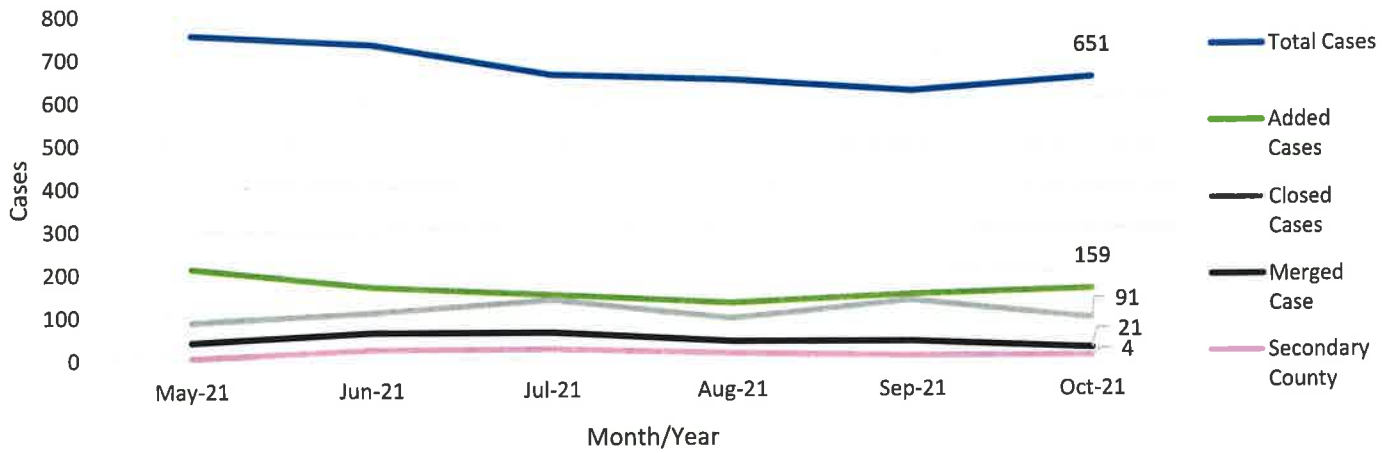


\*Data Lagged By One Month Due to Reporting Timeline

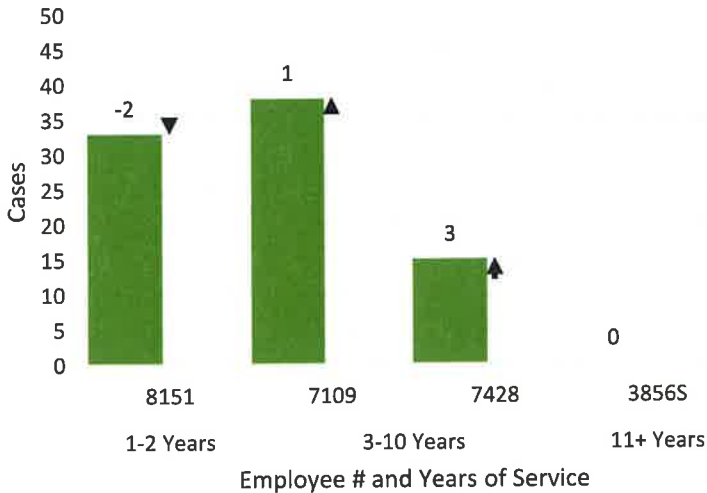
### Average CPS Caseload



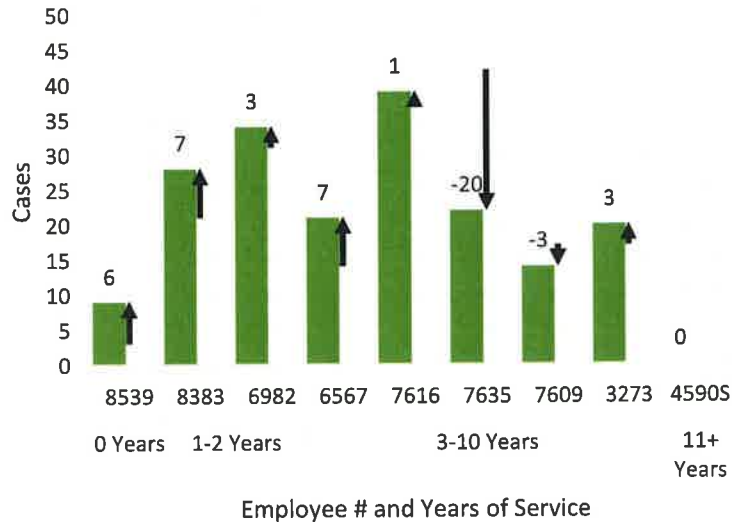
### Total Caseload



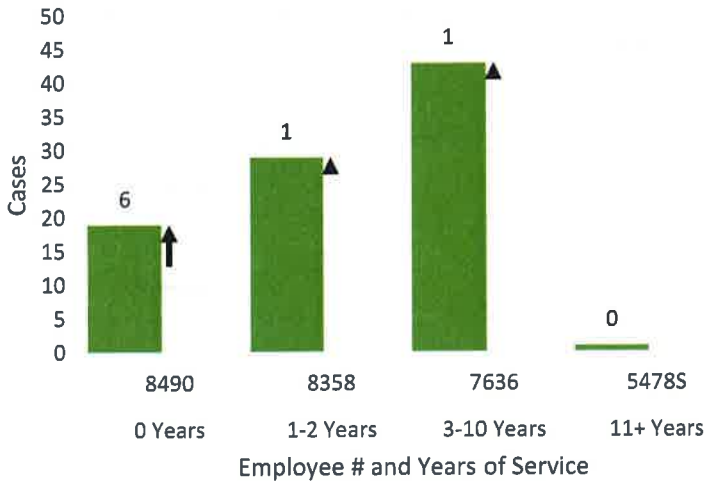
### Cases Per Month by Supervisor #: 3856



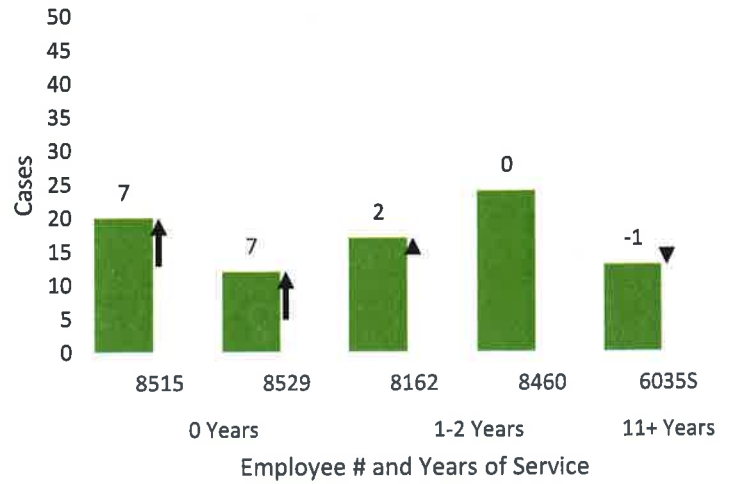
### Cases Per Month by Supervisor #: 4590



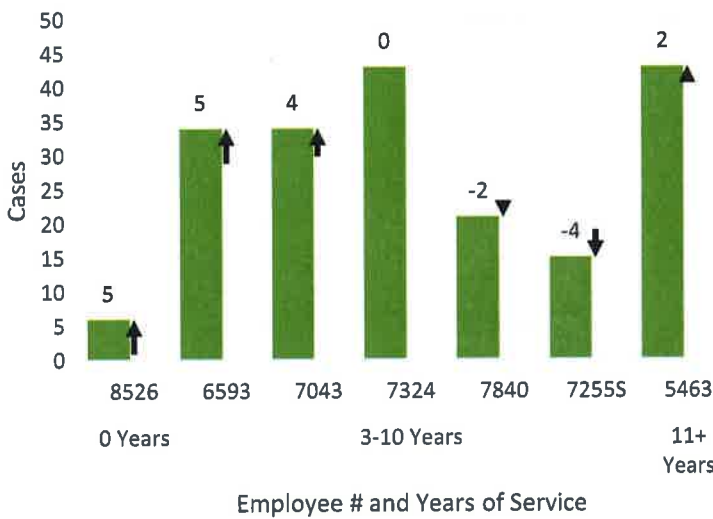
Cases Per Month by Supervisor #: 5478



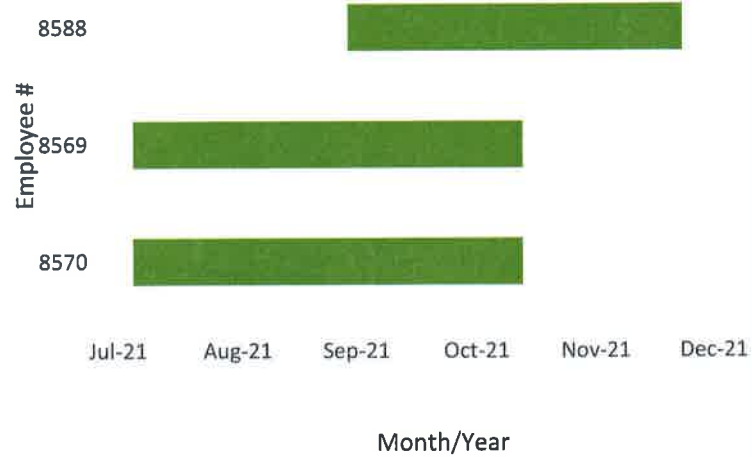
Cases Per Month by Supervisor #: 6035



Cases Per Month by Supervisor #: 7255



Trainee Period

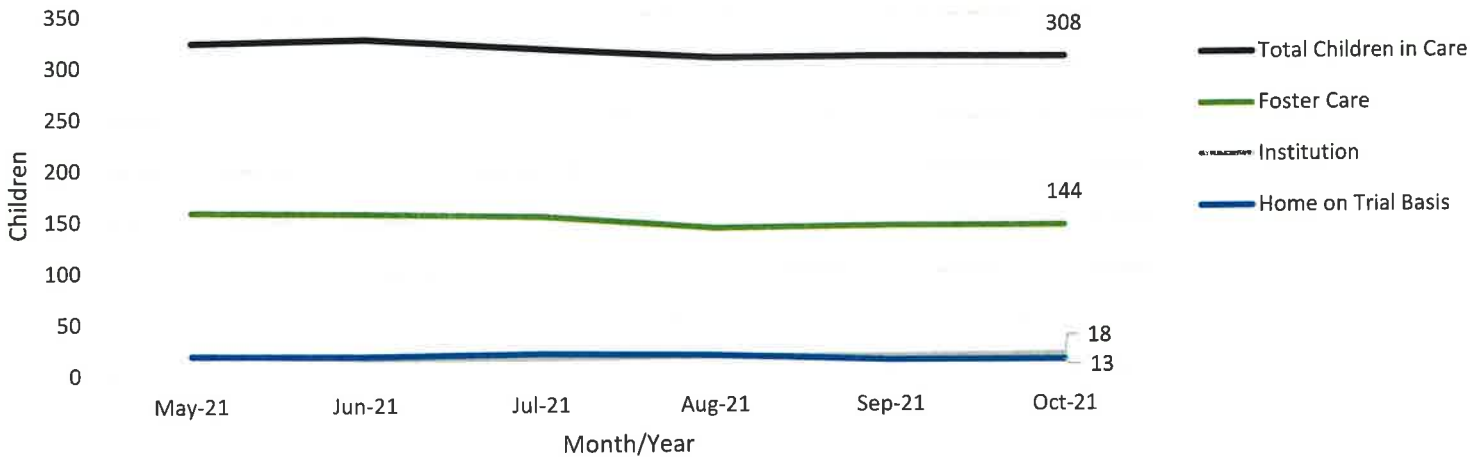


Cases Closed

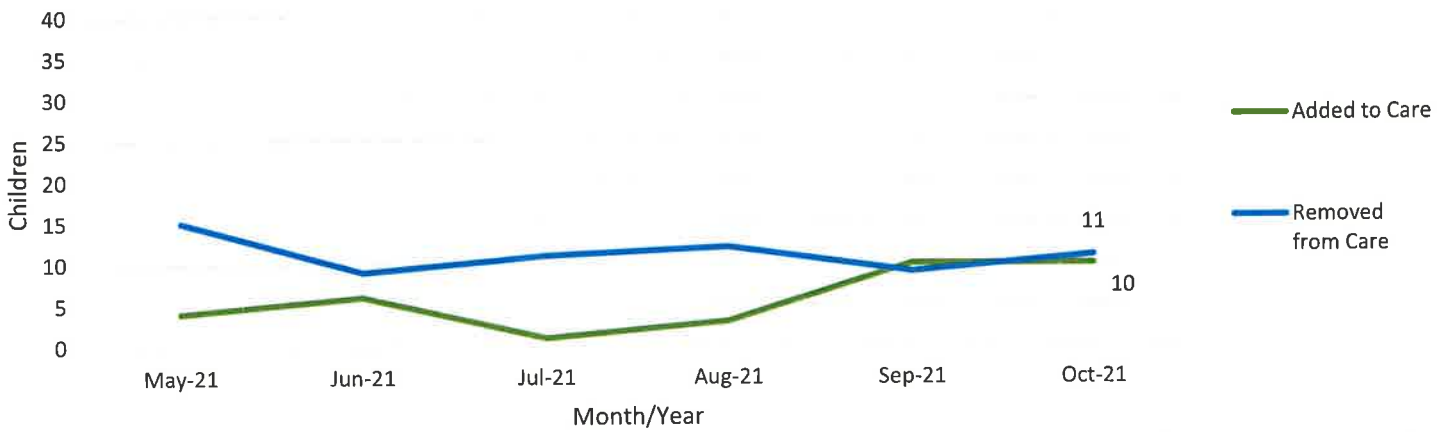


# Preventive Services

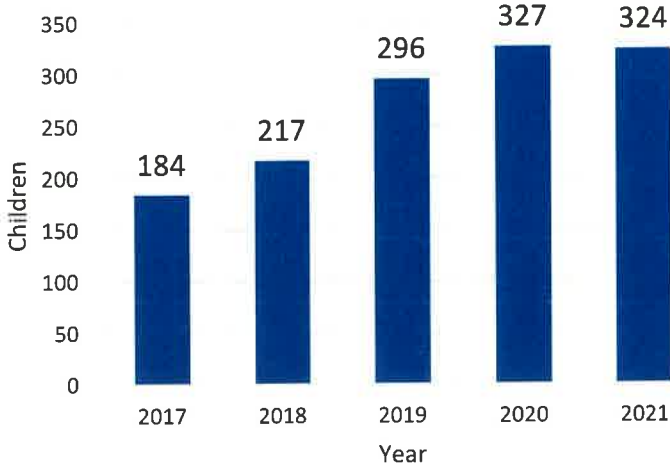
## Children In Care



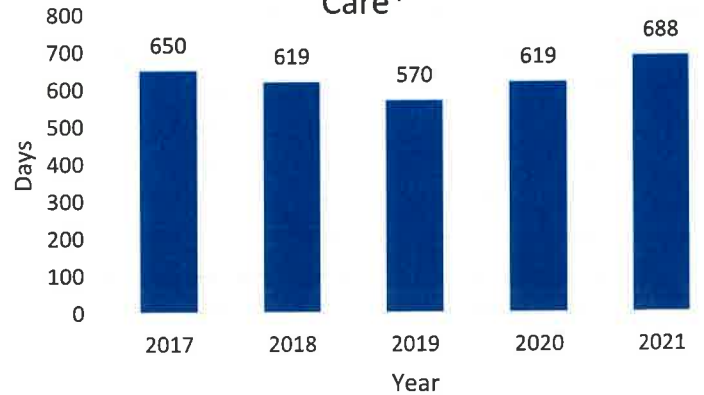
## Net Change to Children in Care



## Average Number of Children in Care

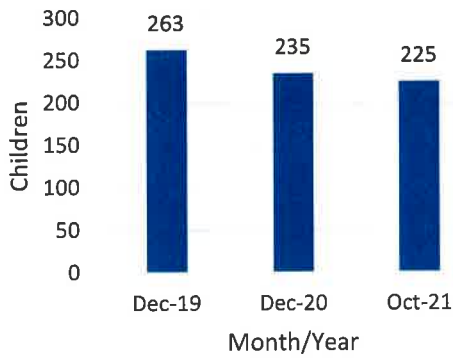


## Average Days Children Have Been in Care\*



\*Seeking additional clarification on State reporting vs County totals.

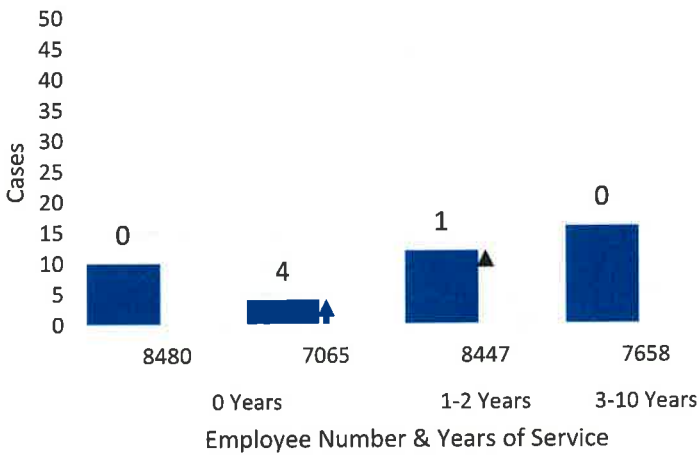
**Average Number of Children in Home Receiving Services**



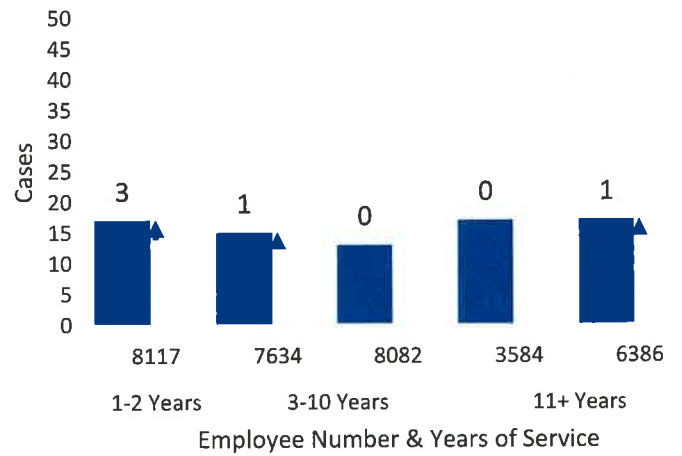
**Average Preventive Caseload**



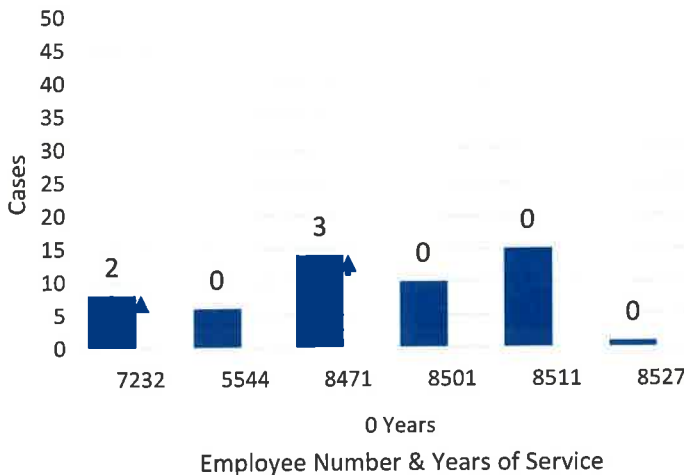
**Cases Per Month by Supervisor: 6053**



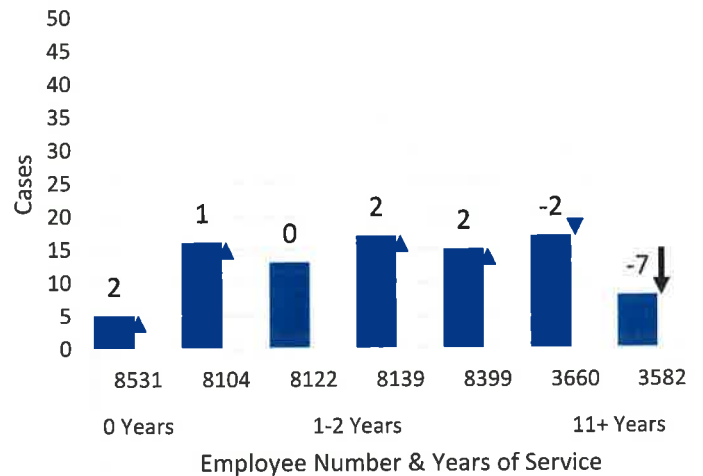
**Cases Per Month by Supervisor: 660**



**Cases Per Month by Supervisor: 2942**



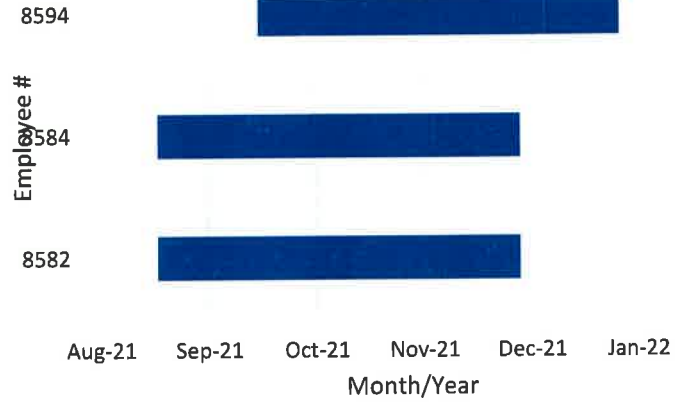
**Cases Per Month by Supervisor: 5748**



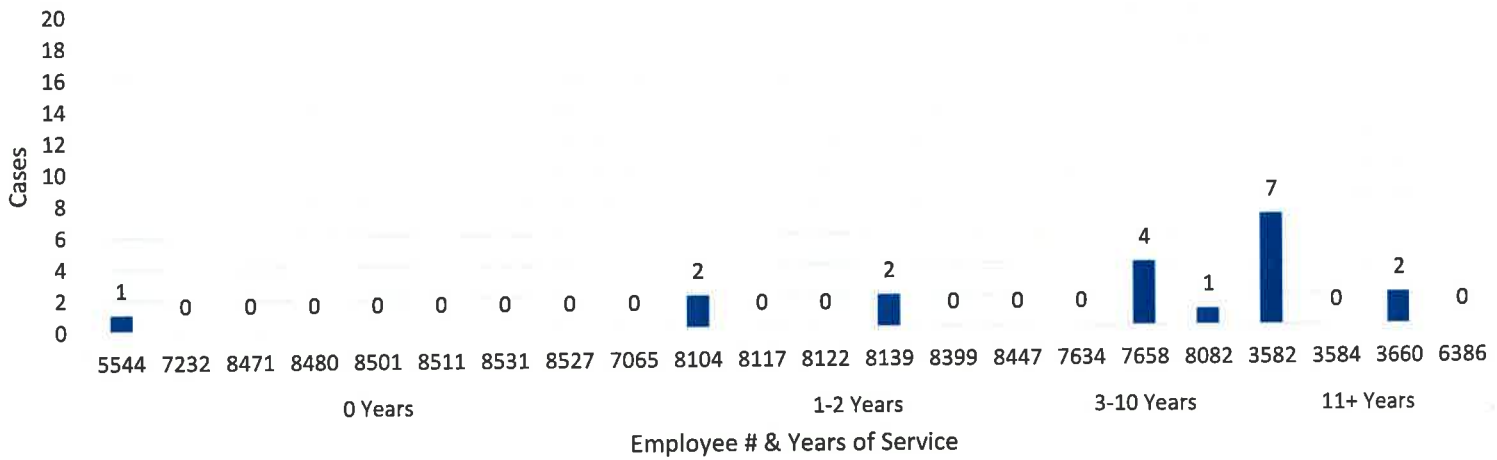
### Home Finder Unit - Supervisor: 1998



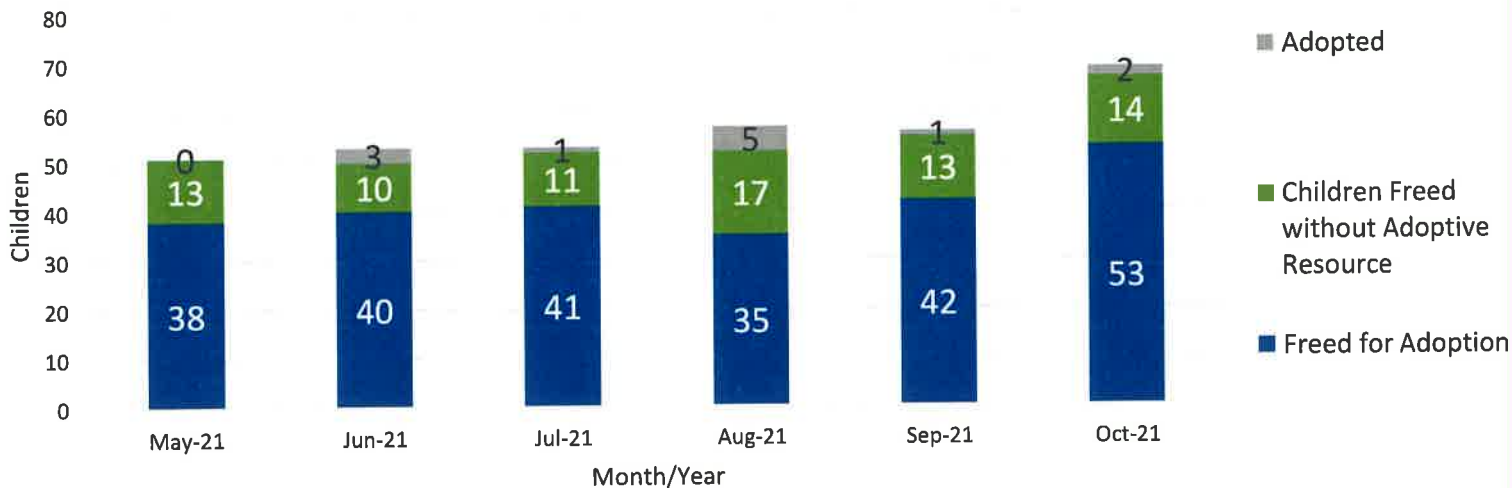
### Trainee Period



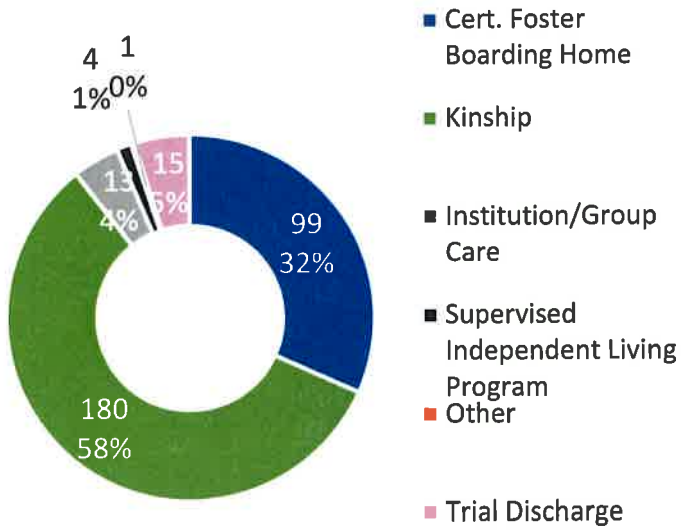
### Cases Closed



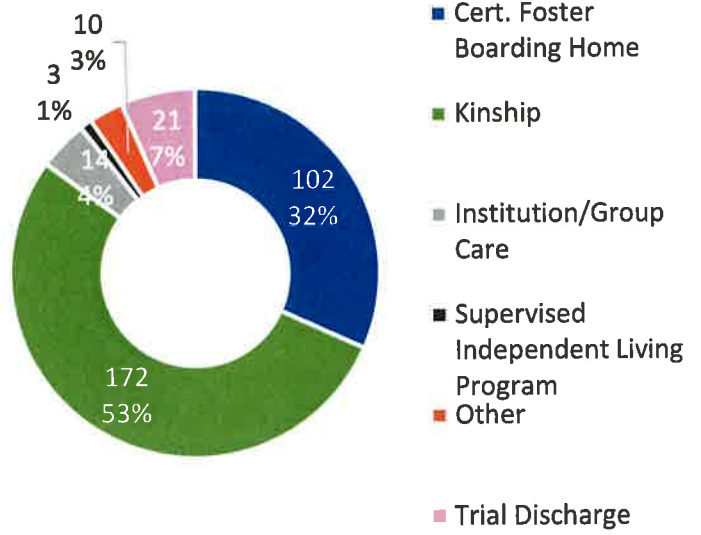
### Adoption Activity



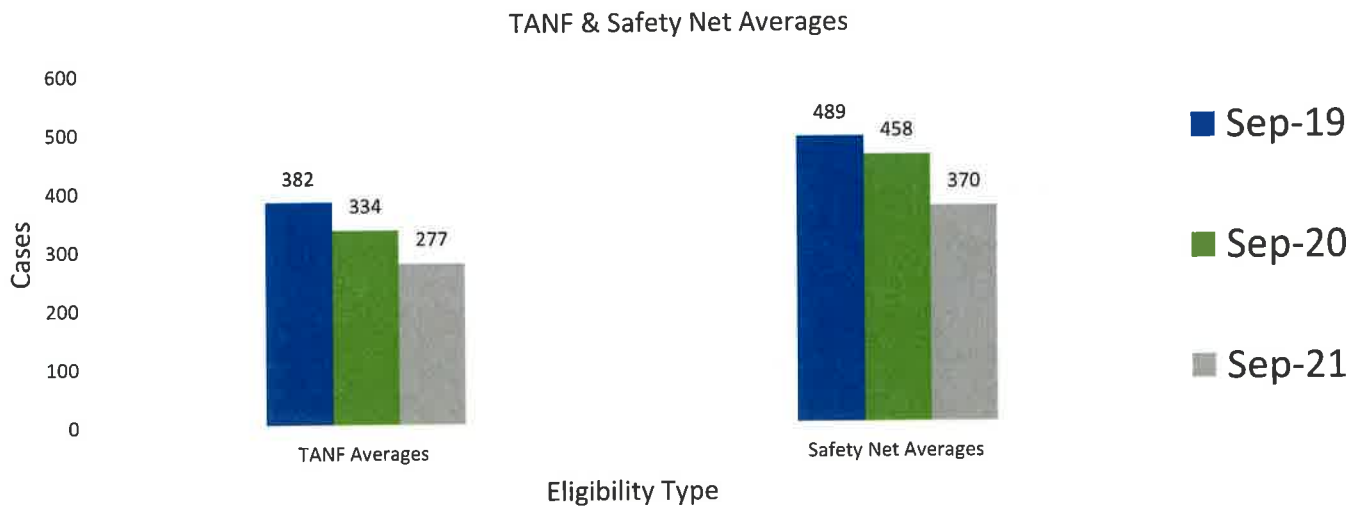
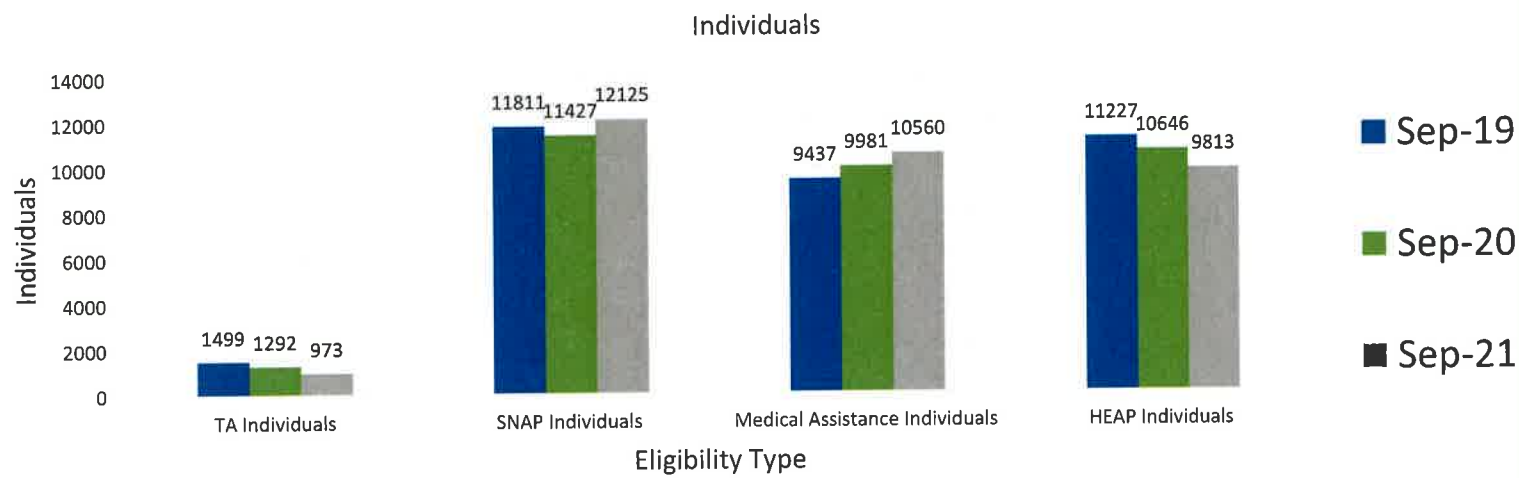
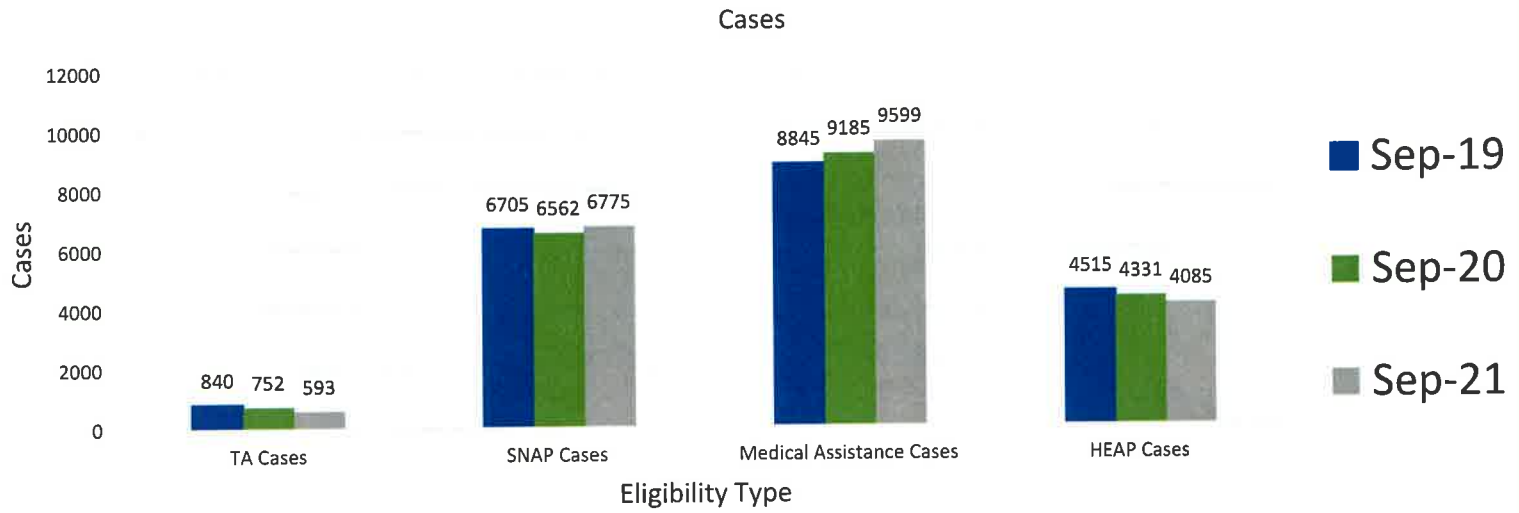
### Foster Care Placements



### Average Foster Care Placements



# Eligibility Programs





# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Abolish & Create

### Behavioral Health Counselor

Subunit (If Applicable): Mental Health Clinic

Date Submitted: October 19, 2021

Reason Vacated: Promotion

Position Number: 506500010/512400018

Date Vacated: 10/15/2021

Position # Abolished: 506500010

Position Will Be: Fulltime

Last Fill Date: 11/3/2015

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$67,380

Revenue Generating: Yes  100 %

Benefits: Yes \$32,443

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$59,554

Budget Mod Attached, If Required?

Grade: 30

**Net County Cost: \$0**

### Detailed Justification

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

The filling of direct service and revenue generating positions within both the Addiction Services and Mental Health Clinics is paramount to the viability of this department and to the care of its current and future clients. The average number of individuals on the caseload of existing Mental Health Counselors is 80 to 100. Due to the size of the current caseloads and having a wait list of 30, an immediate create and fill is being requested.

This Licensed Mental Health Counselor position was vacated due to a promotion within the Department which is asking that the position be changed to a Behavioral Health Clinician. This includes a Licensed Mental Health Counselor (506500010) or a Licensed Social Worker (512400018) due to workforce shortages allowing consideration of either credentialed applicant.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #: 294-2015

# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Fill

**Secretary 1**

Subunit (If Applicable): Special Programs

Date Submitted: October 20, 2021

Reason Vacated: Retirement

Position Number: 005100009

Date Vacated: November 24, 2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: September 3, 2018

Hours Per Week: **35**

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$48,896

Revenue Generating: No 0 %

Benefits: Yes \$23,543

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

**Net County Cost: \$72,439**

### 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.

• Provide information to customers on Impaired Driver Program, Ignition Interlock Program, Traffic Safety Program and Disability Parking Education Program. Schedule and confirm appointments for clients and customers. Special Programs Coordinator and Traffic Safety Information Specialist are out of office periodically (during non-covid times) and this office receives calls from clients for court/DMV requirements and customers for car seat/traffic safety information. Answer questions from motorists and local magistrates on our various programs.

\*Schedules Impaired Driver Program (IDP) classes—currently running three classes in two locations. Number enrolled for 2021: 197 students. Prepares and collates all materials for IDP classes. Keep track of attendance, fees, paperwork, etc. Contacts various treatment agencies to check on treatment progress of individual motorists into the Impaired Driver System (OASAS Program—required for all IDP participants).

• Takes initial call from motorists who are required to have an Ignition Interlock Device (IID)(MANDATED BY STATE for DWI cases) installed and gives them basic information about the installation process.

• Prepares, explains and collate all materials for the Victim Impact Program (VIP) for either in-person/virtual participation. Also, assist any individual who has trouble with reading or writing. We average about 70-100 clients that must take the VIP each year for court requirements.

• Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports. Maintains files for classes, clients and correspondence. Data entry for DWI cases. Sends out press releases.

If position is not filled, services/programs will have to be scaled back.

Department Head:

*J. S. White*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Fill

**Supervising Social Worker**

Subunit (If Applicable): Mental Health

Date Submitted: October 19, 2021

Reason Vacated: Resignation

Position Number: 512300001

Date Vacated: 11/26/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/19/16

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$86,588

Revenue Generating: Yes 80 %

Benefits: Yes \$41,692

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$70,234

Budget Mod Attached, If Required?

Grade: 34

**Net County Cost: \$25,656**

### 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 Chemical Dependency and Mental Health Clinics is paramount to the viability of this department and to the care of its current and future clients. The average number of individuals on the caseload of existing Mental Health Counselors is 80 to 100. Due to the size of the current caseloads and having a wait list of 30, an immediate create and fill is being requested.

The qualifications for this position includes having an LCSW-R. In addition to having a 4/5ths caseload, the person in this position will provide clinical supervision to the Licensed Clinical Social Works and the Licensed Master Social Workers.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Clerk

Subunit (If Applicable): Reception

Date Submitted: 10/26/2021

Reason Vacated: Resignation

Position Number: 002300017

Date Vacated: 10/22/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 5/7/2018

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$33,868

Revenue Generating: No 0 %

Benefits: Yes \$16,307

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$32,358

Budget Mod Attached, If Required?

Grade: 13

**Net County Cost: \$9,533**

### Detailed Justification

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

This position is needed to participate in greeting and directing an average of 740 clients/visitors per month to the appropriate units at the Department; answering an average of 5,774 phone calls per month; issuing an average of 367 Common Benefit Identification Cards (CBIC) a month which are needed to allow clients access to benefits; logging in and directing an average of 437 pieces of mail a month; mailing an average of 145 applications a month; and looking up and making changes to re-mail an average of 29 returned CBICs a month. Other duties include making packets for client handouts; assigning case numbers; and assisting clients with assigning PIN numbers to CBICs. As time permits, this position (1 FTE) and the other Clerks (3.5 FTEs) in Reception are needed to assist other units with duties such as imaging, filing, and delivering mail throughout the Agency. If this position were not filled, it would severely hinder the Department's ability to adequately serve clients.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

December 6, 2021

Services Committee: 11-15-2021

RESOLUTION NO. \_\_\_\_\_ (TABLED)

**ESTABLISHING A FOSTER CARE RESOURCE POLICY REGARDING THE FUTURE PLACEMENT OF CHILDREN INTO FOSTER CARE OWNED AND OPERATED BY EMPLOYEES OF THE DEPARTMENT OF SOCIAL SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the goal of the foster care system is to ensure the safety and well-being of children, and

**WHEREAS**, in order to provide a safe, stable environment it is sometimes necessary to temporarily place children in homes to live while the Court and the various parties in Family Neglect and Abuse Legal Actions develop a case plan, and

**WHEREAS**, federal law requires the Department of Social Services to establish a "Permanency Plan" for each child in foster care (meaning, a plan for where the child will live when they leave foster care - whether they go home to their family [reunification], live permanently with a relative [kinship care], or are placed for adoption), and

**WHEREAS**, Permanency Plans are established and reviewed by Family Court every six (6) months in which a child remains in foster care, and

**WHEREAS**, Permanency Plans also include services that families must complete in order for children to return home, and

**WHEREAS**, in most cases, if a child remains in foster care for fifteen (15) out of twenty-two (22) months the law requires the child welfare agency to ask the court to terminate parental rights ending the legal parent/child relationship, and

**WHEREAS**, during these periods of times in which a child is not placed in the home of their parent or biological guardian but is instead placed in the home of another (e.g. // grandparent, aunt, foster care home, emergency certified foster care placement, etc.) through the care of the Commissioner of Social Services, the child is deemed to be in 'foster care', and

**WHEREAS**, as has been the case with many counties, due to a scarcity of foster care resources, the St. Lawrence County Department of Social Services has permitted employees to act as foster care resources, and

**WHEREAS**, while not prohibited by law, questions have arisen from the public regarding the continued practice of permitting employees of the Department of Social Services from acting as foster care placement options, and

**WHEREAS**, there are currently approximately ten (10) children in the care of the Department of Social Services Commissioner who are placed in a foster care with an employee of the Department of Social Services, and

December 6, 2021

**WHEREAS**, the Board wishes to adopt a policy that recognizes the concerns of the general public while simultaneously recognizing that many of these children have become comfortable and are well cared for in their current settings, and

**WHEREAS**, establishing a policy that ceases future placements of children in care in employee foster care settings, while permitting those currently placed to remain there, may be in the best interests of both the County and the children, and

**WHEREAS**, the Board recognizes that any policy is subject to the determination of the Court of what is in the best interests of the children as well any applicable federal, state, and local law that governs the placement of children in foster care to include sibling placement, and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators authorizes establishing a Foster Care Resource Policy regarding the future placement of children into foster care owned and operated by employees of the Department of Social Services, and

**BE IT FURTHER RESOLVED** that the policy will be subject to any countervailing requirement imposed by federal, state, or local law, and

**BE IT FURTHER RESOLVED** that the policy will be establish no later than December 31, 2021, and

**BE IT FURTHER RESOLVED** nothing in this resolution should be construed as a prohibition on County employees from acting as foster care placement resources where the child, or children, are not placed in the care of the St. Lawrence County Commissioner of the Department of Social Services.