

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

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, NOVEMBER 20, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – October 23**
- 3. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
 - A. Authorizing the Chair to Sign the 2024 Annual Update (AU) Plan (Res)
 - B. Modifying the 2023 Budget for the Office for the Aging for Additional Funding for the Expanded In-Home Services for the Elderly Program (Res)
 - C. Modifying the 2023 Budget for the Office for the Aging for Additional Funding for the Community Services for the Elderly Program (Res)
 - D. Modifying the 2023 Budget for the Office for the Aging for Additional Funding for the Wellness in Nutrition Program (Res)
 - E. Modifying the 2023 Budget for the Office for the Aging for Additional Funding for Older American Act (OAA) Title III C-2 Home Delivered Nutrition Program from the New York State Office for the Aging (Res)
 - F. Modifying the 2023 Budget for the Office for the Aging for Additional Personal Care Revenue from Cost Share Clients (Res)
- 4. PUBLIC HEALTH – CARLY ZIMMERMAN**
 - A. Authorizing the Chair to Sign Contracts for Early Intervention Services for the Public Health Department and Setting the 2024 Rates for Early Intervention Services (Res)
 - B. Authorizing the Chair to Sign Contracts with Veterinarians and Assistants for Rabies Clinics (Res)
 - C. Modifying the 2023 Budget for Public Health for the Early Intervention Program (Res)
- 5. COMMUNITY SERVICES – JAY ULRICH**
 - A. Mental Health, Addiction Services, and Opioid Treatment Program (OTP) Services Statistics Updates (Info)
- 6. SOCIAL SERVICES – JOE SEEGER**
 - A. Social Services Statistics Eligibility Review (Info)

- B. Authorizing the Chair to Sign a Contract with Heidi Soucis for Assistance and Additional Training in Children’s Services Unit of the Department of Social Services (Res)

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

A. Social Services

- 1. Fill a Caseworker, Position No. 815000020, in Child Protective Services
- 2. Fill a Clerk, Position No. 002300004, in Employment
- 3. Fill a Senior Social Welfare Examiner, Position No. 814100013, in Medicaid
- 4. Fill a Senior Social Welfare Examiner, Position No. 814100016, in Medicaid
- 5. Fill a Keyboard Specialist, Position No. 003100030, in Temporary Assistance/SNAP
- 6. Fill a Caseworker, Position No. 815200007, in Child Protective Services
- 7. Fill a Caseworker, Position No. 815200015, in Child Protective Services

8. 2024 TENTATIVE BUDGET REVIEW

- A. Department Reviews: Community Services, Office for the Aging, Public Health, Social Services, Veterans Services, Weights and Measures, and Youth Bureau

9. COMMITTEE REPORTS

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

10. OLD/NEW BUSINESS

- A. Urging Governor Hochul and State Legislature to Allow Speech-Language Pathologist Assistants and Aides to Practice Via License, Registration, or Certification in the New York State Early Intervention Program to Expand Capacity for Children in Need of Services in Rural Areas of New York State (Res) *(Note: This resolution was tabled at the October Services Committee and will need a motion to remove it from the table.)*

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN THE 2024 ANNUAL UPDATE (AU) PLAN

By Mr. Hull, Chair, Services Committee

WHEREAS, the New York State Office for the Aging requires each Office for the Aging to submit an Annual Update (AU) Plan 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 AU Plan for funding package must be signed by the Chief Executive Officer of St. Lawrence County,

NOW, THEREFORE, BE IT RESOLVED that Board of Legislators authorizes the Chair to sign the 2024 Annual Update (AU) Plan, upon approval of the County Attorney.

December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING
FOR ADDITIONAL FUNDING FOR THE EXPANDED IN-HOME
SERVICE FOR THE ELDERLY PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office for the Aging has received additional Expanded In-Home Service for the Elderly Program (EISEP) Funding from the New York State Office for the Aging (NYSOFA), and

WHEREAS, EISEP Funding is used to provide personal care services for approximately sixty (60) qualifying seniors within the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for additional funding for the Expand In-Home Service for the Elderly Program, as follows:

INCREASE APPROPRIATIONS:

OA067724 43007	O PFA Other Fees & Services	\$31,438
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INCREASE REVENUE:

OA037725 56002	O SA EISEP	\$31,438
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December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING
FOR ADDITIONAL FUNDING FOR THE COMMUNITY SERVICES
FOR THE ELDERLY PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office for the Aging has received additional funding from the New York State Office for the Aging (NYSOFA) for the Community Services for the Elderly (CSE) Program, and

WHEREAS, CSE Funding is used to provide personal emergency response and senior transportation services within the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for additional funding for the Community Services for the Elderly Program, as follows:

INCREASE APPROPRIATIONS:

OA067724 43007	O PFA Other Fees & Services	\$21,160
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INCREASE REVENUE:

OA037725 56001	O SA Community Services Elderly	\$21,160
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December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING
FOR ADDITIONAL FUNDING FOR THE WELLNESS IN NUTRITION PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office for the Aging has received additional funding from the New York State Office for the Aging for the Wellness in Nutrition (WIN) Program, and

WHEREAS, WIN Funding is used to provide congregate and home delivered meals for the senior population of the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for additional funding for the Wellness in Nutrition Program, as follows:

INCREASE APPROPRIATIONS:

ON067724 42000	O Nutr Office Supplies & Expense	\$500
ON067724 42202	O Nutr Equip Repair & Main	10,000
ON067724 42800	O Nutr Nutrition Site Supplies	20,000
ON067724 445VD	O Nutr Volunteer Driver	<u>28,593</u>
		\$59,093

INCREASE REVENUE:

ON037725 56000	O SA SNAP Reimbursement	\$59,093
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December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING
FOR ADDITIONAL FUNDING FOR OLDER AMERICAN ACT (OAA)
TITLE III C-2 HOME DELIVERED NUTRITION PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office for the Aging has received additional funding from the New York State Office for the Aging for Older American Act (OAA) Title III C-2 Home Delivered Nutrition Program, and

WHEREAS, Title III C-2 Funding is used for home delivered meals for the senior population of the County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for additional funding for Older American Act (OAA) Title III C-2 Home Delivered Nutrition Program, as follows:

INCREASE APPROPRIATIONS:

ON067724 45200	O Nutr Food & Supplies Expense	\$29,989
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INCREASE REVENUE:

ON047725 570C2	OFA Title III C2	\$29,989
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December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING FOR
ADDITIONAL PERSONAL CARE REVENUE FROM COST SHARE CLIENTS**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office for the Aging receives personal care reimbursements from cost share clients who have qualified for the Expanded In-Home Services for the Elderly Program (EISEP), and

WHEREAS, the amount of cost share collected has exceeded the amount budgeted for 2023, and

WHEREAS, cost share income will continue to increase as the cost to provide personal care services continues to increase,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for Additional Personal Care Revenue from Cost Share Clients, as follows:

INCREASE APPROPRIATIONS:

OA067724 43007	O PFA Other Fees & Services	\$12,500
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INCREASE REVENUE:

OA027705 550PR	O LR Personal Care Reimbursement	\$12,500
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December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR EARLY INTERVENTION SERVICES FOR THE PUBLIC HEALTH DEPARTMENT AND SETTING THE 2024 RATES FOR EARLY INTERVENTION SERVICES

By Mr. Hull, 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, 2024 through December 31, 2024, 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, providers hired after December 31, 2019, will be paid the rates for new providers listed below, 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, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the following 2024 rates are authorized for Early Intervention Services, 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	\$108/150	\$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)	\$70	\$70
Travel Reimbursement for 2 hours travel per day	\$42	\$0
Mileage for Visits (Home or Community)	\$0	\$0.45/per mile

December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH
VETERINARIANS AND ASSISTANTS FOR RABIES CLINICS**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Rabies Program provides rabies vaccines, rabies certificates, and tags to all animals vaccinated, and also records and maintains the rabies certificates on file for all St. Lawrence County rabies clinics, and

WHEREAS, the Rabies Program is responsible for holding a minimum of one (1) rabies clinic on a quarterly basis within St. Lawrence County, and this is the responsibility of the Public Health Department, and

WHEREAS, one licensed veterinarian and one veterinarian assistant is needed to provide vaccinations for each rabies clinic, and

WHEREAS, veterinarians that work the rabies clinics would receive a rate of \$200 and any assistants would receive a rate of \$54 (PP040424 430VT RAB),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with veterinarians and assistants for rabies clinics, upon approval of the County Attorney.

December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR PUBLIC HEALTH
FOR THE EARLY INTERVENTION PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for expenses associated with the Early Intervention Program, and

WHEREAS, there have been higher than anticipated participation and therefore expenses within the Early Intervention Program have increased, and

WHEREAS, there have been lower than anticipated expenses in the Public Health PreK Program and an increase in revenue within the Preventive Services Programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for Public Health Department for the Early Intervention Program, as follows:

INCREASE APPROPRIATIONS:

PE040594 430DS	P ECP Direct Service Fees	\$45,000
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DECREASE APPROPRIATIONS:

PK040504 44401	P PREK Special Travel	\$22,500
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INCREASE REVENUE:

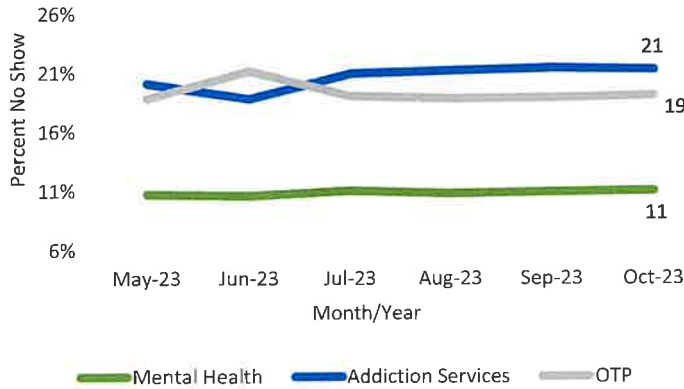
PP034015 56000	P SA Public Health Prev & Clinic	\$22,500
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Community Services Clinic Update

October 2023

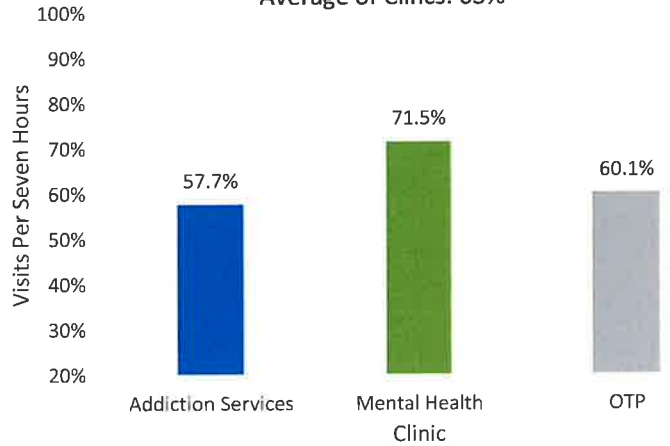
No Show Appointment Rates

Six Month Average: 16.9%



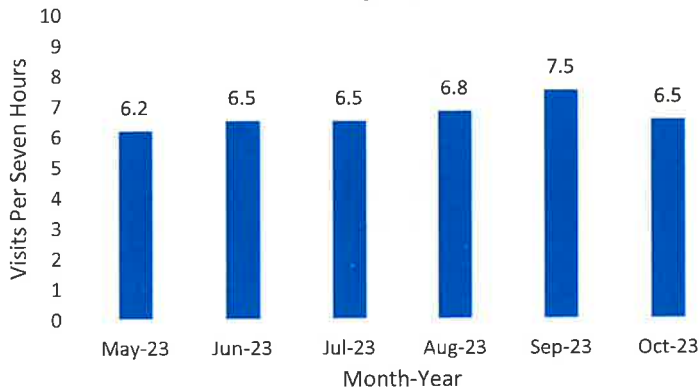
Clinic Counselor Visits Average

Average of Clinics: 63%



Addiction Services & OTP Visits Per Seven Hours

Average: 6.6



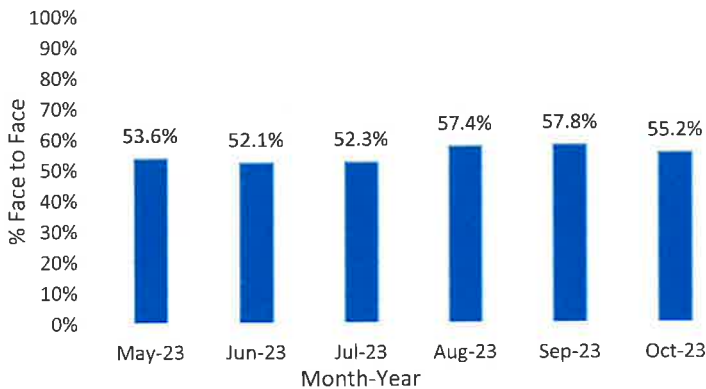
Mental Health Services Visits Per Seven Hours

Average: 7.0



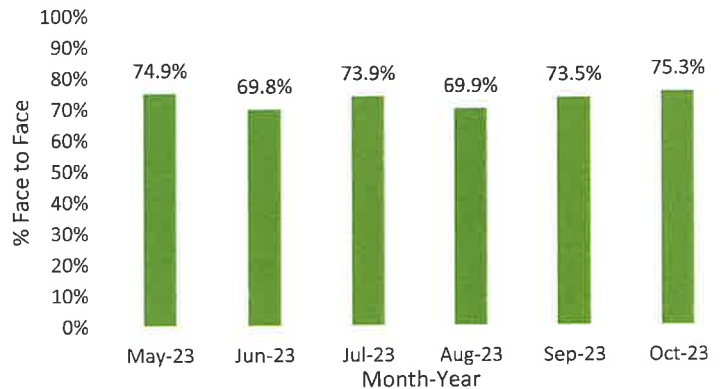
Addiction Services/OTP Face to Face %

Average 55%



Mental Health Face to Face %

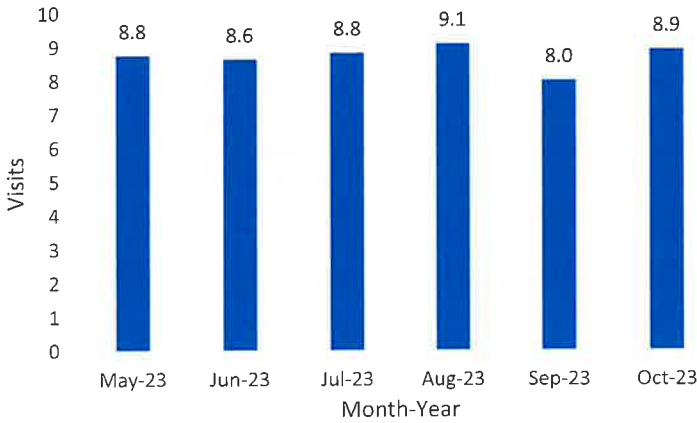
Average 72.9%



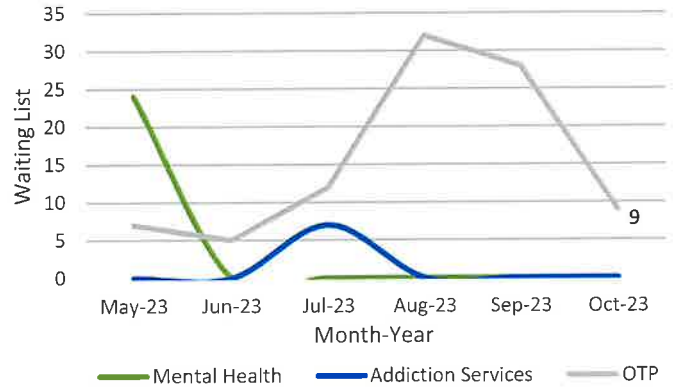
Community Services Clinic Update

October 2023

Prescribers Visits Per Seven Hours
Average 8.7



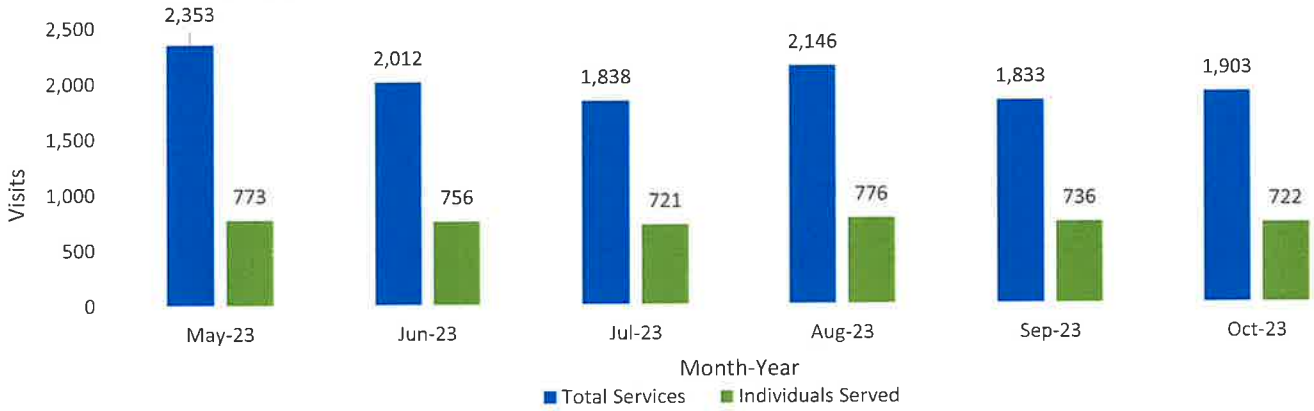
Wait Lists
Six Month Average: 5



Services Provided - All Clinics

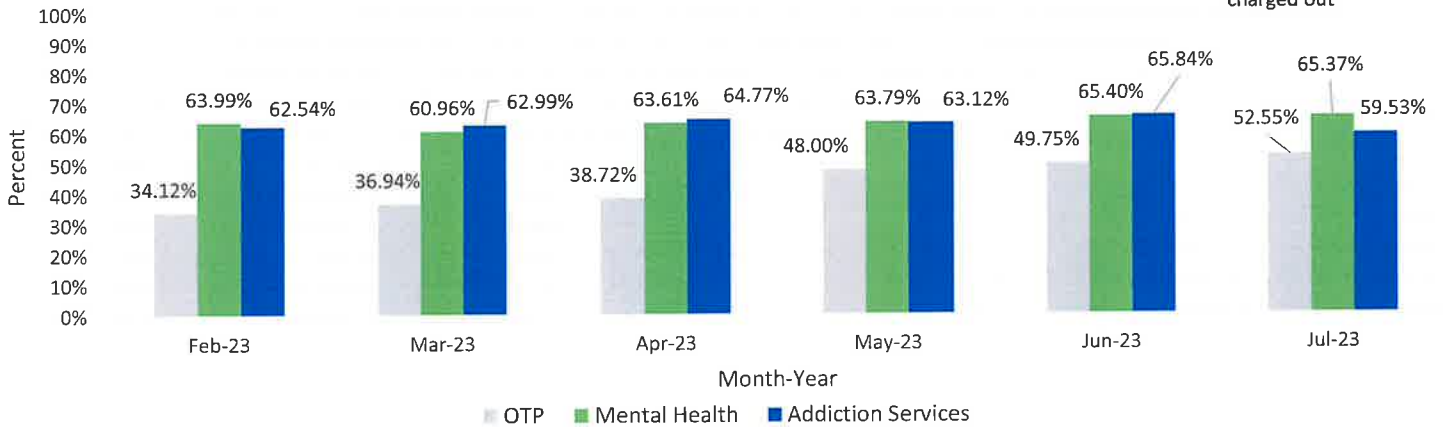
Total Services Average: 2,014

Individuals Average: 747



Percentage of Dollars Paid of Billed Services

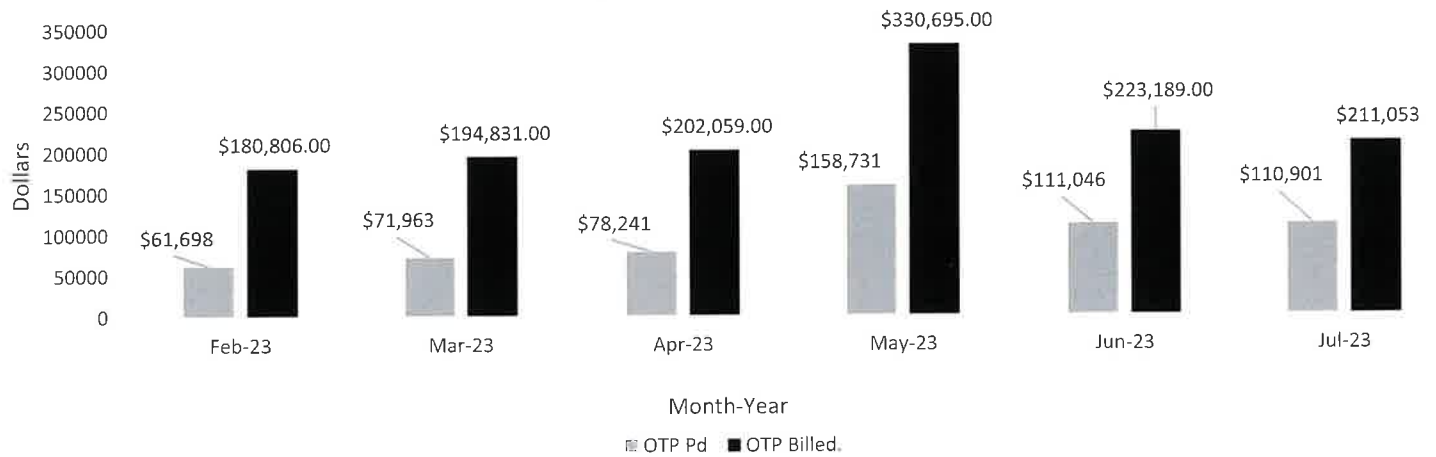
*3 Month Lag
Total % of dollars received of what was charged out



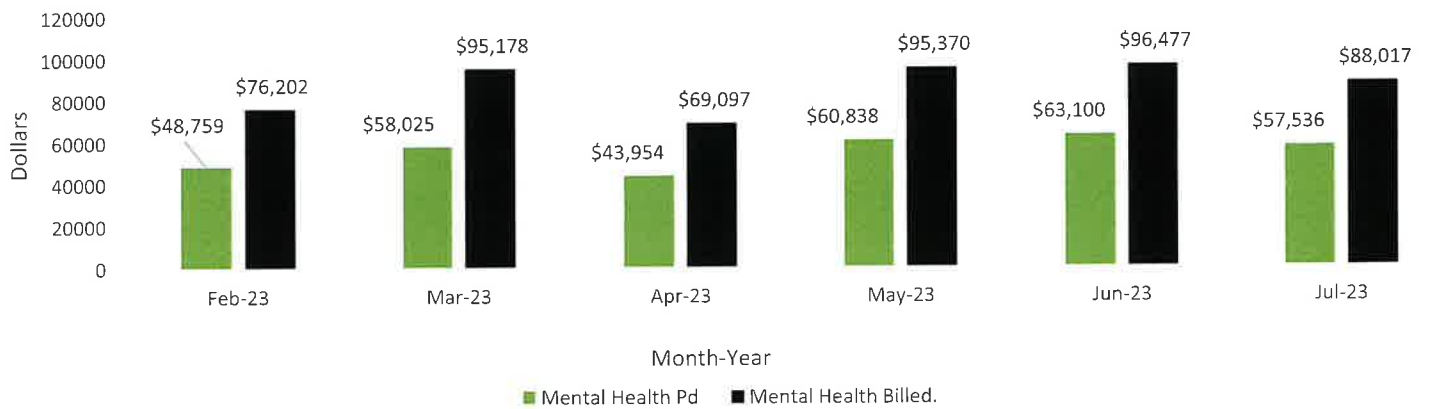
Community Services Clinic Update

October 2023

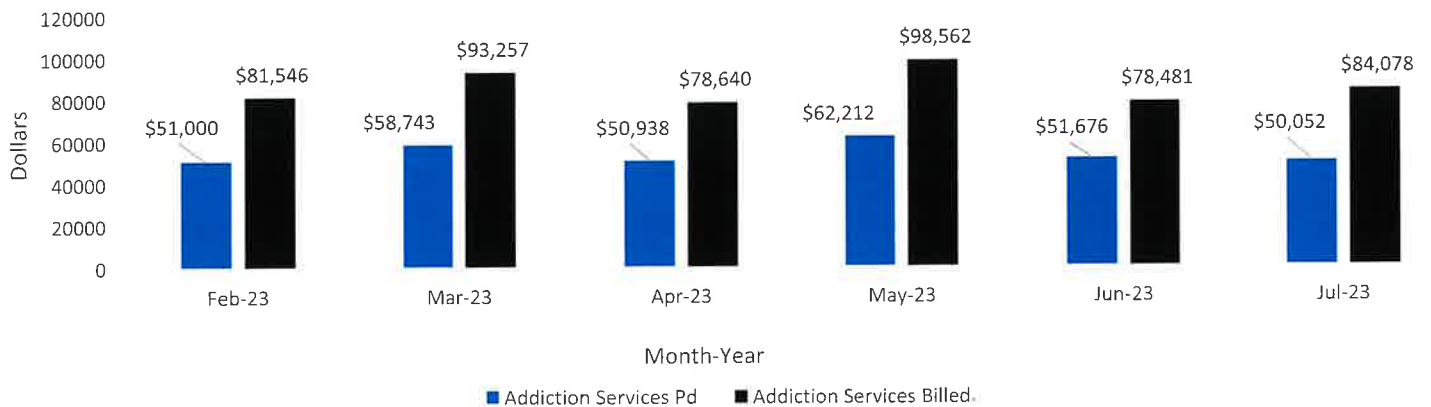
OTP Dollars Paid vs OTP Dollars Billed



MH Dollars Paid vs MH Dollars Billed



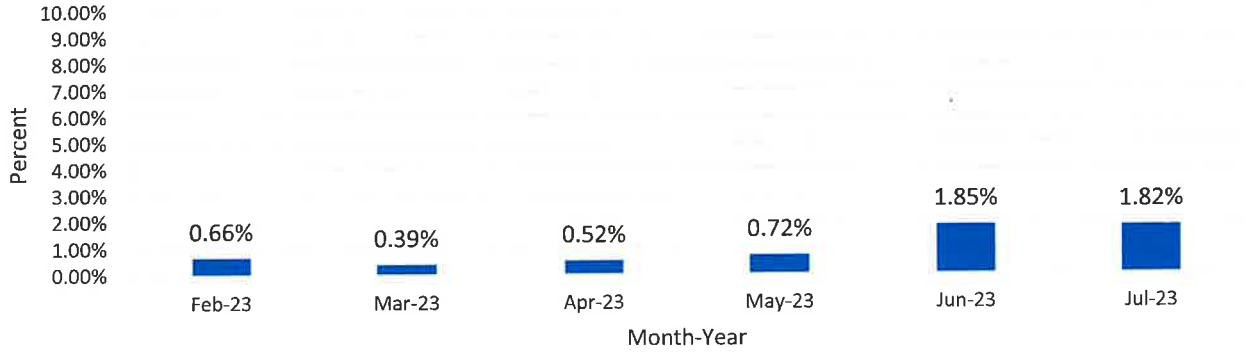
SA Dollars Paid vs SA Dollars Billed



Community Services Clinic Update October 2023

Percent of Services Provided But Not Billed

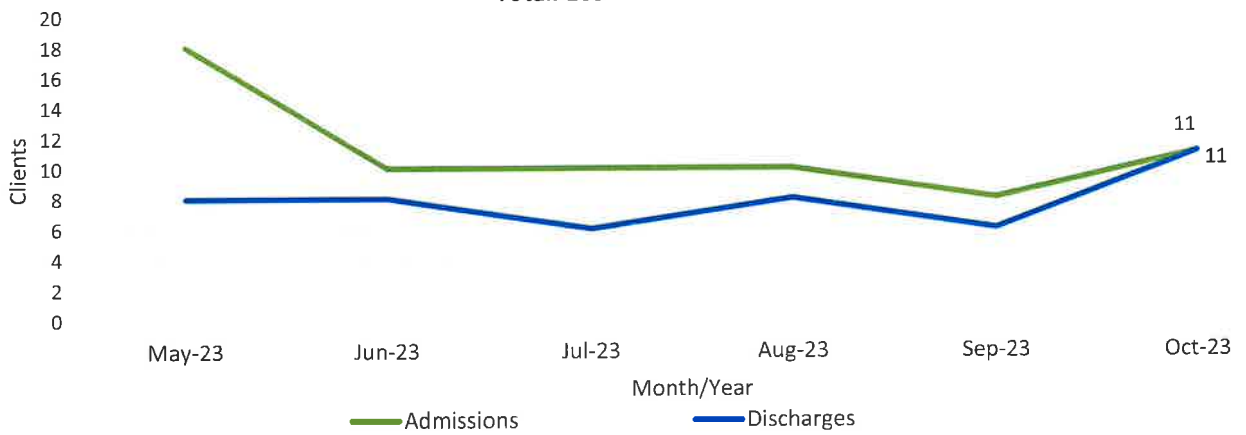
*Indicates % of services, not dollars.



OTP Admissions & Discharges

Total: 169

Net Change:



Opioid Treatment Program (OTP) Population Source

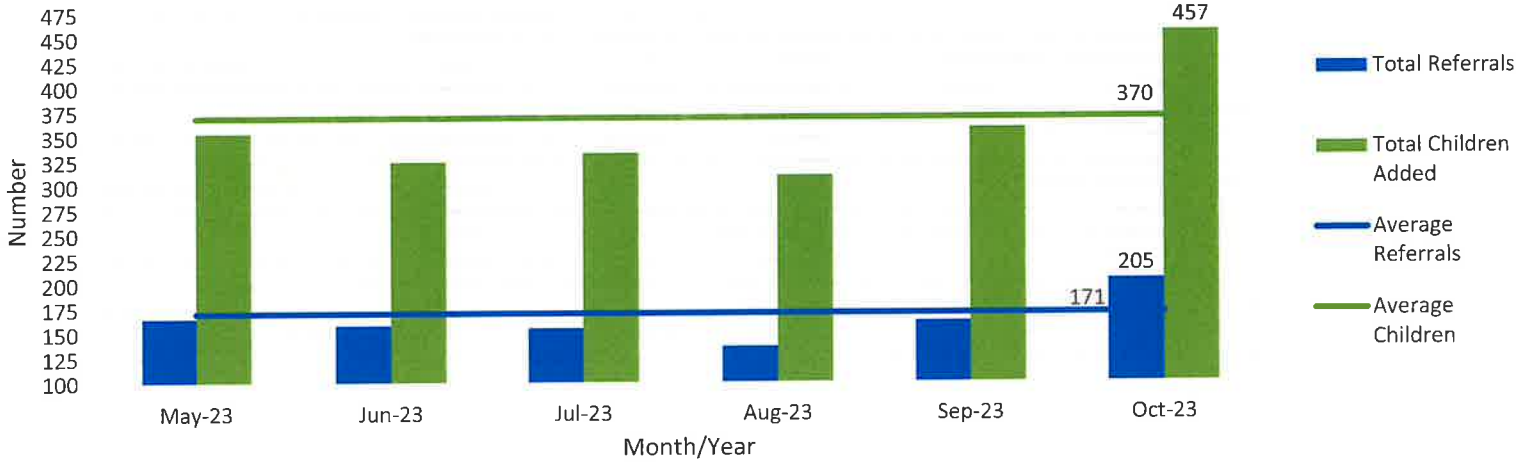
Total: 170



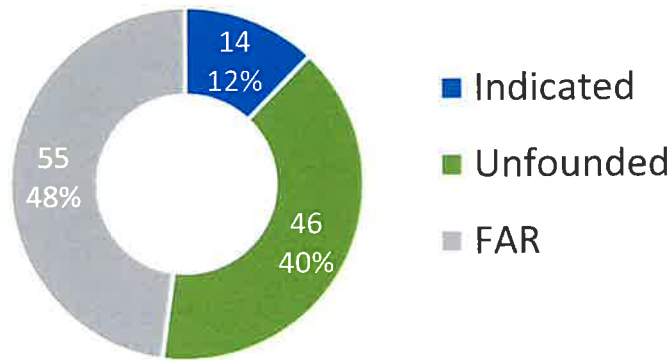
Social Services Monthly Update – October 2023

Child Protective Services

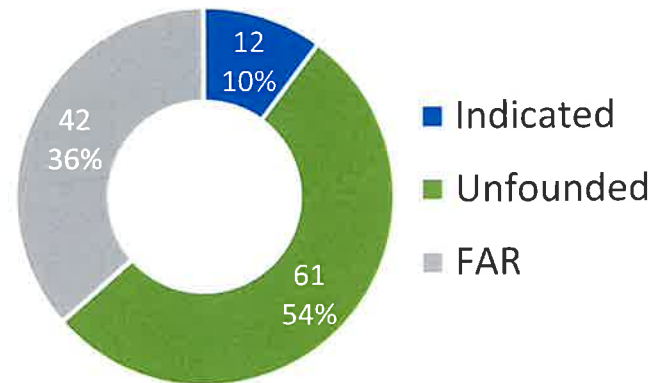
Referrals and Children



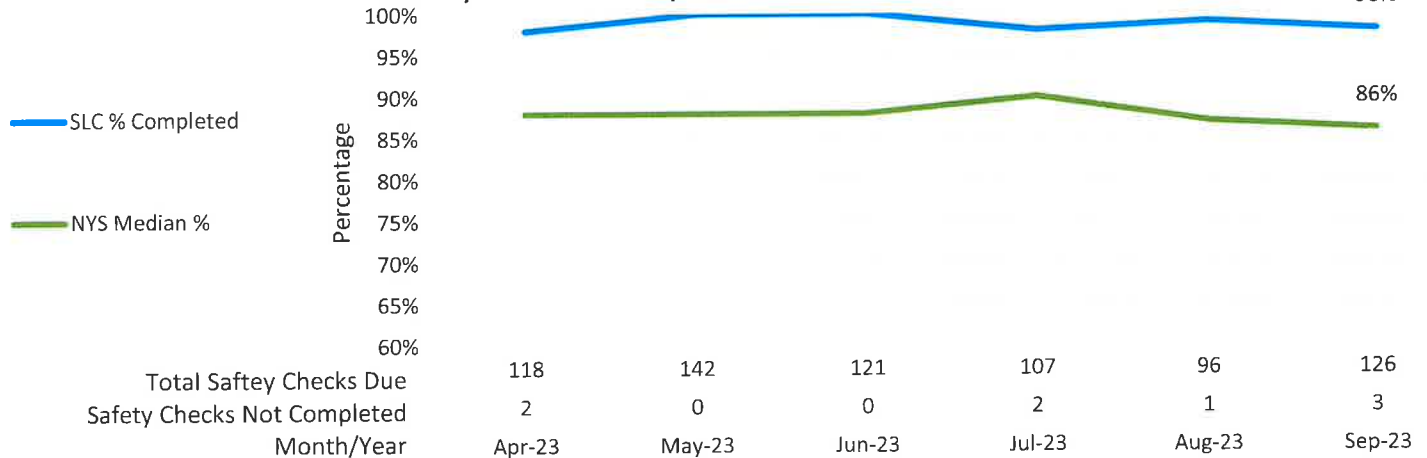
Indicated, Unfounded, & Family Assessment Response (FAR)



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



Safety Checks Completed on Time



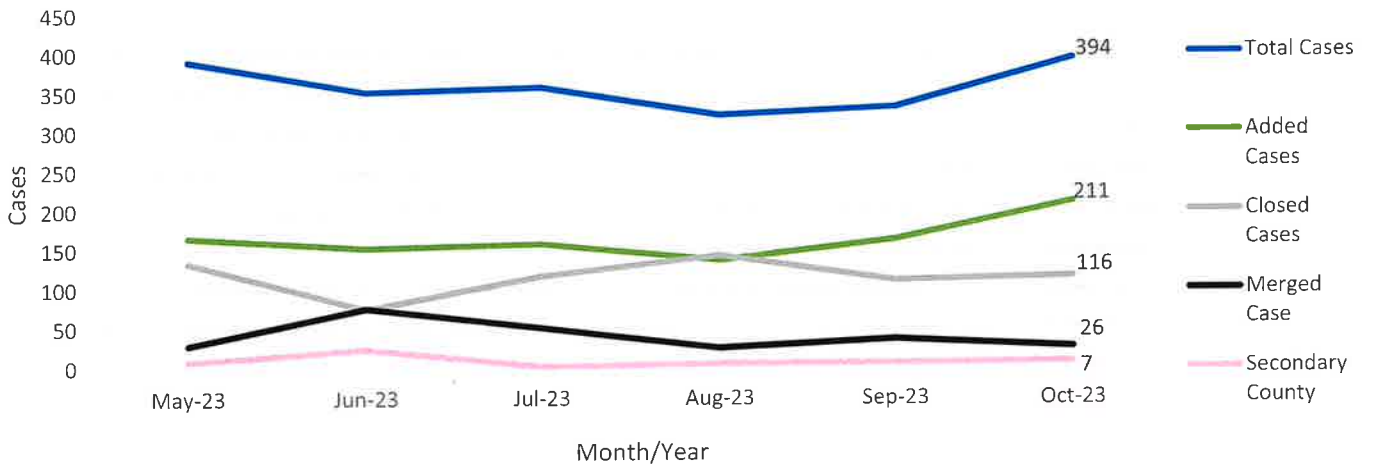
Month/Year	Total Safety Checks Due	Safety Checks Not Completed
Apr-23	118	2
May-23	142	0
Jun-23	121	0
Jul-23	107	2
Aug-23	96	1
Sep-23	126	3

*Data Lagged By One Month Due to Reporting Timeline

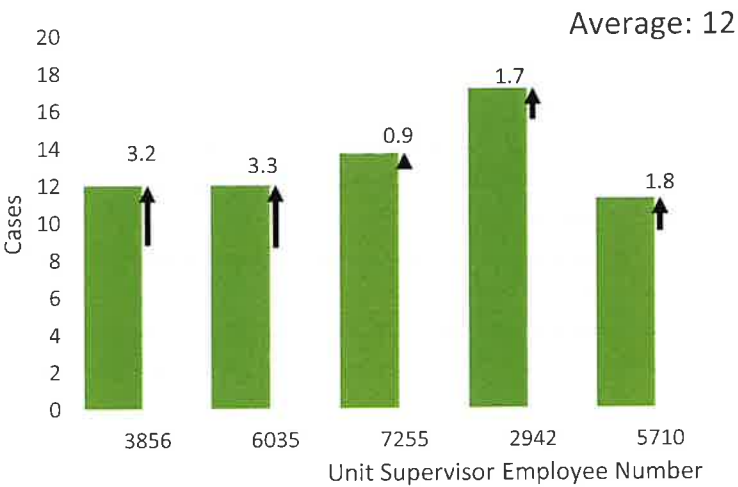
Average CPS Caseload



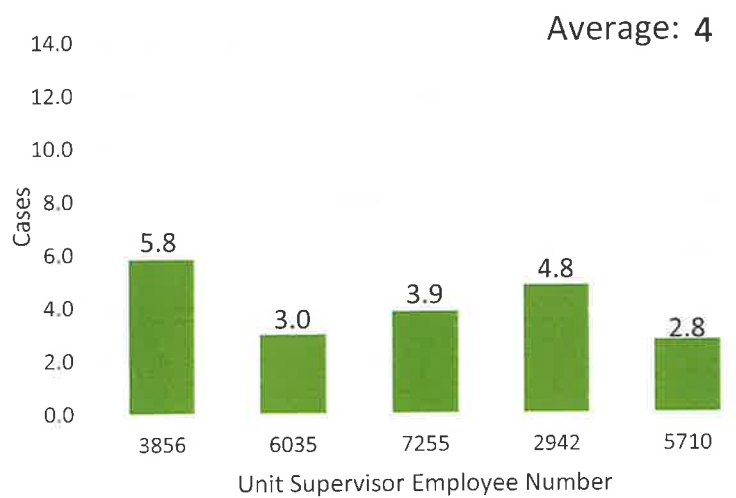
Total Caseload



Unit Average Cases Per Month

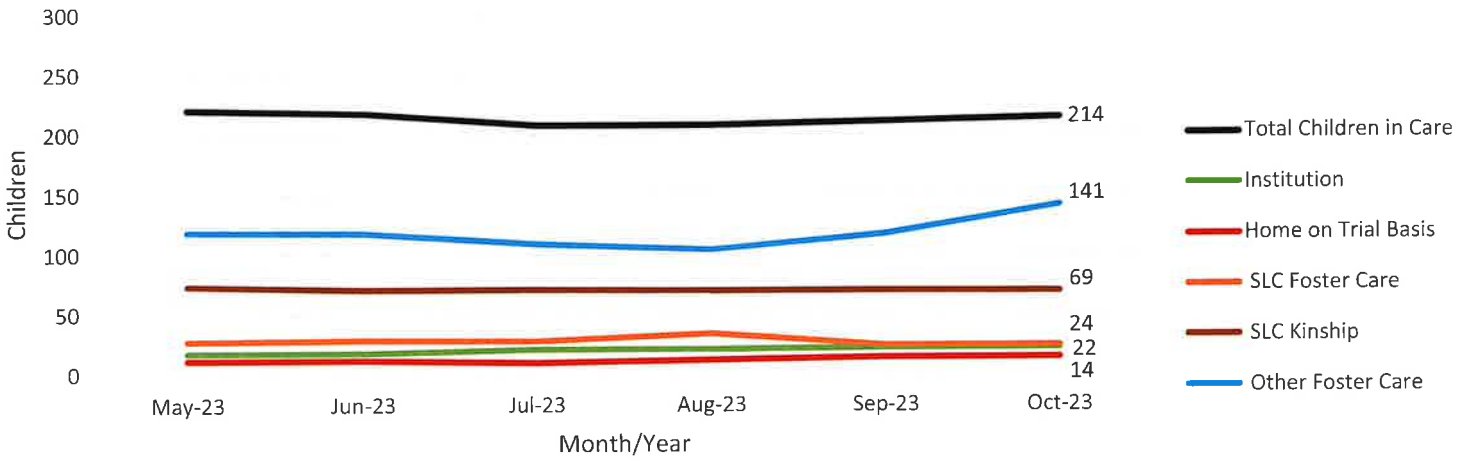


Unit Average Cases Closed



Foster Care/Preventive Services

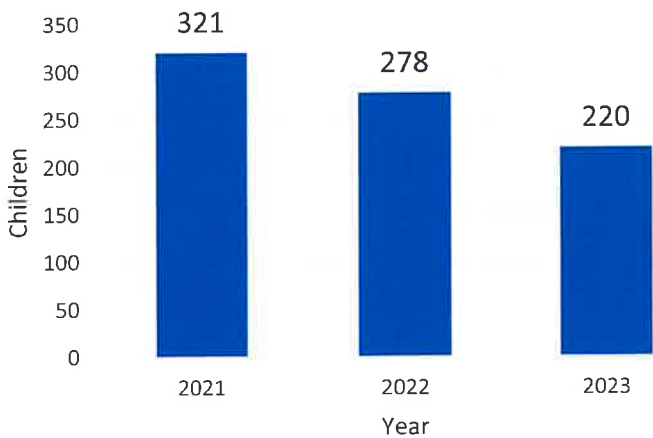
Children In Care



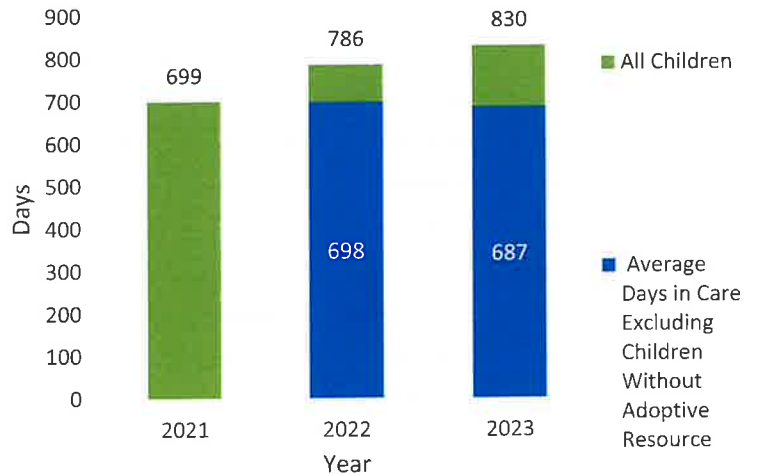
Net Change to Children in Care



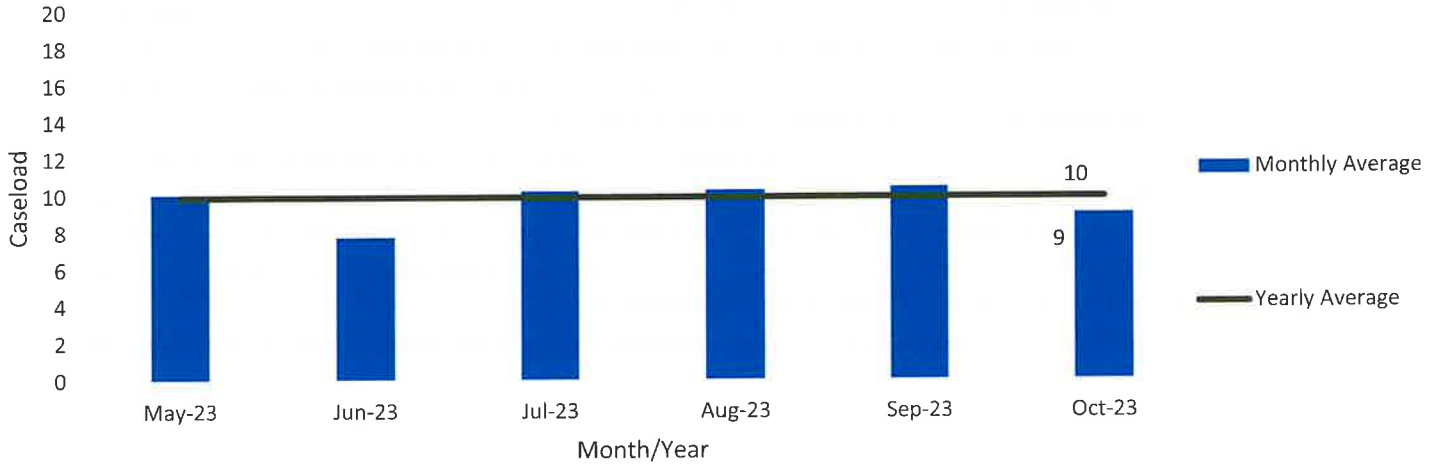
Average Number of Children in Care



Average Days Children Have Been in Care

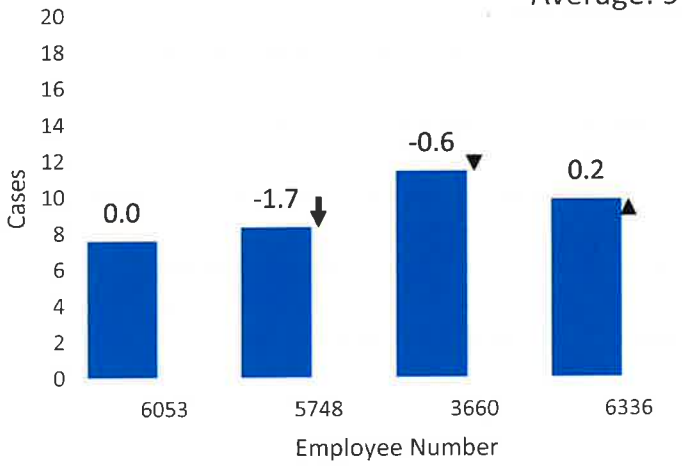


Average Foster Care/Preventive Caseload



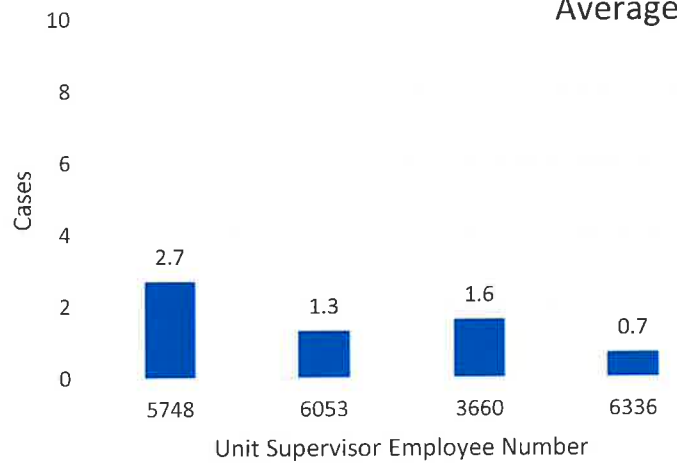
Unit Average Cases Per Month

Average: 9



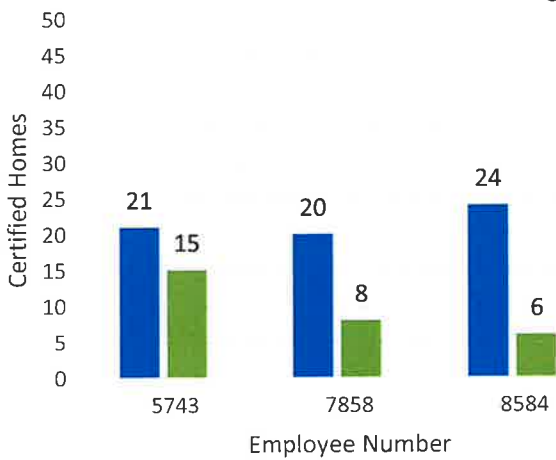
Unit Average Cases Closed

Average : 1

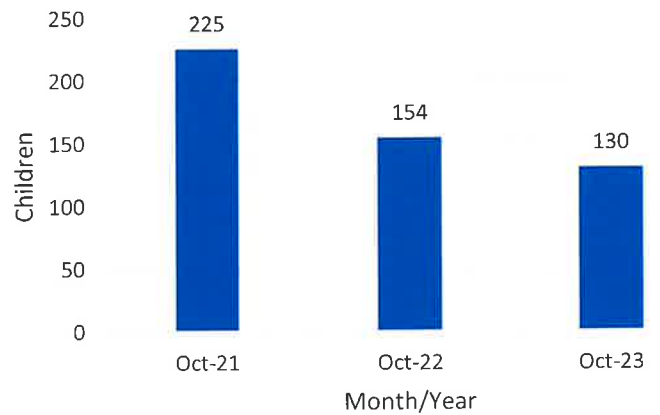


Home Finder Unit

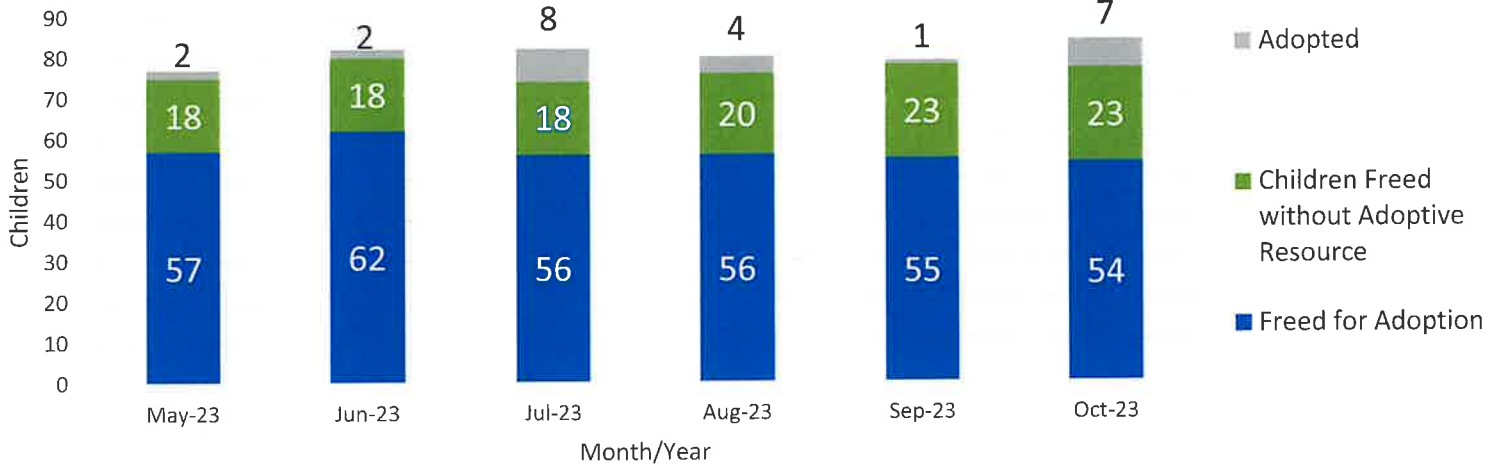
Total Change: 3



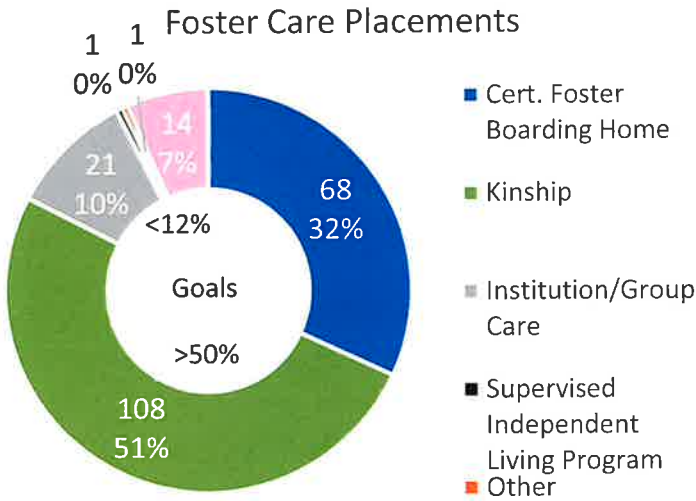
Average Number of Children in Home Receiving Services



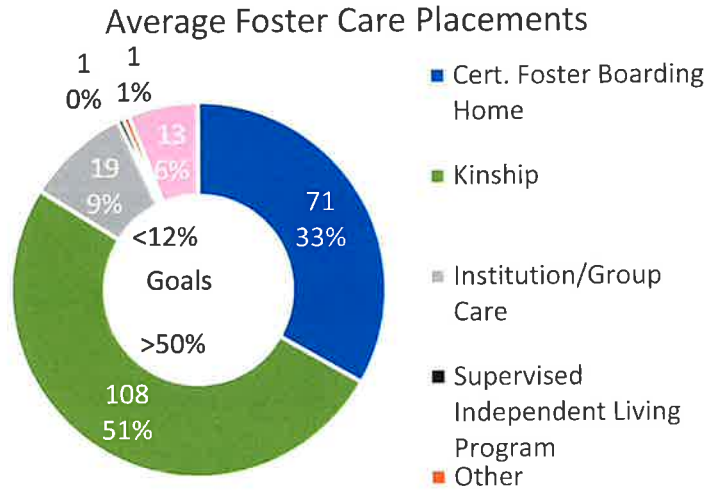
Adoption Activity



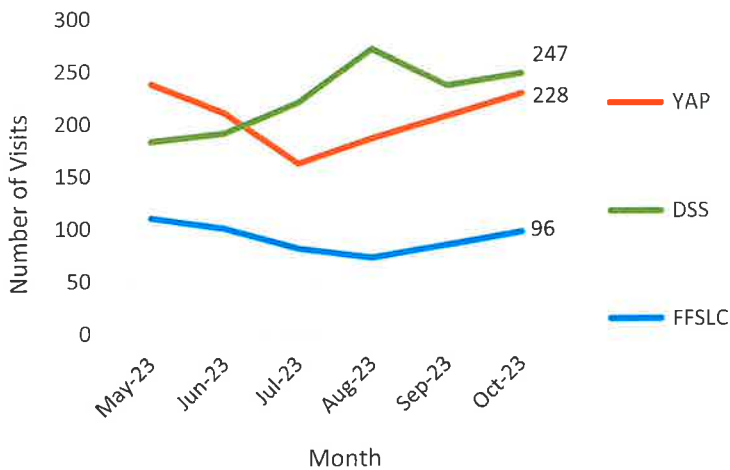
Foster Care Placements



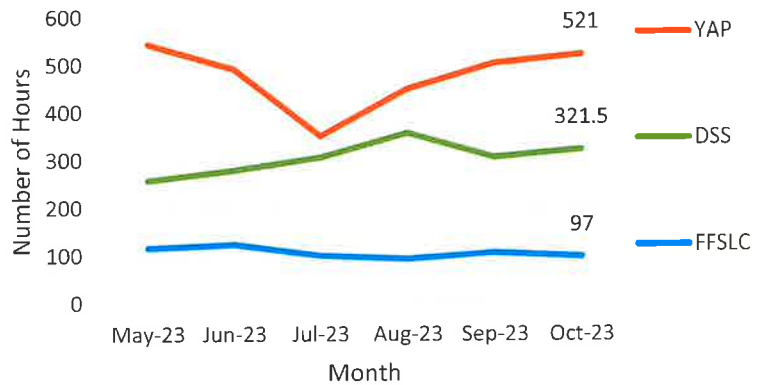
Average Foster Care Placements



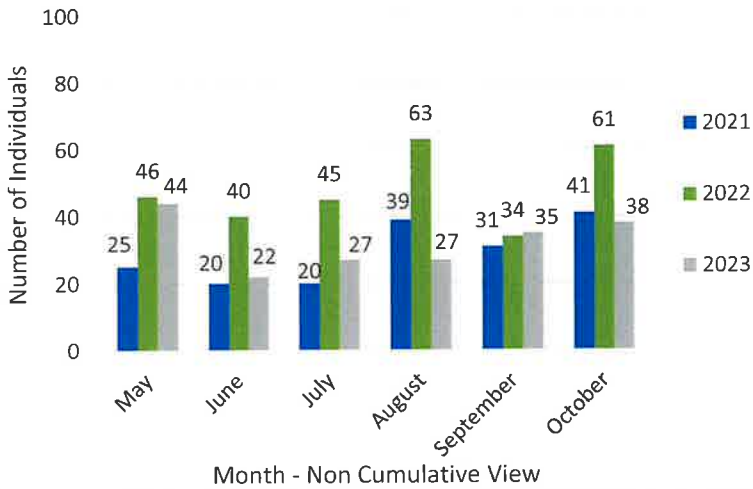
Number of Visits for 183 cases



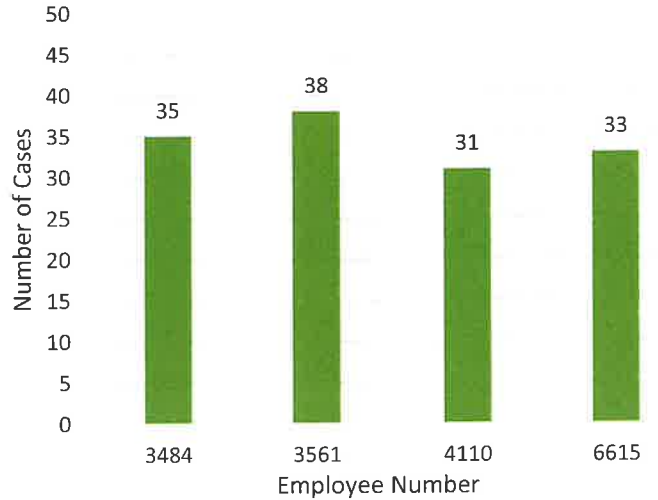
Number of Hours Supervised Visitation for 183 cases



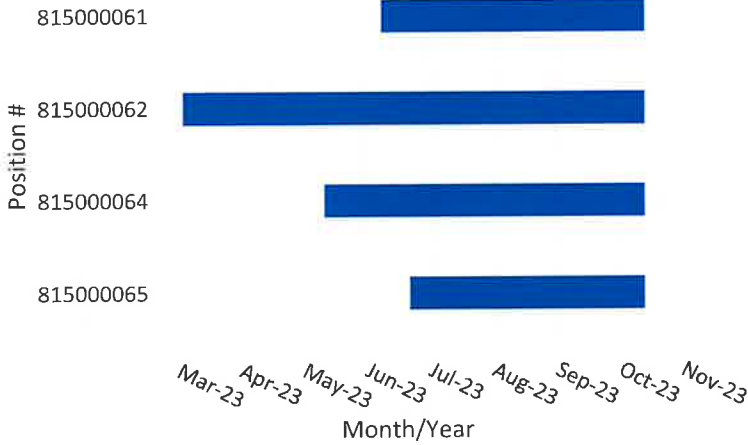
Homeless Placements



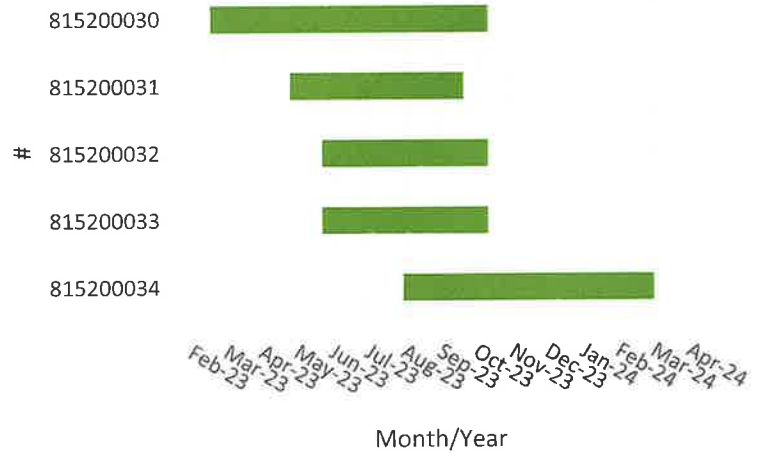
Adult Protective Cases - Totals: 137



Caseworker Trainee Period - Foster Care/Preventive

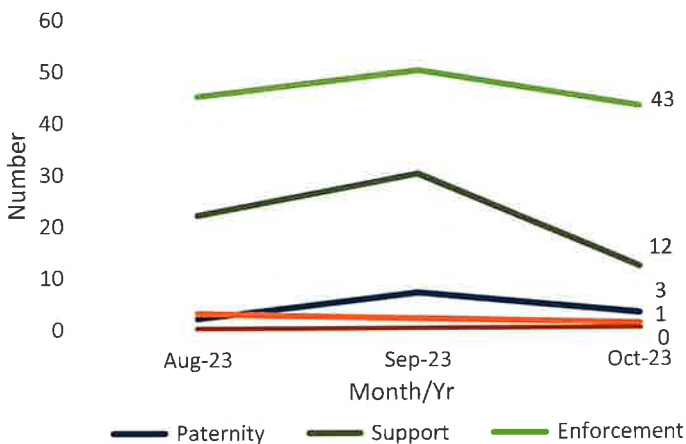


Caseworker Trainee Period - CPS



Child Support

Child Support Petitions



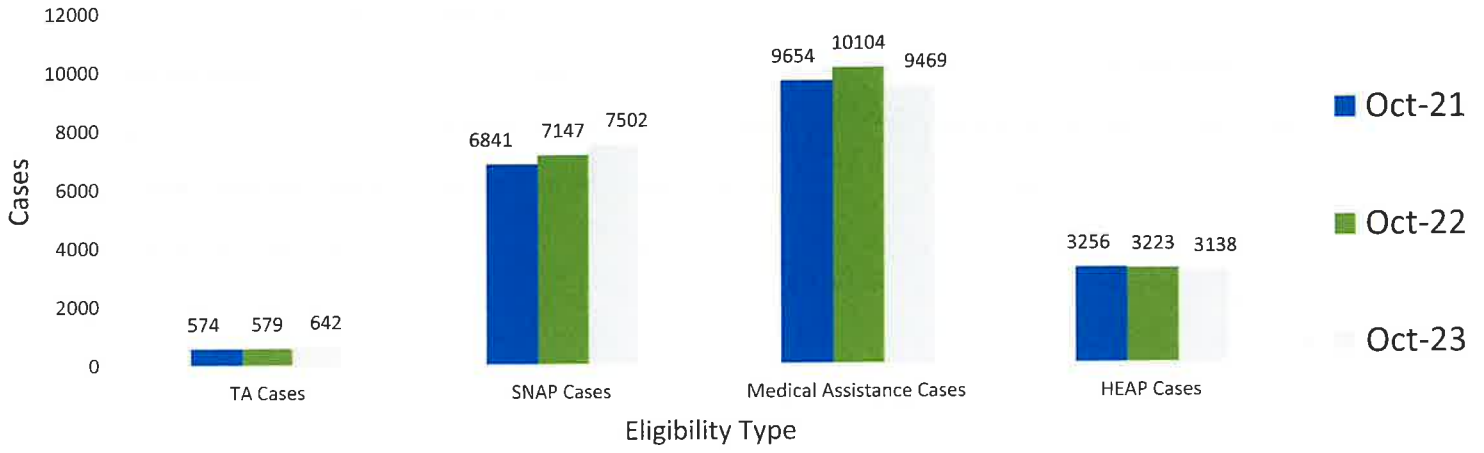
Child Support Collections



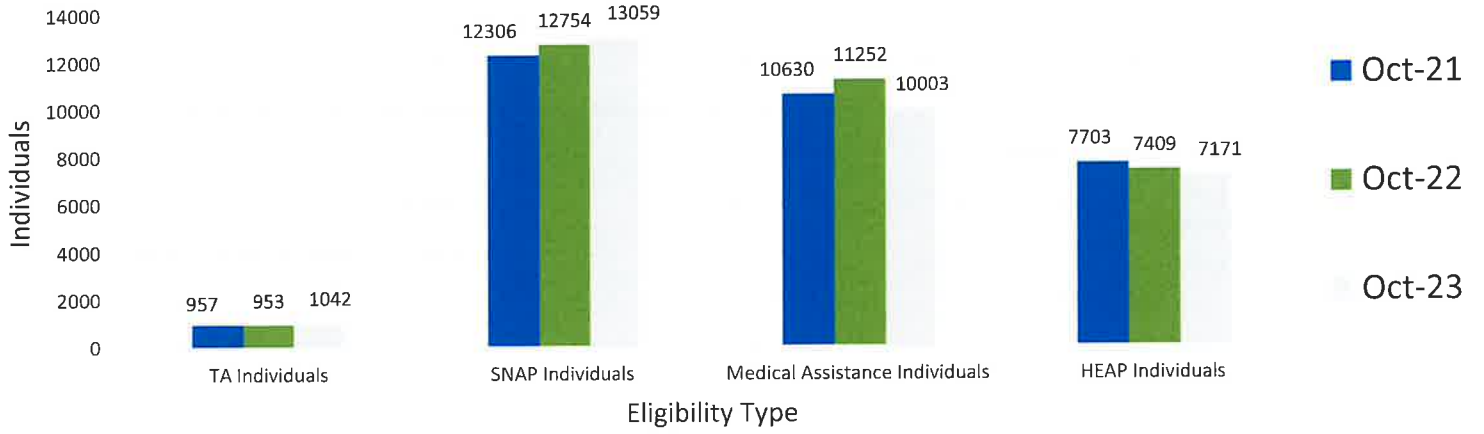
Social Services Monthly Update – October 2023

Eligibility Programs

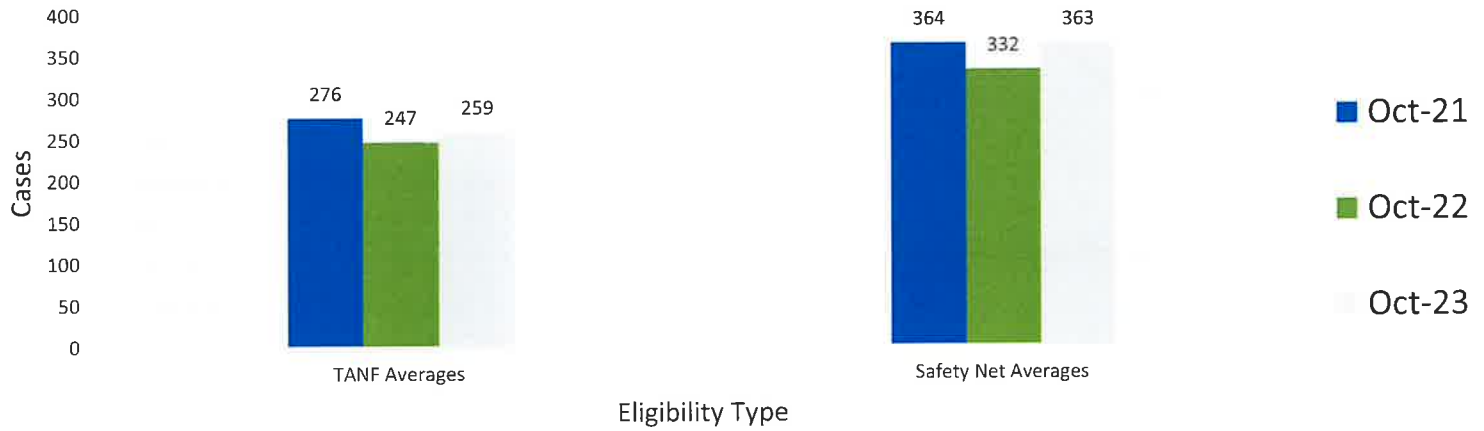
Total Cases by Type



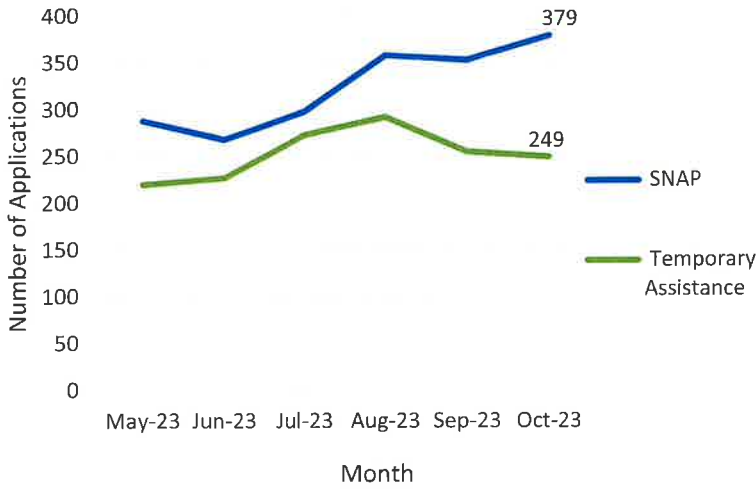
Total Individuals by Type



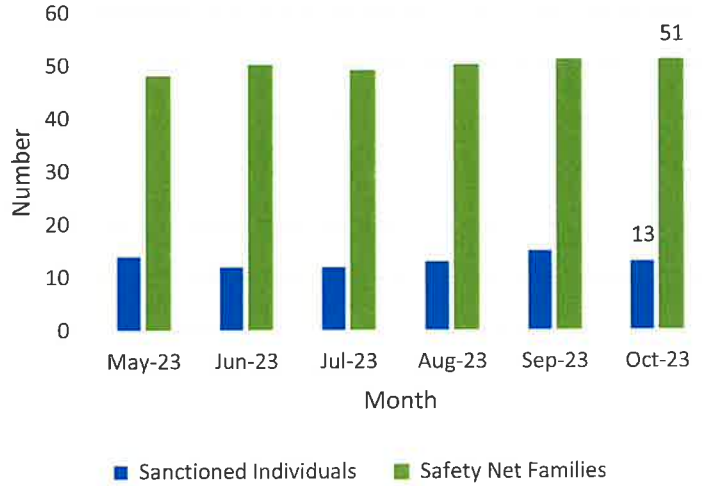
TANF & Safety Net Averages



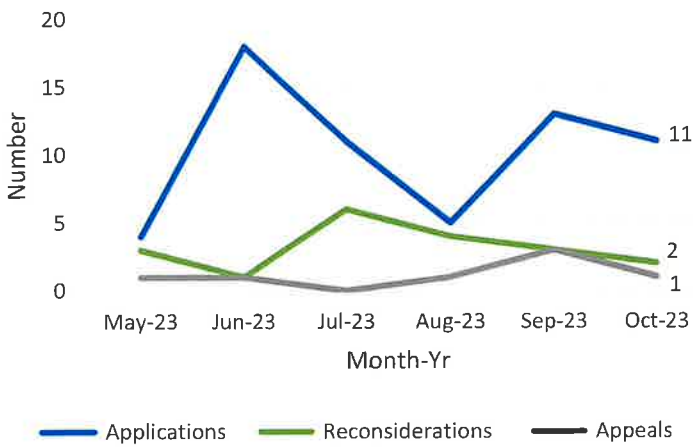
Program Applications



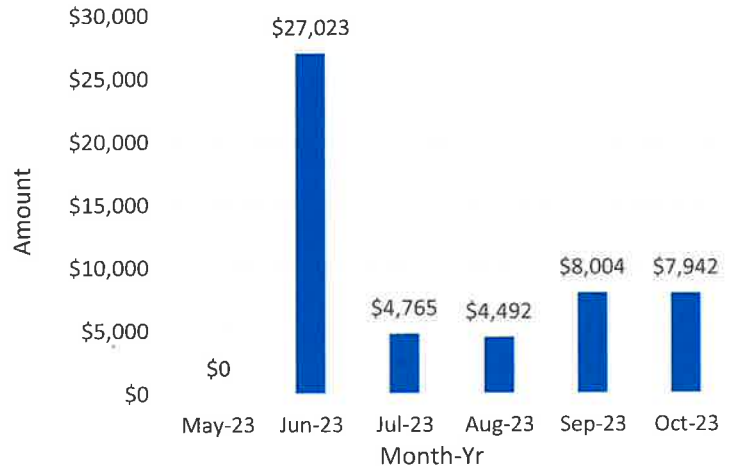
Safety Net Families



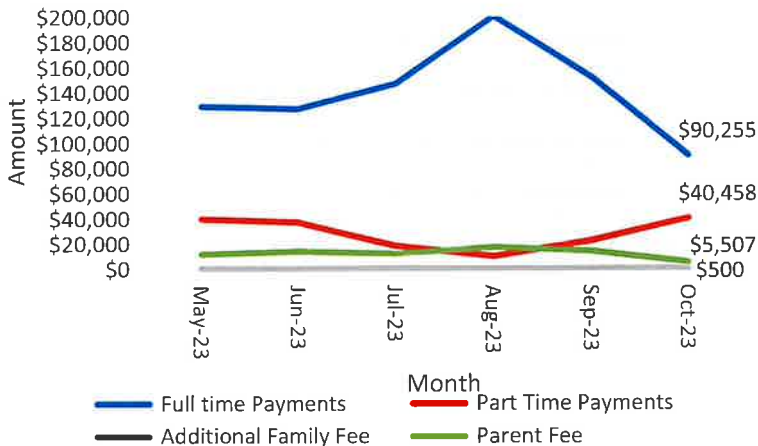
Disabled Client Assistance Program (DCAP)



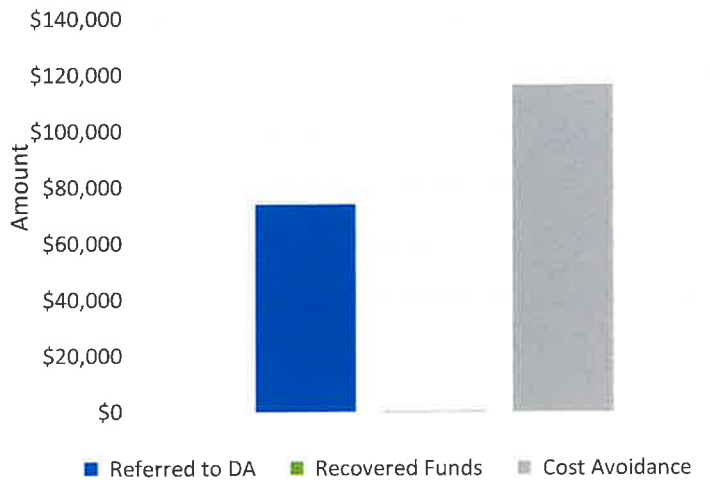
DCAP Interim Assistance Reimbursed



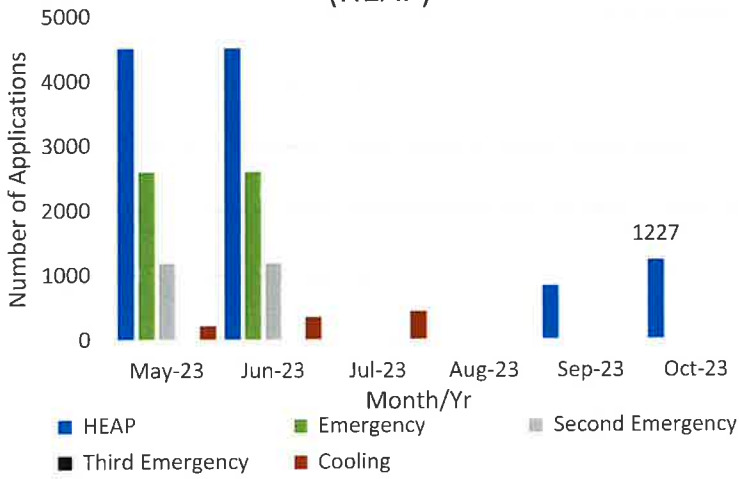
Child Care Assistance Payments 61 Providers



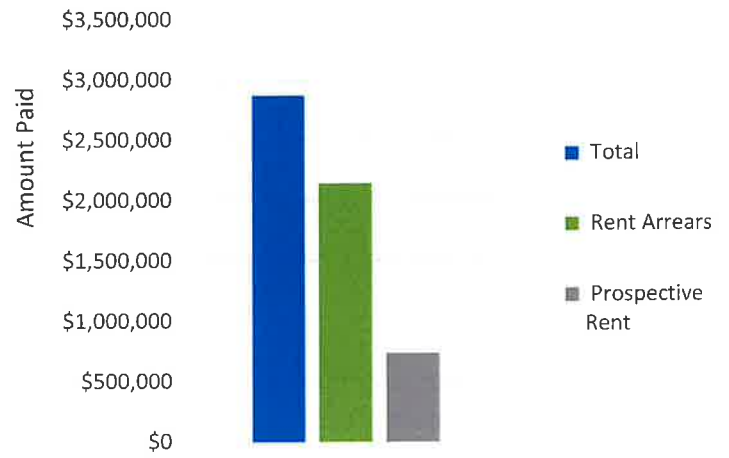
Fraud Investigation Unit (YTD)



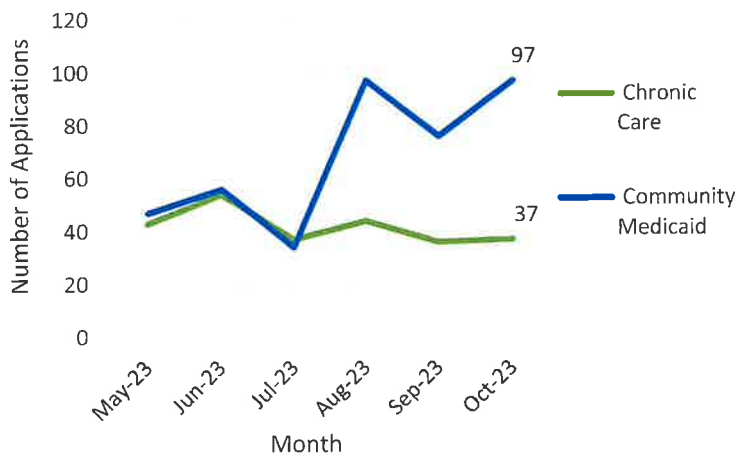
Home Energy Assistance Program (HEAP)



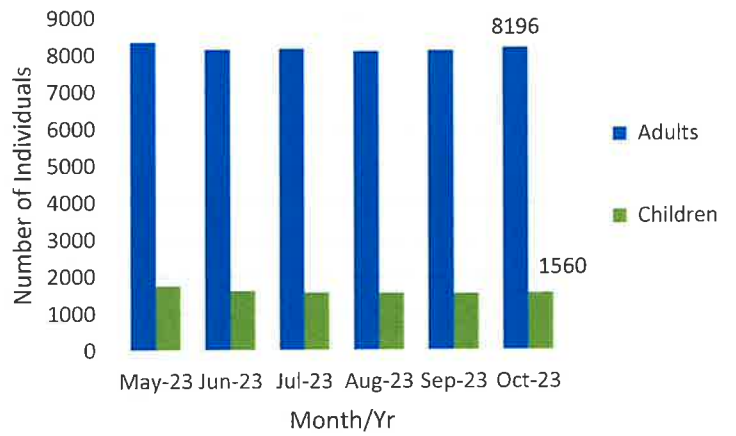
Emergency Rental Assistance Program (6/1/21- 10/16/23)



Medicaid Applications



Active Medicaid by Age



December 4, 2023

Services Committee: 11-20-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
HEIDI SOUCIS FOR ASSISTANCE AND ADDITIONAL TRAINING IN
CHILDREN'S SERVICES UNIT OF THE DEPARTMENT OF SOCIAL SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Position No. 817100001, Case Supervisor, Grade A, was vacated on September 28, 2023 due to a retirement, and

WHEREAS, Resolution No. 365-2023 authorized filling the Case Supervisor, Grade A, position in Children's Services at Social Services, and an interim supervisor has been appointed, and

WHEREAS, this Position is critical to programs in Children's Services, which includes Foster Care, Preventive Care, and Adoption Services, and

WHEREAS, if training were not provided, the provision of direct supervision, leadership and review of petitions and violations prior to submission to court, permanency hearings, and compliance conferences could be compromised, and

WHEREAS, the Department of Social Services requests assistance during this transition to a new Case Supervisor, Grade A, Position and the employee who recently retired is available to work contractually, in a training capacity, at her most recent hourly rate for a period not to exceed three (3) months to help with the transition (DAA60104 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Heidi Soucis for assistance and additional training in Children's Services Unit of the Department of Social Services, upon approval of the County Attorney.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 10/31/2023

Reason Vacated: Resignation

Position Number: 815000020

Date Vacated: 10/30/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 5/24/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$50,678

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$26,069

Revenue Generating: No 0 %

Base Salary: \$49,734

Reimbursed by Local, State or Federal Funds: Yes 72 %

Base Hourly: \$27.33

Grade: 24

Net County Cost: \$21,719

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

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

This Caseworker is assigned to work primarily with children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 11 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 20 cases with multiple children per case and over 20 youth/worker. When the caseloads are beyond what is recommended or manageable, or there is a lack of sufficiently trained Caseworkers, this creates situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Caseworker

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree.

SPECIAL REQUIREMENT: A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Clerk

Subunit (If Applicable): Employment

Date Submitted: 10/31/2023

Reason Vacated: Promotion

Position Number: 002300004

Date Vacated: 10/27/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 5/21/2019

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$36,287

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$18,666

Revenue Generating: No 0 %

Base Salary: \$34,162

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

Base Hourly: \$18.77

Grade: 13

Net County Cost: \$19,398

*Net County Cost is calculated from salary of person leaving, if available

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, it would compromise adequate and timely services for employment mandated programming in the Temporary Assistance and Supplemental Nutrition Assistance Program (TA/SNAP). This position completes employment code changes which is essential to the TA/SNAP programs. Employment code changes ensure the mandated employment and training services to TA/SNAP participants follow the correct policy requirements for the specific individuals. A summary of duties performed include answering and responding to routine correspondence within the unit, the creation and update of forms and spreadsheets, taking notes and sending invitations to meetings, upkeep of calendar occurrences within the unit, completing data entry and the retrieval of pertinent information as relevant, issuing notifications to individuals, monitors select case types, completes referrals for specific projects, and other duties as needed and relevant to position and the needs of the unit. This position is responsible for the clerical duties of the unit that enable it to run efficiently. The unit would not be able to complete the necessary duties per program requirements if not filled.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Clerk

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma; OR

(B) One (1) year of full-time clerical experience.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Social Welfare Examiner

Subunit (If Applicable): Medicaid

Date Submitted: 10/31/2023

Reason Vacated: Promotion

Position Number: 814100013

Date Vacated: 10/13/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 3/6/2023

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$56,866

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$29,252

Revenue Generating: No 0 %

Base Salary: \$47,856

Reimbursed by Local, State or Federal Funds: Yes 100 %

Base Hourly: \$26.29

Grade: 23

Net County Cost: \$0

*Net County Cost is calculated from salary of person leaving, if available

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 Senior Social Welfare Examiner position is vacant within the Community Medicaid Unit. This position is needed to comply with deadlines set by regulations and to review eligibility determinations for various mandated Medicaid programs in connection with initial applications and recertifications. The Senior Social Welfare Examiner is responsible for supervising Social Welfare Examiners and assists with training on policies, regulations and determining Medicaid eligibility. They review and approve work completed by the Social Welfare Examiners to ensure compliance with state regulations and policies. They are also required to provide support and backup to the Principal Social Welfare Examiner. This Senior Social Welfare Examiner supervises and provides back-up to the examiner who is responsible for the SSI caseload, which is approximately 3500 cases. This is in addition to supervising other Social Welfare Examiners who, on average, are carrying a caseload of approximately 740 cases. In addition to the oversight of the larger caseload sizes, the cases retained by the Department at this time are the most complex Medicaid cases. Additional work in managed care is also being carried out by Community Medicaid staff. The Community Medicaid Social Welfare Examiners are struggling to handle the large, complex caseloads and the Senior Social Welfare Examiner is an integral part in providing support to the unit. Not filling this position would have a negative impact on program integrity and the accurateness of eligibility determinations and would increase the risk of financial penalties for non-compliance.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

SR Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college or university AND two (2) years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience in examining, investigating or evaluating a similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Social Welfare Examiner

Subunit (If Applicable): Medical Services

Date Submitted: 10/31/2023

Reason Vacated: Promotion

Position Number: 814100016

Date Vacated: 10/13/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/15/2018

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$57,988

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$29,829

Revenue Generating: No 0 %

Base Salary: \$47,856

Reimbursed by Local,
State or Federal Funds: Yes 100 %

Base Hourly: \$26.29

Grade: 23

Net County Cost: \$0

*Net County Cost is calculated from salary of person leaving, if available

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.

A Senior Social Welfare Examiner in the Chronic Care unit reviews the work of the Examiners to ensure completeness and accuracy before Medicaid is authorized, assists with the training of new Examiners, and assigns and coordinates the work of Examiners and clerical support staff. Currently the Chronic Care Unit is responsible for approximately 800 Medicaid recipients. The cases referred to this unit are extremely complex as they are reviewing Medicaid eligibility standards for individuals placed in nursing homes, assisted living programs or those who may be receiving in-home personal care services. Other duties of the Senior Social Welfare Examiner include assisting with the development of unit policies and procedures and interpreting federal, state, and local policies. The complexity of the Medicaid program and high case volume require this position in order to ensure compliance with mandated case processing time frames. The impact on the Department if this position is not filled would be to compromise compliance with time frames and accuracy for some of our community's most vulnerable elderly and disabled persons.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Senior Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college or university AND two (2) years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience in examining, investigating or evaluating a similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): TA/SNAP

Date Submitted: 10/31/2023

Reason Vacated: Retirement

Position Number: 003100030

Date Vacated: 11/27/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/1/1992

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$42,842

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$22,038

Revenue Generating: No 0 %

Base Salary: \$36,287

Reimbursed by Local,
State or Federal Funds: Yes 68 %

Base Hourly: \$19.94

Grade: 15

Net County Cost: \$21,086

*Net County Cost is calculated from salary of person leaving, if available

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 one of two Keyboard Specialists in the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Unit. Currently, there are approximately 639 TA households and 7,524 SNAP households active on assistance. Without this position, applications for TA/SNAP and Medicaid would be backlogged and letters to our clients would not be typed timely. Phone calls, filing and daily authorizations for transactions also would not be completed timely. Retaining this Keyboard Specialist position will help ensure the continued efficiency and effectiveness of the TA/SNAP Unit. If this position is not filled, the work would be compromised as there would be insufficient clerical support to accomplish what needs to be done when it needs to be done. This position is needed to register, update and withdraw applications for TA/SNAP and Medicaid. Applications currently average 540 per month. The person in this position ensures that myBenefits applications submitted online are pulled off and distributed appropriately; types opening/change letters to clients; stamps and distributes daily transaction authorizations; carries out DMV and SOLQ checks; faxes to other agencies and vendors; helps with incoming mail and sends out requests for birth certificates as well as marriage and divorce decrees.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Keyboard Specialist

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 10/31/2023

Reason Vacated: Promotion

Position Number: 815200007

Date Vacated: 9/1/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 7/6/2015

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$59,186

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$30,445

Revenue Generating: No 0 %

Base Salary: \$51,624

Reimbursed by Local,
State or Federal Funds: Yes 72 %

Base Hourly: \$28.36

Grade: 25

Net County Cost: \$25,366

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

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

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 14 as of October 2023. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Caseworker

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree.

SPECIAL REQUIREMENT: A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 10/31/2023

Reason Vacated: Promotion

Position Number: 815200015

Date Vacated: 9/1/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 6/15/2021

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$53,613

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$27,579

Revenue Generating: No 0 %

Base Salary: \$51,624

Reimbursed by Local,
State or Federal Funds: Yes 72 %

Base Hourly: \$28.36

Grade: 25

Net County Cost: \$22,977

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

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

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 14 as of October 2023. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. This position necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Caseworker

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree.

SPECIAL REQUIREMENT: A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

December 4, 2023

Services Committee: 10-23-2023

RESOLUTION NO. _____(TABLED)

**URGING GOVERNOR HOCHUL AND STATE LEGISLATURE TO ALLOW
SPEECH-LANGUAGE PATHOLOGIST ASSISTANTS AND AIDES TO PRACTICE
VIA LICENSE, REGISTRATION, OR CERTIFICATION IN THE NEW YORK STATE
EARLY INTERVENTION PROGRAM TO EXPAND CAPACITY FOR
CHILDREN IN NEED OF SERVICES IN RURAL AREAS OF NEW YORK STATE**

By Mr. Hull, Chair, Services Committee
Co-Sponsored by Ms. Haggard, District 10 and Ms. Curran, District 15

WHEREAS, according to the American Speech-Language-Hearing Association, a Speech-Language Pathology Assistant (SLPA) is support personnel who, following academic coursework, fieldwork, and on-the-job training, performs tasks that are prescribed, directed, and supervised by a certified and/or licensed speech-language pathologist, and

WHEREAS, SLPAs may have the opportunity to work in a variety of settings including schools, home health, clinics, private practice, and Early Intervention, as determined by state laws and regulations, and

WHEREAS, currently in New York State, Speech Language Pathologists (SLPs) are required to perform all evaluations and services for speech/language in the Early Intervention Program (EIP), and

WHEREAS, speech services are repeatedly the number one referred service for Early Intervention across New York State, and

WHEREAS, New York State is experiencing dire shortages of qualified professionals to provide speech-language pathology and audiology services to children with developmental delays and disabilities in the EIP, and

WHEREAS, children in the EIP are going unserved or underserved due to the critical shortage of SLPs available to provide services in rural areas, and

WHEREAS, according to a survey of forty-eight (48) county health departments, over 2,000 children were waiting for speech services in the summer of 2022, and

WHEREAS, at least forty (40) other states allow SLPAs to practice via license, registration, or certification, and

WHEREAS, Occupational Therapist Assistants (OTAs) have an existing structure to provide services under a licensed OT in NYS, as well as a billing structure in place, and

WHEREAS, shifting service delivery for some of the most common speech issues to qualified assistants would result in a more effective use of limited SLPs by allowing SLPs to

December 4, 2023

work at the top of their license and focus on services that only they are qualified to provide, such as feeding services and other services for high needs children,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators urges the Governor Hochul and the New York State Legislature to allow Speech-Language Pathologist Assistants and aides to practice via license, registration, or certification in the New York State Early Intervention Program to expand capacity for children in need of services in rural areas of New York State, and

BE IT FURTHER RESOLVED that the New York State Department of Health be tasked with identifying any barriers to EIP services provided by SLPAs working under a plan of supervision being reimbursed by Medicaid and move forward with actions to ensure such services are Medicaid reimbursable, and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.

Note – Changes made during Committee are reflected in bold.