

St. Lawrence County  
**BOARD OF LEGISLATORS**  
48 Court Street, Court House  
Canton, New York 13617-1169  
(315) 379-2276  
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**RUTH A. DOYLE**  
County Administrator

**JOSEPH LIGHTFOOT**  
Chair, Board of Legislators

**SERVICES COMMITTEE AGENDA**  
**MR. BILL SHERIDAN, CHAIR**  
**MONDAY, NOVEMBER 16, 2020**  
**\*\*\* BOARD ROOM AND LIVE VIA YOUTUBE\*\*\***  
**\*\*\* 5:30 P.M. \*\*\***

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

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – October 19
- 3. COVID-19 UPDATE** – Dr. Dana McGuire and Dr. Andrew Williams
- 4. PUBLIC HEALTH – DANA MCGUIRE**
  - A. Authorizing the Chair to Sign a Contract with Venesky & Company for Article 6 State Aid Processing for the Public Health Department (Res)
  - B. Authorizing the Chair to Sign a Contract with Dr. Benjamin Gruda for Pharmacist Services for the Public Health Department (Res)
  - C. Authorizing the Chair to Sign a Contract with James McGuinness & Associates Inc. to Provide Billing Processing Software for the Pre-School Program for the Public Health Department (Res)
  - D. Authorizing the Chair to Sign Contracts for Early Intervention Services for the Public Health Department and Setting 2021 Rates for Early Intervention Services (Res)
- 5. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
  - A. Authorizing the Chair to Sign the 2021 Annual Update Plan (AU) for Funding with the New York State Office for the Aging (Res)
- 6. COMMUNITY SERVICES – JAY ULRICH**
  - A. Authorizing the Chair to Sign Contracts for Community Services (Res)
  - B. Authorizing the Chair to Sign an Extension of the Contractual Agreement with Locum Tenens Staffing Agencies (Res)
  - C. Authorizing the Chair to Sign an Amended Contract for One-Time Grant Funding from New York State Opioid Response (SOR) and Modifying the 2021 Budget for Community Services (Res)
  - D. Authorizing the Chair to Sign Contracts with Sub-Recipients for Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based (COSSAP) Program Funds through Community Services (Res)

**7. YOUTH BUREAU – ALEXA BACKUS**

- A. Authorizing the Chair to Sign the 2020 Resource Allocation Plan Signature Page (Res)
- B. Approving the 2020 Resource Allocation Plan (RAP) Program of the Office of Children and Family Services and Authorizing the Chair to Sign Contracts for Youth Development Programs (Res)

**8. SOCIAL SERVICES – CINDY ACKERMAN**

- A. Authorizing the Chair to Sign a Contract for support cases between the Department of Social Services the Office of the County Attorney (Res)

**9. VACANCY REVIEW COMMITTEE**

- A. Social Services
  - 1. Fill Senior Social Welfare Examiner / TA & SNAP (814000032)
  - 2. Create and Fill Account Clerk / Accounting (100100043)
  - 3. Fill Senior Account Clerk / Accounting (100200033)
  - 4. Create and Fill Paralegal / Legal (022000002)

**10. COUNTY ADMINISTRATOR’S REPORT**

**11. COMMITTEE REPORTS**

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

**12. OLD/NEW BUSINESS**

**\*\*\*Note:** *Please allow a few minutes for the electronic transition to executive session\*\*\**

**13. EXECUTIVE SESSION**

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

**\*\*\*Note:** *Please allow a few minutes for the electronic transition to open session\*\*\**

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

*(Note: There will be training for Legislators by the Director of HR, following Executive Session.)*

December 7, 2020

Services Committee: 11-16-2020

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. Sheridan, 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 annually are one-hundred percent (100%) eligible for Article 6 State Aid Reimbursement, and

**WHEREAS**, this contract will cover the period of Fiscal Year January 1, 2021 through December 31, 2021, (PA040104 43003),

**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 7, 2020

Services Committee: 11-16-2020

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

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

By Mr. Sheridan, 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, 2021 through December 31, 2021,

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

December 7, 2020

Services Committee: 11-16-2020

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

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

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the Public Health Department would like to enter into a contract with James McGuinness & Associates, Inc., to provide billing processing software for the Pre-School Program for the period of January 1, 2021 through December 31, 2021, and

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

**WHEREAS**, the maintenance and support charges are \$9,500/annually and include all maintenance and three (3) hours of support per month (PK040504 47801), and has been provided by James McGuinness & Associates since 2017, 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 Pre-School 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 Pre-School Program for the Public Health Department, upon approval of the County Attorney.

December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR  
EARLY INTERVENTION SERVICES FOR THE PUBLIC HEALTH DEPARTMENT  
AND SETTING 2021 RATES FOR EARLY INTERVENTION SERVICES**

By Mr. Sheridan, 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, 2021 through December 31, 2021, 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 the Chair to sign contracts for Early Intervention Services for the Public Health Department, for the following rates, upon approval of the County Attorney:

<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 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN THE 2021 ANNUAL UPDATE PLAN (AU)  
FOR FUNDING WITH THE NEW YORK STATE OFFICE FOR THE AGING**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the New York State Office for the Aging requires each Office for the Aging to submit an Annual Update Plan (AU) for funding, and

**WHEREAS**, these funds enable the Office for the Aging to provide a variety of programs and services to county residents age 60 and older to help them age in place, and

**WHEREAS**, the completed Annual Update Plan for funding package must be signed by the Chief Executive Officer of St. Lawrence County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the 2021 Annual Update Plan (AU) for Funding with the New York State Office for the Aging, upon approval of the County Attorney.

December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR COMMUNITY SERVICES**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the following organizations have appropriations in the 2021 Community Services Budget,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts for Community Services, upon approval of the County Attorney, as follows:

<u>ORGANIZATION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
Catholic Charities (CSS)	A4143224 465CC	\$225,059
Catholic Charities (CRV)	A4243224 465CC	\$118,608
North Country Freedom Homes	A2342504 46500	\$583,525
North Country Transitional Living Services (CRV)	A4243224 465TL	\$99,507
North Country Transitional Living Services (OFS)	A4443224 465TL	\$139,914
The Arc Jefferson-St. Lawrence NY (CSS)	A4143224 465AR	\$210,327
The Arc Jefferson-St. Lawrence NY (CRV)	A4243224 465AR	\$54,659
The Arc Jefferson-St. Lawrence NY (OFS)	A4443224 465AR	\$242,961
Reachout, Inc. (CSS)	A4143224 465RO	\$50,467
Reachout, Inc. (CRV)	A4243224 465RO	\$261,760
Reachout, Inc. (CRV)	A4243224 465RO HLINE	\$27,000
Reachout, Inc. (CPP)	A4343224 465RO	\$32,418
Seaway Valley Prevention Council	A2442504 46500	\$1,063,935
St. Joseph's Rehabilitation Center	A2142304 46500	\$157,350
STEP-BY-STEP (CSS)	A4143224 465SS	\$82,097
STEP-BY-STEP (CRV)	A4243224 465SS	\$93,286
STEP-BY-STEP (CPP)	A4343224 465SS	\$173,924
United Helpers (CRV)	A4243224 465UH	\$25,131
United Helpers (OFS)	A4443224 465UH	\$584,738
Northern Regional Center (OFS)	A4443224 465NR	\$154,817

**BE IT FURTHER RESOLVED** that New York State agencies of oversight (Office of Mental Health, Office of Alcohol and Substance Abuse Services, and Office of Persons with Developmental Disabilities) may amend the amounts available to these providers, and if the amounts increase, a resolution will be presented for Board of Legislators consideration in 2021.



December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN AN EXTENSION OF THE CONTRACTUAL AGREEMENT WITH LOCUM TENENS STAFFING AGENCIES**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, Resolution No. 94-2019 was adopted on March 4, 2019 authorizing a contract agreement with a Locum Tenens Staffing Agency, and

**WHEREAS**, Community Services is required to provide Mental Health and Chemical Dependency services to individuals with mental illness and/or substance/alcohol abuse problems, and

**WHEREAS**, Community Services is responsible for providing continuity of care for those individuals admitted to the Mental Health, Chemical Dependency, and Primary Care Clinics regardless on any untoward event that effects psychiatric prescriber employees from the delivery of mandated services in accordance with the rules and regulations made by and established by the Commissioners of OMH, OASAS, and DOH respectively, and

**WHEREAS**, Community Services currently has a contractual agreement with Locum Tenens Staffing Agency in order to continue to provide essential services until such time that permanent staffing can be pursued and secured, and

**WHEREAS**, the current contractual agreement is set to expire, and Community Services would like to extend the contractual agreement with Locum Tenens Staffing Agency for a period of six months beginning December 9, 2020 through May 8, 2021 (A1142504 43007 and A1342504 43007),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an extension of the contractual agreement with Locum Tenens Staffing Agencies, upon approval of the County Attorney.

December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN AN AMENDED CONTRACT FOR ONE-TIME GRANT FUNDING FROM NEW YORK STATE OPIOID RESPONSE (SOR) AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, Community Services has received funding modifications from New York State Opioid Response (SOR) with a contract date of September 1, 2020 through September 30, 2021, and

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

**WHEREAS**, these funds will be used for the purchase of a mobile treatment vehicle to provide access to treatment for Opioid Use Disorder,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an amended contract for one-time grant funding from New York State Opioid Response (SOR), 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:**

A1Z42502 23000	A SOR Automotive Equipment	\$225,000
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**INCREASE REVENUE:**

A1Z44865 57000	A SOR FA Chemical Dependency	\$225,000
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December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH SUB-RECIPIENTS FOR COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE SITE-BASED (COSSAP) PROGRAM FUNDS THROUGH COMMUNITY SERVICES**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, On October 16, 2020, the County received notice from the Office of Justice Programs that the application submitted by St. Lawrence County was successful and will receive funding opportunities entitled Comprehensive Opioid, Stimulant, and Substance Abuse Site-based (COSSAP) Program, and

**WHEREAS**, Resolution No. 315-2020 authorized the acceptance of the Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program Grant, and

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

**WHEREAS**, organizations that are sub-award recipients of the grant include St. Lawrence Health Systems providing an opioid treatment program; Seaway Valley Prevention Council providing peer support; and New Hope Transformation House Ministries, dba Grace House, providing housing for recovering female adults (A1542204 46500), and

**WHEREAS**, the terms of the contracts will be October 1, 2020 through September 30, 2023, in the amount of \$900,000 for the implementation of a multi-agency treatment approach to individuals with Opioid Use Disorder which includes an Opioid Treatment Program, Recovery Housing, and Certified Peer Support Services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts with sub-recipients for Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based (COSSAP) Program funds through Community Services, upon approval of the County Attorney.

December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN THE  
2020 RESOURCE ALLOCATION PLAN SIGNATURE PAGE**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the Office of Children and Family Services (OCFS) requires that the Youth Bureau submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2020 Youth Development Program year, and

**WHEREAS**, the signing of the RAP Signature Page will qualify St. Lawrence County for State reimbursement in the 2020 program year, and

**WHEREAS**, the amount allocated to the County in 2020 for youth development programs is \$96,068 (Y4073204 46000), and

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

**WHEREAS**, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP), plan, provide fiscal/grants management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2020 RAP,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the 2020 Resource Allocation Plan Signature Page, upon approval of the County Attorney.

December 7, 2020

Services Committee: 11-16-2020

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

**APPROVING THE 2020 RESOURCE ALLOCATION PLAN (RAP) PROGRAM OF THE OFFICE OF CHILDREN AND FAMILY SERVICES AND AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR YOUTH DEVELOPMENT PROGRAMS**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the Office of Children and Family Services (OCFS) has made Resource Allocation Plan (RAP) funds available to provide youth development programs, and

**WHEREAS**, various agencies have submitted a Request for Proposal (RFP) for Youth Development Program funding through the Youth Bureau (Y4073204 46000),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators approves the 2020 Resource Allocation Plan (RAP) Program of the Office of Children and Family Services, and authorizes the Chair to sign contracts, upon approval of the County Attorney, for Youth Development Grant Programs with the following organizations:

<u>ORGANIZATION:</u>	<u>TOTAL:</u>
PAL of Massena	\$4,500
Brasher Stockholm Recreation	\$3,600
Canton Free Library	\$2,250
Canton Recreation	\$2,700
Fowler Recreation	\$900
Gouverneur Youth Development Program	\$8,100
Hammond Recreation	\$900
Louisville Recreation	\$900
Massena Summer Recreation	\$1,800
Ogdensburg Boys & Girls Club	\$8,100
Ogdensburg Command Performance	\$1,800
Parishville Recreation	\$1,800
Potsdam Recreation	\$4,500

December 7, 2020

Services Committee: 11-16-2020

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT FOR SUPPORT CASES  
BETWEEN THE DEPARTMENT OF SOCIAL SERVICES  
AND THE OFFICE OF THE COUNTY ATTORNEY**

By Mr. Sheridan, Chair, Services Committee

**WHEREAS**, the Department of Social Services has seen an increase in the number of support cases, and

**WHEREAS**, the Department of Social Services would like to enter into a contract with the Office of the County Attorney for up to one (1) year to assume the responsibility of support cases with a term of January 1, 2021 through December 31, 2021 (DAC60104 43002 D SCU), and

**WHEREAS**, there will be a six month review by both parties to determine continuation of the contract,

**WHEREAS**, due to staffing shortage at the end of 2019, the Deputy County Attorney provided assistance beginning December 16, and the County Attorney assumed responsibility on all matters of DSS Legal from January 28, 2020 through April 5, 2020, and on support matters again from July 27, 2020 through August 7, 2020,

**WHEREAS**, this assistance has provided an opportunity for the staff in the Office of the County Attorney to become familiar with the process and cases which should assist with the transition, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract between the Department of Social Services and the County Attorney's office for support cases.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Social Welfare Examiner**

Subunit (If Applicable): TA/SNAP

Date Submitted: 10/27/2020

Reason Vacated: Promotion

Position Number: 814000032

Date Vacated: 11/13/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 1/14/2019

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$41,755

Revenue Generating: No 0 %

Benefits: Yes \$20,756

Reimbursed by State or Federal Funds: Yes 68 %

Base Salary: \$41,005

Budget Mod Attached, If Required?

Grade: 21

**Net County Cost: \$20,316**

### 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, State mandated deadlines for processing applications and recertifications would be missed, and clients would not receive all the benefits to which they are entitled in a timely manner. Additional errors also would occur resulting in payments for inaccurate amounts that would require significant staff time to correct. Examiners are responsible for interviewing clients applying for Supplemental Nutrition Assistance Program (SNAP). They determine eligibility, complete recertifications, maintain ongoing SNAP cases to meet State mandated deadlines for processing SNAP applications and recertifications, and ensure our clients receive all the benefits to which they are entitled in a timely manner. It would be impossible to have the remaining examiners absorb the work of this position without missing deadlines and failing to ensure that clients receive the accurate amounts of benefits. On average this examiner is responsible for interviewing, documenting, determining eligibility for approximately 30 applications monthly and almost 500 transactions monthly. This examiner position currently is responsible for maintaining approximately 538 SNAP cases, serving approximately 937 individuals.

Department Head: *Cynthia M. Beckman*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

Account Clerk

Subunit (If Applicable): Accounting

Date Submitted: 10/27/2020

Reason Vacated: Retirement

Position Number: 100100043

Date Vacated: 8/26/2020

Position # Abolished: 002300024

Position Will Be: Full-time

Last Fill Date: 7/27/2009

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$36,842

Revenue Generating: No 0 %

Benefits: Yes \$18,314

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$34,540

Budget Mod Attached, If Required?

Grade: 16

**Net County Cost: \$10,480**

### Detailed Justification

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

This position will combine the duties of Account Clerk and Clerk positions. The duties include weekly processing of HEAP remittances; preparation of volunteer and client transportation reimbursements; processing and mailing landlord rent checks; performing mail run and document signing and delivery duties; transport of daily deposits to the Treasurer's Office; assisting remaining Clerk in Accounting Unit with preparation and scanning of documents; filing and sorting of accounts receivable payment documentation; provide prep work assistance to Senior and Principal Account Clerks; serving as the primary back-up for the front counter Account Clerk position, including the daily EBT abstract and deposit preparation; back-up for weekly T51 (Adult Protective) check preparation. There will be a need to transition duties to accommodate the retirement vacancies and the re-assignment of work as new employees are hired and trained. With the loss of experienced employees through retirement, duties may need to be adjusted to find the appropriate and effective balance for the accounting unit. If this position were not filled, essential accounting work would be compromised.

Department Head: *Cynthia M. Ackerman*

Approved?

Yes  No

County Administrator:

Resolution #:



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Senior Account Clerk

Subunit (If Applicable): Accounting

Date Submitted: 10/27/2020

Reason Vacated: Promotion

Position Number: 100200033

Date Vacated: 10/2/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 12/3/2018

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: 90 Days

Temporary Position? No

Salary of Person Leaving: \$40,246

Revenue Generating: No 0 %

Benefits: Yes \$20,006

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$38,119

Budget Mod Attached, If Required?

Grade: 19

**Net County Cost: \$11,448**

### 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 person in this position maintains the Cash Management System by posting expungements and recoupments, reviewing claim reports and communicates with case workers to resolve discrepancies, and corrects errors; prepares the cancellation roll for voiding checks which is used in reconciling the EBT account; prepares the 3214 claim which identifies and reports SNAP errors; prepares and tracks invoices for the Committee on Special Education to individual school districts; prepares the weekly audit for accounts payable; maintains and reconciles T55 accounts; prepares lien letters requested by the Resource Agent and as required by the State; prepares journal entries associated with listed duties; and serves as the back-up for Petty Cash check preparation which includes FAR funding, DSS Legal witness checks, etc. This position affects the benefits and services of more than 20,000 County residents. If this position were not filled, workers in other positions would attempt to carry out this work while sacrificing other necessary work.

Department Head: *Cynthia M. Beckman*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill **Paralegal**

Subunit (If Applicable): Legal Date Submitted: 10/13/2020

Reason Vacated: New Position Position Number: 022000002

Date Vacated: N/A Position # Abolished: N/A

Position Will Be: Full-time Last Fill Date: N/A

Hours Per Week: 35 Appointee Will Be: Temporary

### Budget

Fill Request Timeline: Immediately Temporary Position? No

Salary of Person Leaving: \$48,326 Revenue Generating: No 0 %

Benefits: Yes \$24,023 Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$48,326 Budget Mod Attached, If Required?

Grade: M2 **Net County Cost: \$13,746**

### 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 Social Services Department seeks approval for a Temporary Paralegal. The legal unit continues to struggle keeping up with court appearances and the legal paperwork. The legal unit currently supports internships for Law students from Syracuse University.

Each intern is considered a potential candidate for an attorney position, depending on open positions. The increased number of children in care continues to have an impact on the legal units ability to prepare court documents. Offering an intern a Temporary Paralegal position (while waiting to take and pass the bar) will offer support to the legal unit with review and preparation of cases, order, and appeals that take the current attorneys time to prepare and process.

The Temporary Paralegal position will allow each attorney more time to present cases that are properly prepared, also providing the attorneys the time needed to meet with caseworkers prior to scheduled court dates. Preparation and review of each case is what our children and families deserve. The outcome will result in less rescheduled or repeated court dates and a higher quality presentation in the court room.

Department Head: *Cynthia M. Beckman*

Approved?  
Yes  No

County Administrator:

Resolution #: