

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, DECEMBER 12, 2022

*****BOARD ROOM AND VIA YOUTUBE*****

*****IMMEDIATELY FOLLOWING OPERATIONS COMMITTEE *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES** – November 14
- 3. JOLENE MUNGER – PUBLIC HEALTH**
 - A. Authorizing the Chair to Sign a Contract Amendment with Health Research Inc. (HRI) for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)
 - B. Authorizing the Chair to Sign an Early Intervention Provider Agreement with the New York State Department of Health (Res)
- 4. COMMUNITY SERVICES – JAY ULRICH**
 - A. Modifying the 2023 Budget for Community Services for the Locum Tenens Staffing Agency Contract (Res)
 - B. Modifying the 2022 Budget for Community Services for Funding Received from NYS Office of Mental Health to St. Lawrence County as Pass through Funding to Approved Agencies (Res)
 - C. Modifying the 2022 Budget for Community Services for Computer Software, Security System, Medical Malpractice Insurance, and Furnishings for the Opioid Treatment Clinic (Res)
 - D. Mental Health and Addiction Services Updates (Info)
- 5. SOCIAL SERVICES – JOE SEEBER**
 - A. Proclaiming the Month of January as National Slavery and Human Trafficking Prevention Month (Res)
 - D. Social Services Statistics (Info)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Community Services
 1. Create and Fill a Deputy Director of Community Services, Position No. 519700002

B. Social Services

1. Fill Social Welfare Examiner, Position No. 814000068
2. Fill Social Welfare Examiner, Position No. 814000065
3. Fill Administrative Assistant, Position No. 005200005
4. Create and Fill Secretary to the Commissioner of Social Services, Position 819900001

7. COUNTY ADMINISTRATOR'S REPORT

8. COMMITTEE REPORTS

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

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

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

11. ADJOURNMENT – If there is no further business.

January 3, 2022

Services Committee: 12-12-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT AMENDMENT WITH
HEALTH RESEARCH INC. (HRI) FOR THE NEW YORK STATE
PUBLIC HEALTH CORPS (NYSPHC) FELLOWSHIP PROGRAM**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH), through a Center for Disease Control and Prevention (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) has awarded funding to local health departments (LHDs) for the New York State Public Health Corps (NYSPHC) Fellowship Program, and

WHEREAS, the NYSDOH will work with local health departments (LHDs) and community partners to recruit and deploy NYSPHC fellows across the State (excluding New York City) who will commit to a full-time, paid position and at least a one-year term, and

WHEREAS, this Program will support up to ten (10) fellows annually, of which up to one (1) would be Graduate Fellows, and a local Coordinator to help build public health capacity to support COVID-19 response operations and increase preparedness for future public health emergencies, and provide support for coordination and maintenance of the program, and

WHEREAS, Resolution No. 236-2021 authorized the original contract for a two-year period ending July 31, 2023, and this amendment would extend the contract through June 30, 2024 (PPZ44895 57000 PHC),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract extension with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for the New York State Public Health Corps (NYSPHC) Fellowship Program, upon approval of the County Attorney.

January 3, 2022

Services Committee: 12-12-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN EARLY INTERVENTION PROVIDER AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is a current provider of Early Intervention Services, and

WHEREAS, the 2012–2013 New York State Budget contained language which provided the authority for municipalities to contract with providers until March 31, 2013 and gave the New York State Department of Health (NYSDOH) the authority as of April 1, 2013 to enter into Early Intervention Provider Agreements, and

WHEREAS, at that time the New York State Department of Health offered the Public Health Department the opportunity to enter into a five (5) year provider agreement with the Bureau of Early Intervention setting terms and conditions for participation in the Early Intervention Program and to establish obligations, expectations, and relationship between NYSDOH and the Department, and

WHEREAS, the current agreement ends March 31, 2023, and the term of the new (3) three year agreement begins April 1, 2023 through March 31, 2025,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an Early Intervention Provider Agreement with New York State Department of Health, upon approval of the County Attorney.

January 3, 2023

Services Committee: 12-12-2022

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES
FOR THE LOCUM TENENS STAFFING AGENCY CONTRACT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services Clinics are required to provide mental health and addiction services to individuals with mental illness and/or substance and alcohol abuse problems, and

WHEREAS, the Department is experiencing unprecedented difficulty locating and hiring a Mental Health prescriber, and

WHEREAS, Community Services is responsible for providing continuity of care for those individuals admitted to the Mental Health Clinic for the delivery of services in accordance with the rules and regulations made by and established by the Commissioner of OMH, and

WHEREAS, when necessary Community Services will be looking for temporary assistance and would like to enter into contingent agreements with temporary staffing agencies in order to secure temporary providers to provide essential services until such time that permanent staffing can be pursued and secured, and

WHEREAS, Resolution No. 94-2019 authorized contract agreements with Locum Tenens Staffing Agencies, and the County hired a provider and it is necessary to modify the 2023 Budget to meet the appropriations to extend the Locum Tenens Staffing contract for an additional six (6) months, through July 6, 2023, and

WHEREAS, since the departure of the provider for Mental Health in September, the cost has been \$57,492, the County has billed for \$64,251, and anticipates County revenue of \$6,759 at a 90% paid average,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Community Services Budget for the appropriations for the Locum Tenens Staffing contract as follows:

INCREASE APPROPRIATIONS:

A3143204 43007	A MHOC Other Fees & Services	\$128,700
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DECREASE APPROPRIATIONS:

A3143201 11000	A MHOC Direct Service Worker	\$84,984
A3143208 81000	A Retirement	9,467
A3143208 83000	A Social Security	5,864
A3143208 84000	A Workmen’s Compensation	2,116
A3143208 84500	A Group Life Insurance	153
A3143208 86000	A Hospital & Medical Insurance	24,790

January 3, 2022

A3143208 86500
A3143208 89000

A Dental Insurance
A Vision Insurance

995
331
\$128,700

January 3, 2022

Services Committee 12-12-2022

RESOLUTION NO. _____

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

By Mr. Lightfoot, Chair, Services Committee

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Community Services for funding received from NYS Office of Mental Health to St. Lawrence County as pass through funding to approved agencies, as follows:

INCREASE APPROPRIATIONS:

A4443224 465UH	A OFS United Helpers Advances	\$1,315
A4243224 465TL	A CRV NCTLS Advances	<u>1,556</u>
		\$2,871

INCREASE REVENUE:

A4434905 56000	A SA OFS Other Mental Health P	\$1,315
A4234905 56000	A SA CR Other Mental Health P	<u>1,556</u>
		\$2,871

January 3, 2022

Services Committee 12-12-2022

RESOLUTION NO. _____

MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES FOR COMPUTER SOFTWARE, SECURITY SYSTEM, MEDICAL MALPRACTICE INSURANCE, AND FURNISHINGS FOR THE OPIOID TREATMENT CLINIC

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services has changed electronic health record providers, and

WHEREAS, the delay in going live in July 2022 with new software created an overlap of services causing the 2022 expenditures to become exhausted, and

WHEREAS, a new security system and security enhancements were made in the Ogdensburg and Canton Clinics creating an increase in costs, and

WHEREAS, the medical malpractice insurance expenses for 2022 were increased beyond what was projected causing an increase, and

WHEREAS, the construction costs came in higher than the quote for the construction costs of the Opioid Treatment Clinic,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Community Services for computer software, security system, medical malpractice insurance, and furnishings for the Opioid Treatment Clinic, as follows:

INCREASE APPROPRIATIONS:

A1142504 42004	A PAAC Computer Software	\$14,710
A1342504 42004	A OAAC Computer Software	12,731
A1442302 21000	A OTP Furniture and Furnishings	3,638
A1442304 42004	A OTP Computer Software	254
A1442304 45100	A OTP Medical Supplies & Expenses	3,830
A1442304 414MM	A OTP Medical Malpractice Insurance	364
A1442304 423SS	A OTP Security System	2,540
A3143204 42004 DSRP	A DSRP OTH External Data Proc	1,851
A3143204 43007 DSRP	A DSRP Other Fees and Services	210
A3143204 414MM DSRP	A DSRP Medical Malpractice Insurance	191
A3143204 42004 HHC	A HHC Other Ext Data Process	<u>2,425</u>
		\$42,744

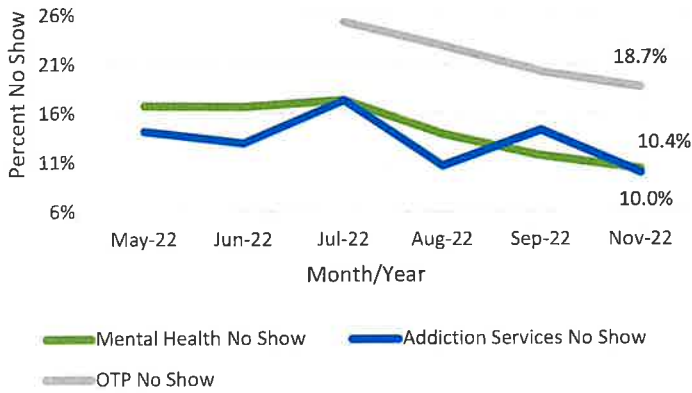
INCREASE REVENUE:

A3134905 56000 DSRP	A DSRP Mental Health	40,319
A3116205 55000 HHC	A HHC Health Home Care	<u>2,425</u>
		\$42,744

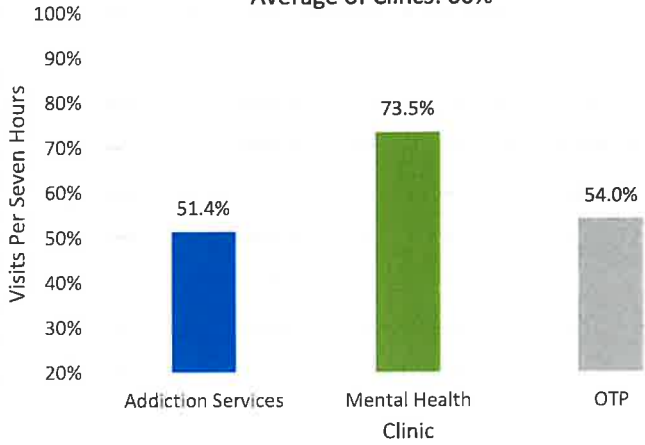
Community Services Clinic Update November 2022

No Show Appointment Rates

Six Month Average: 16.5%

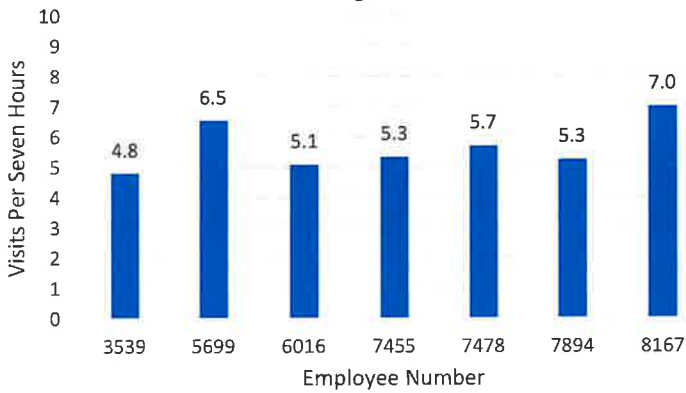


Clinic Counselor Visits Average Average of Clinics: 60%



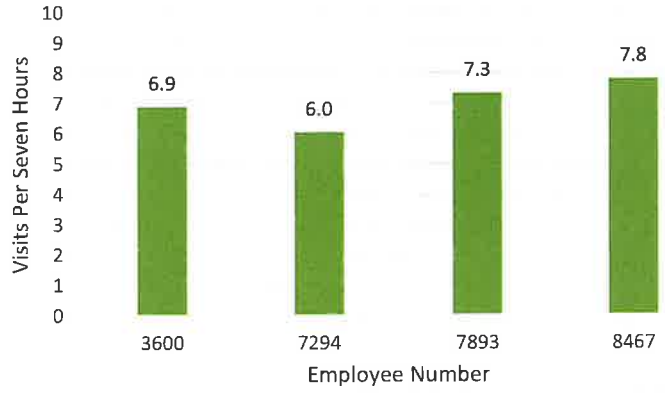
Addiction Services & OTP Visits Per Seven Hours

Average: 5.7



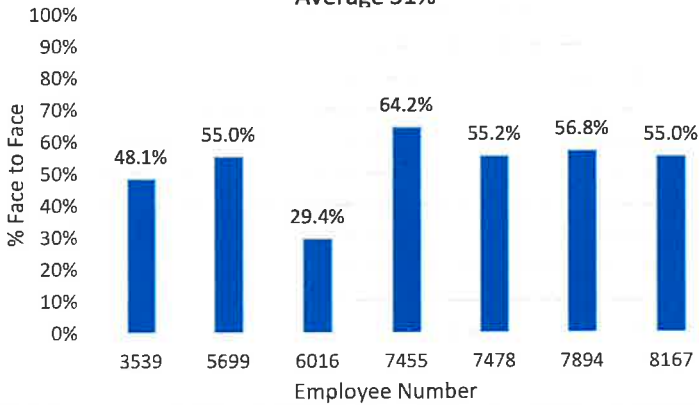
Mental Health Services Visits Per Seven Hours

Average: 7.3



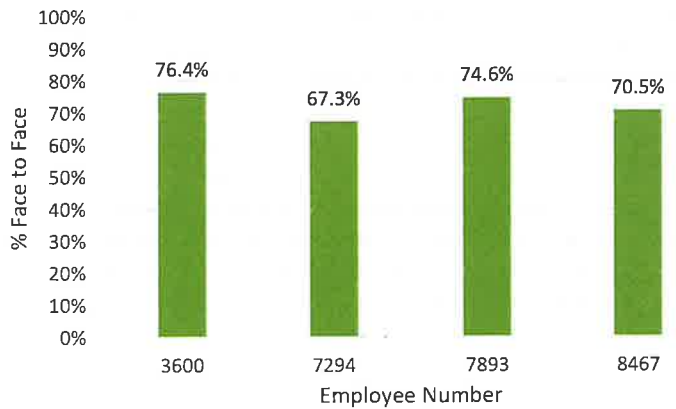
Addiction Services & OTP Face to Face %

Average 51%



Mental Health Face to Face %

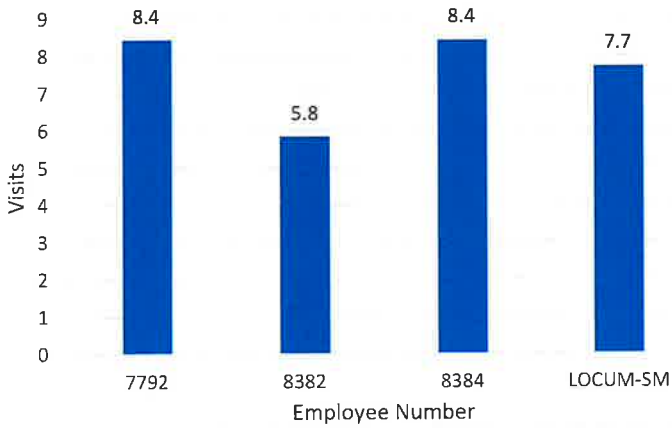
Average 73.2%



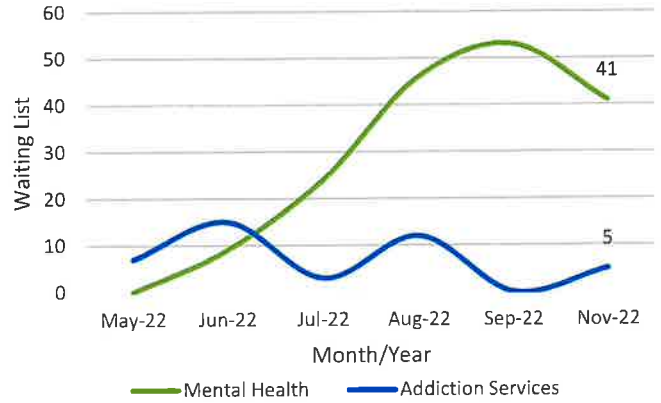
Community Services Clinic Update

November 2022

Prescriber Visits Per Seven Hours
Average 7.4



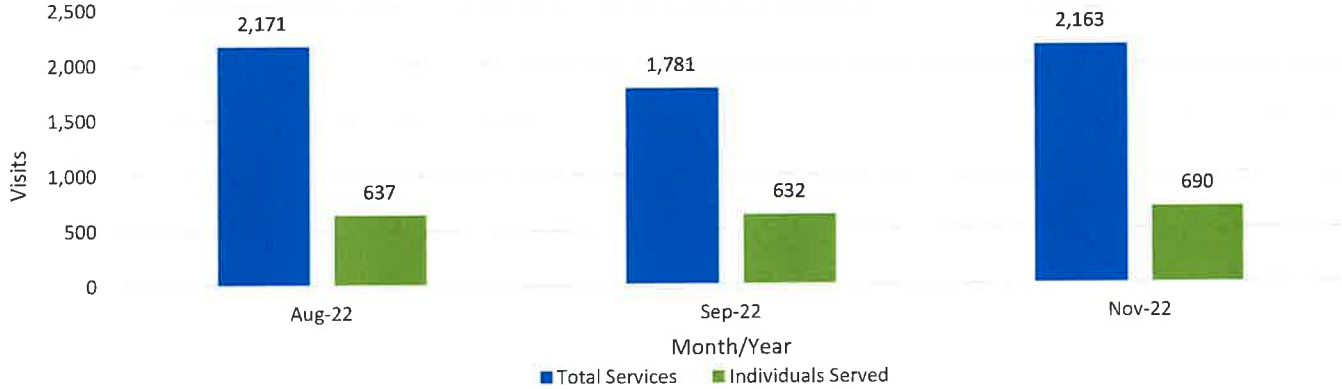
Wait Lists
Six Month Average: 36



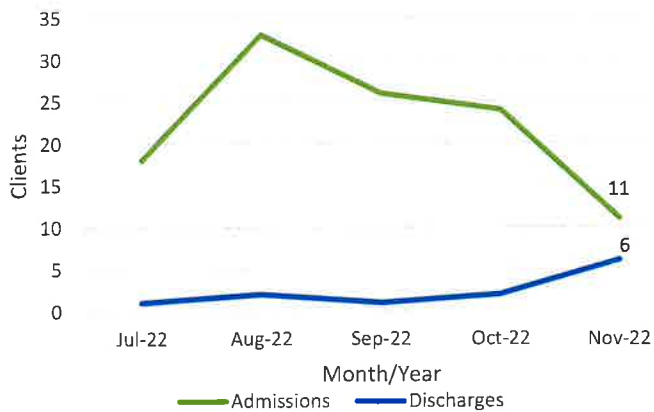
Services Provided - All Clinics

Total Services Average: 2,038

Individuals Average: 653

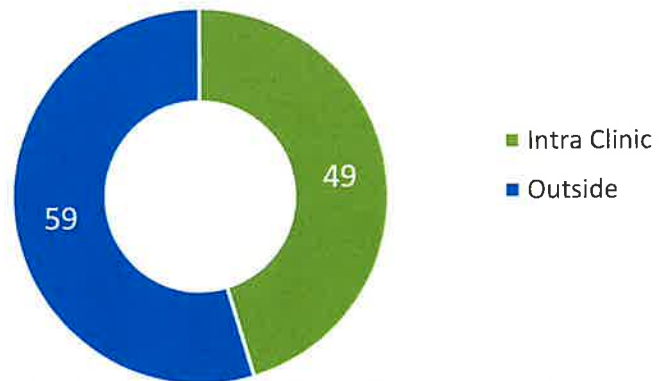


OTP Admissions and Discharges



OTP Population Source

Total: 108



* Billed/Paid Percentages To Be Provided Starting December Report

January 3, 2022

Services Committee: 12-12-2022

RESOLUTION NO. _____

**PROCLAIMING THE MONTH OF JANUARY AS NATIONAL SLAVERY AND
HUMAN TRAFFICKING PREVENTION MONTH**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, it is the practice of this Legislative Body to recognize official days and months that are set aside to increase awareness of serious issues that affect the lives of citizens of St. Lawrence County, and

WHEREAS, in 2007, an interdepartmental taskforce was created which was devoted to evaluating the circumstances of the existence of human trafficking in the State of New York, with the lasting resolution to strengthen existing response infrastructures, while creating strategies to aid victims and increase public awareness of the issue, and

WHEREAS, the Trafficking Victims Protection Act (TVPA) of 2000 preserved the United States' commitment to combating human trafficking domestically and internationally, and in 2010, by presidential proclamation, President Barack Obama declared January as "National Slavery and Human Trafficking Prevention Month" and every year since, each president has followed this tradition, and

WHEREAS, the New York State Office of Children and Family Services (OCFS) along with local agencies within St. Lawrence County collaborate to combat human trafficking through the Safe Harbour New York program that aims to bring awareness, education, and services to those identified as being at-risk of human trafficking, and

WHEREAS, as of October 20, 2022, the St. Lawrence County Safe Harbour Program has identified thirty (30) individuals within the County as having risk factors associated with human trafficking, and

WHEREAS, the Sheriff's Office has been awarded a Howard G. Buffet Foundation Grant to cover costs related with joining a Labor Trafficking Taskforce that serves New York State, excluding New York City, and

WHEREAS, the taskforce also includes victim serving agencies, to include Renewal House, among others, and

WHEREAS, it is imperative that there be greater public awareness of this issue, and more must be done to eradicate slavery and human trafficking at the local, state, and national levels, and

WHEREAS, during National Slavery and Human Trafficking Prevention Month, all individuals are encouraged to direct their attention to this critical issue and to support programs that promote the safety and security of all citizens; we also take the opportunity to acknowledge the many dedicated service providers who devote countless hours to ensuring the welfare and well-being of our citizens,

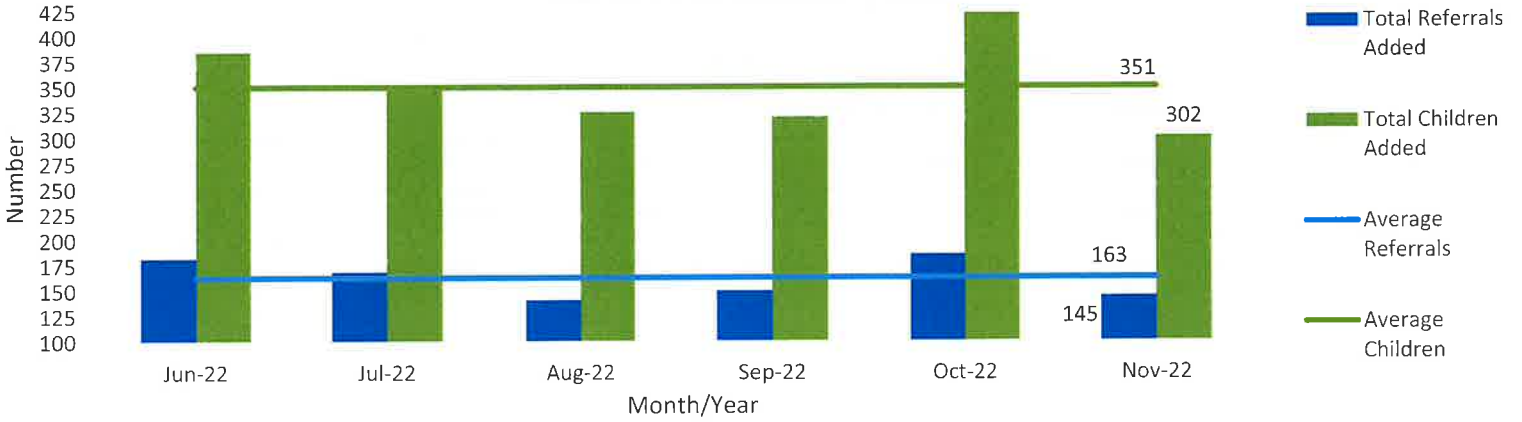
January 3, 2022

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators recognizes the month of January as National Slavery and Human Trafficking Prevention Month.

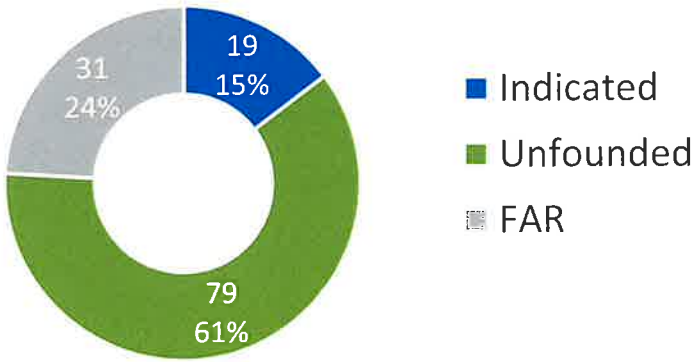
Social Services Monthly Update – November 2022

Child Protective Services

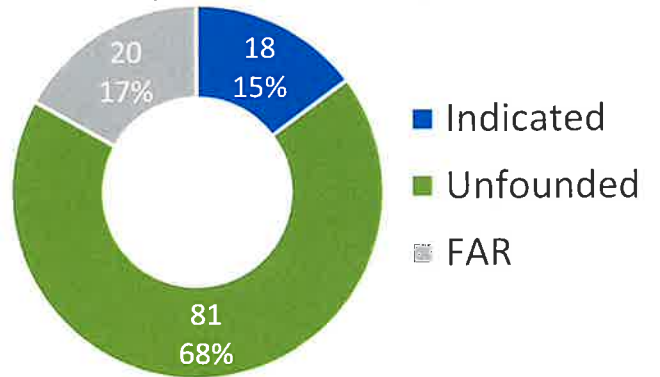
Referrals & Children Added



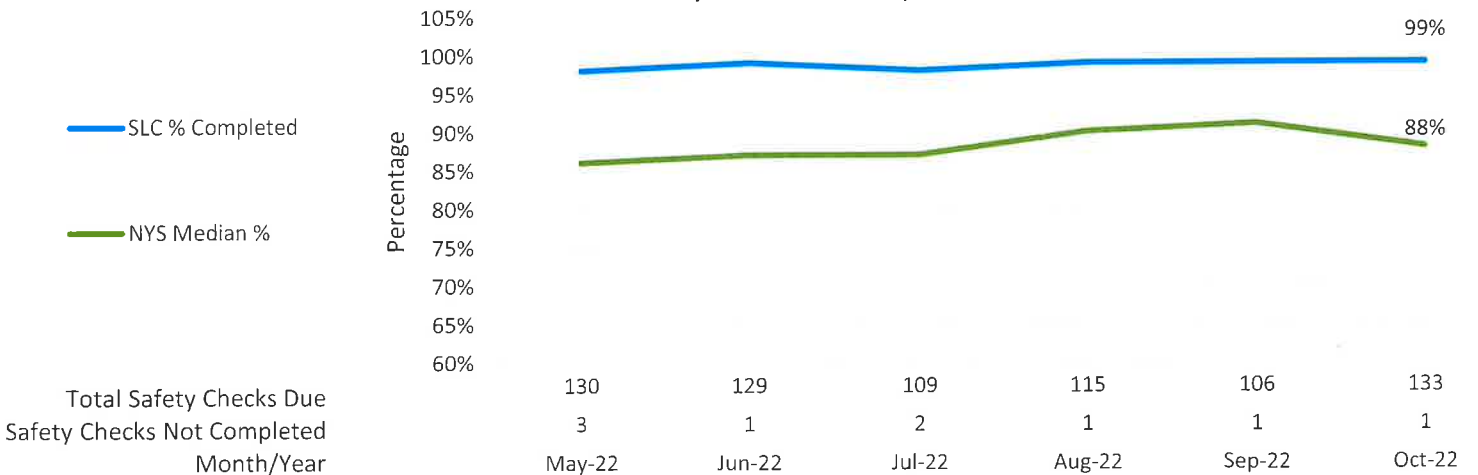
Indicated, Unfounded, & Family Assessment Response (FAR)



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

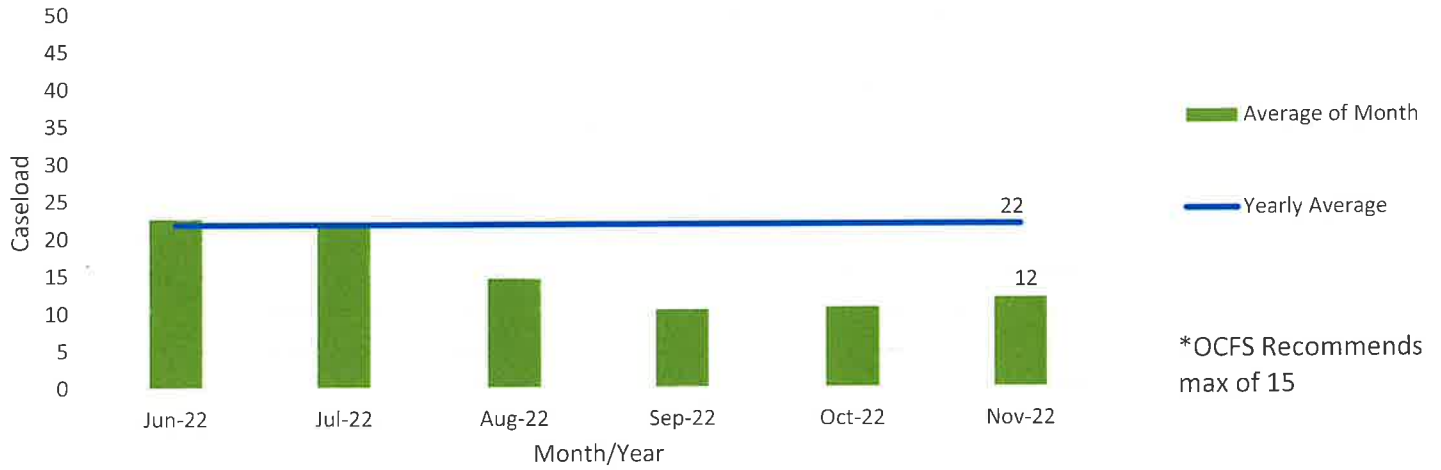


Safety Checks Completed on Time

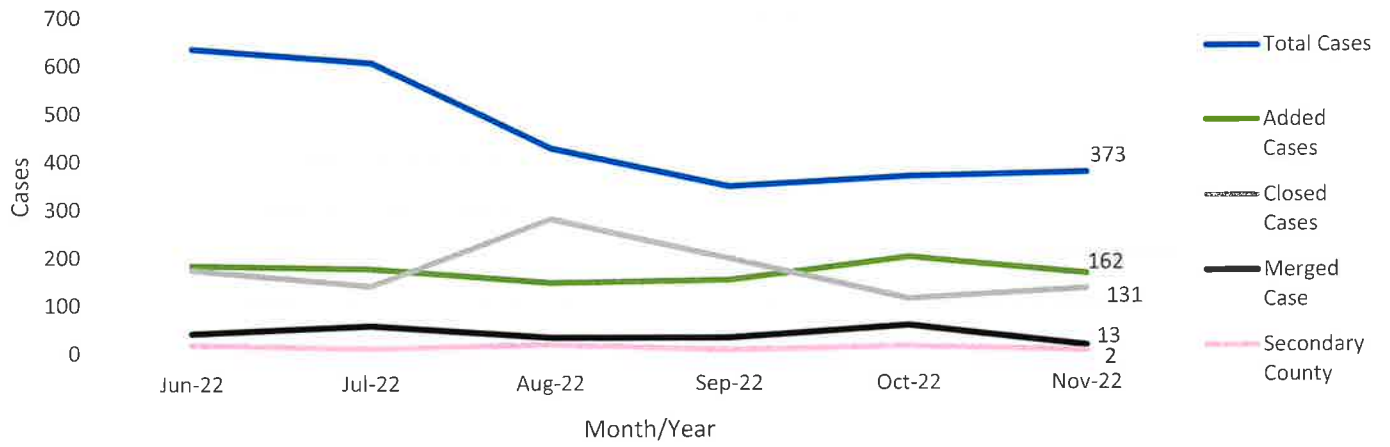


*Data Lagged By One Month Due to Reporting Timeline

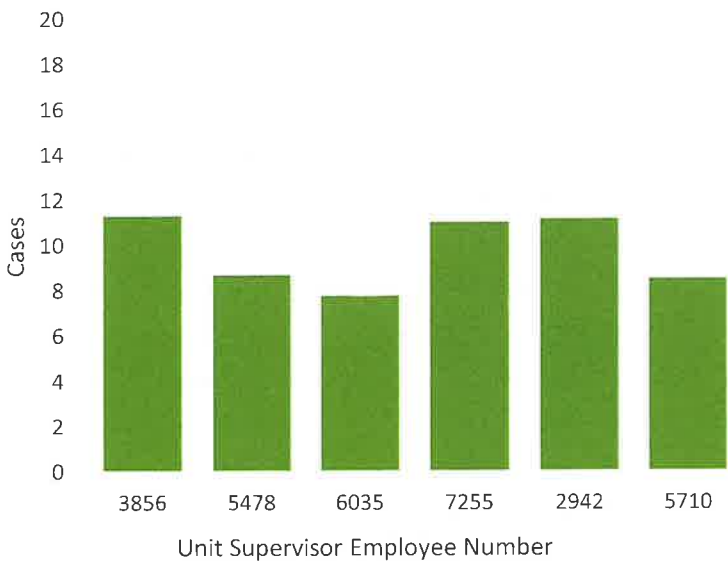
Average CPS Caseload



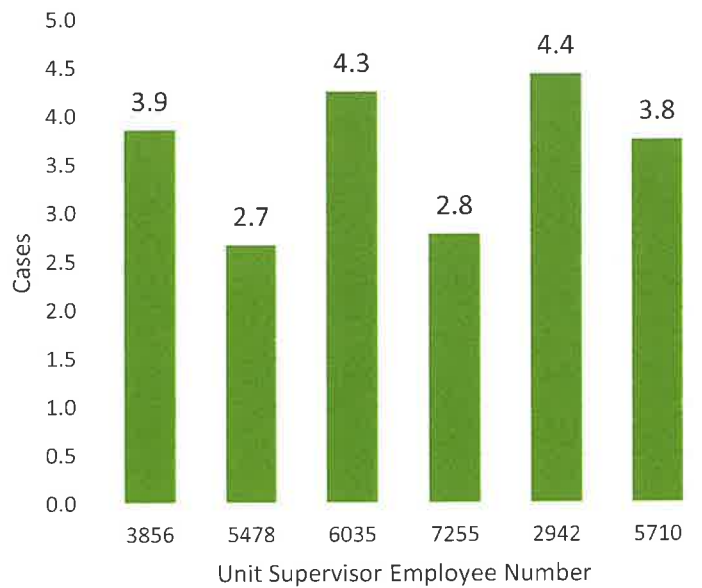
Total Caseload



Unit Average Cases Per Month Average:10

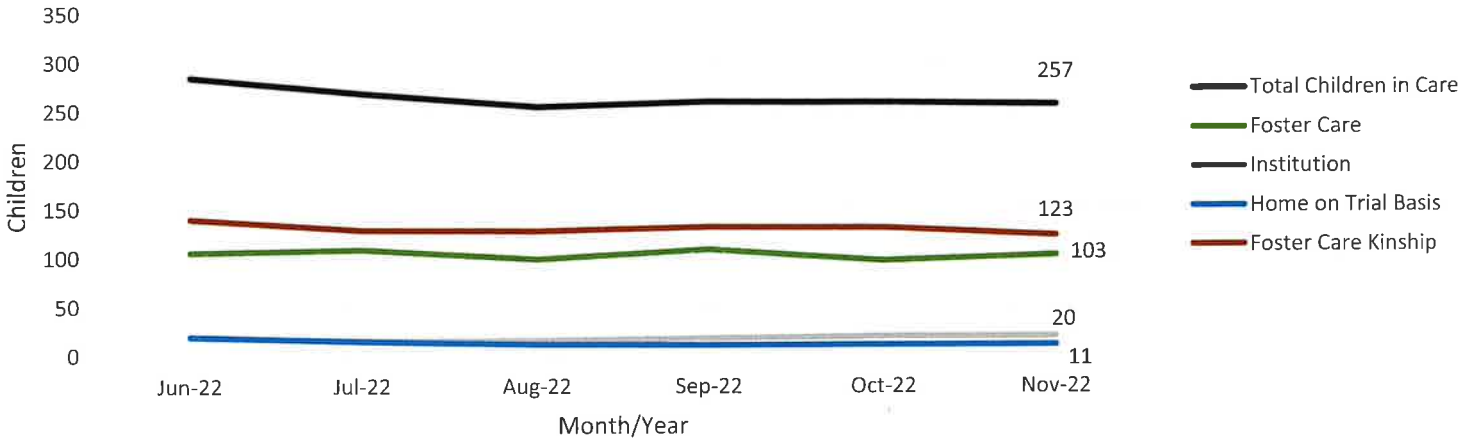


Unit Average Cases Closed Average: 4



Foster Care/Preventive Services

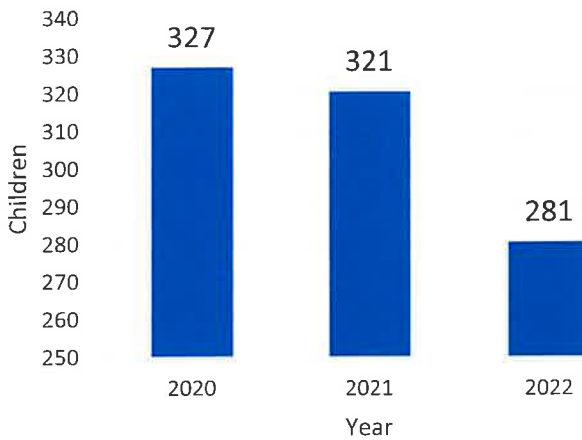
Children In Care



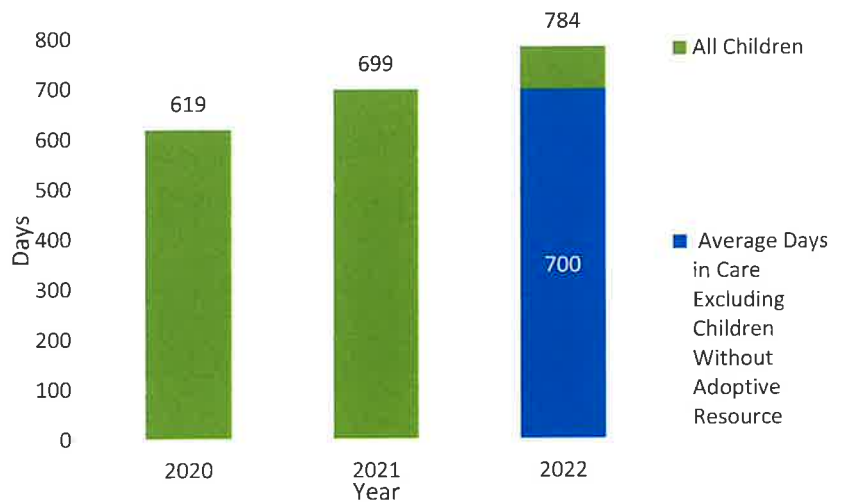
Net Change to Children in Care



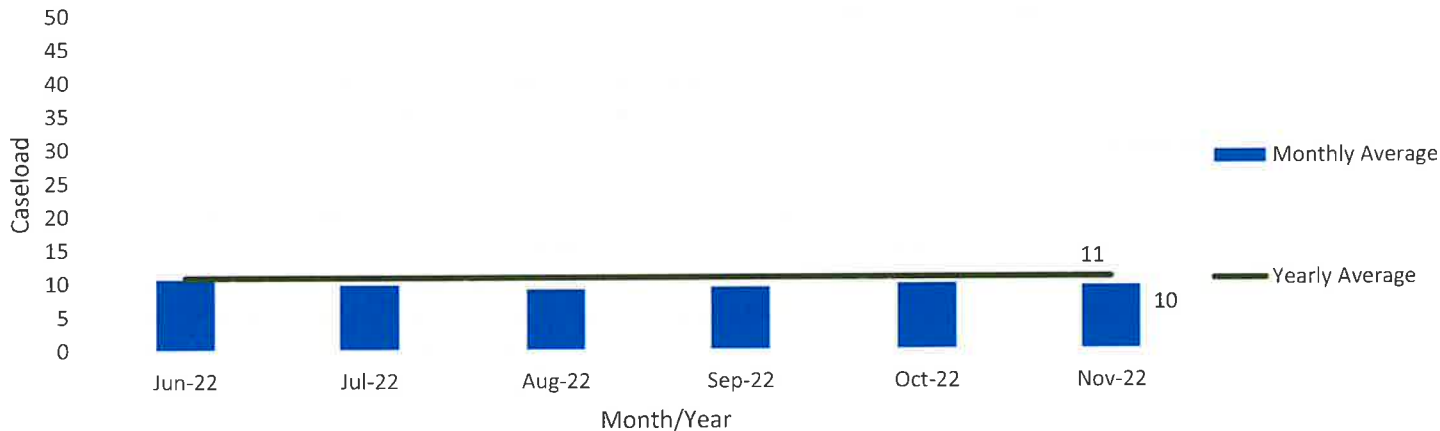
Average Number of Children in Care



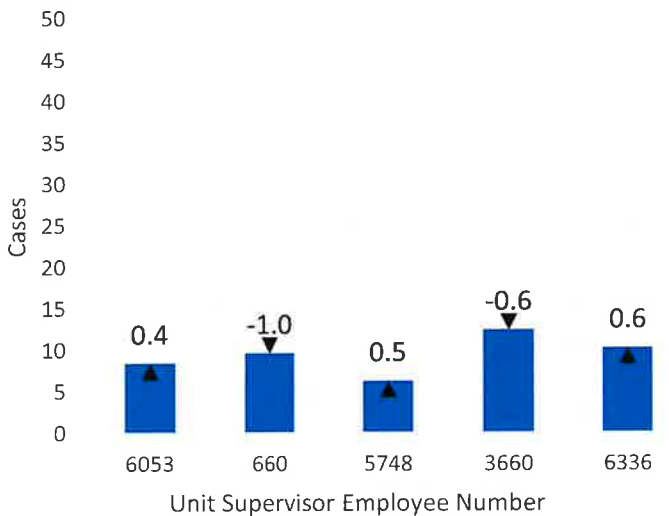
Average Days Children Have Been in Care



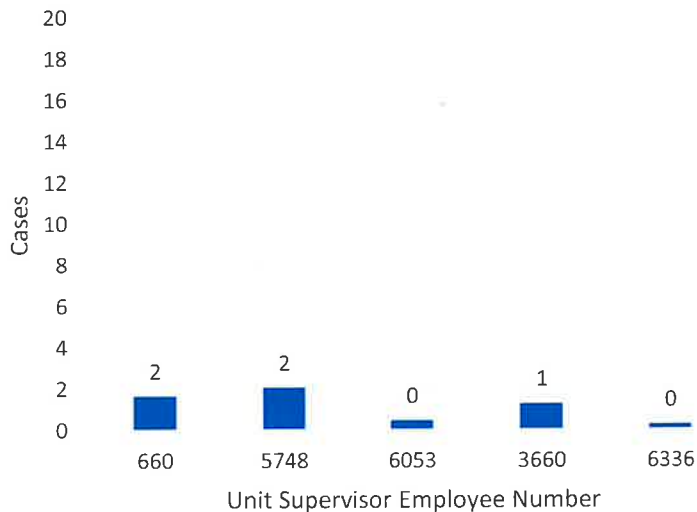
Average Foster Care/Preventive Caseload



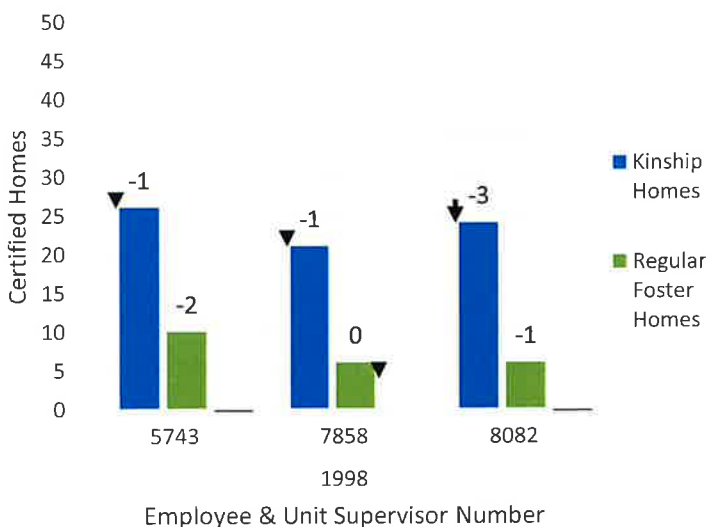
Unit Average Cases Per Month Average: 10



Unit Average Cases Closed Average: 1



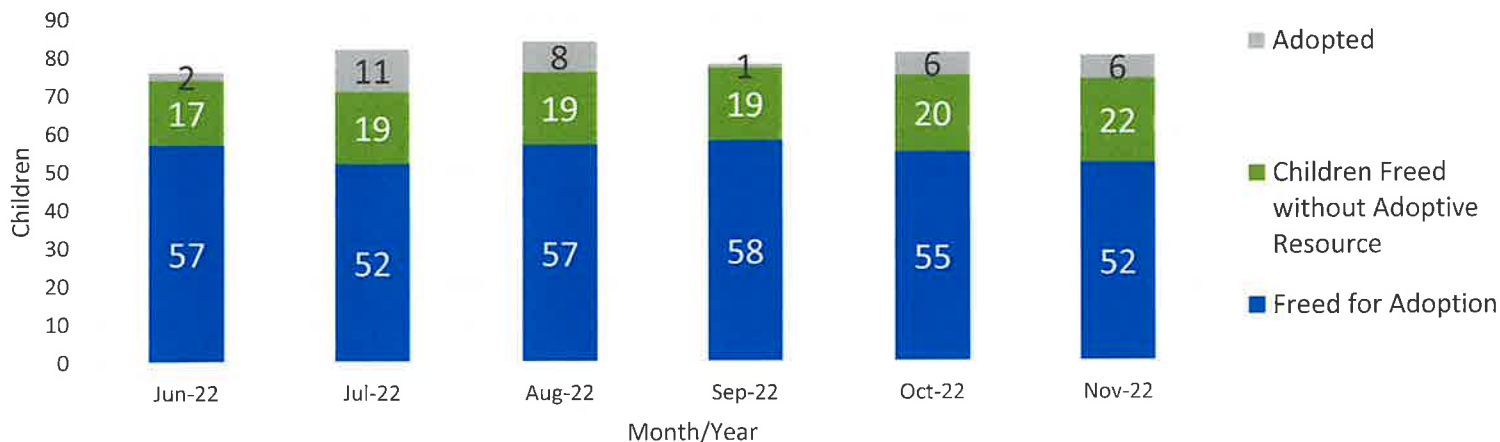
Home Finder Unit Total Change: -3



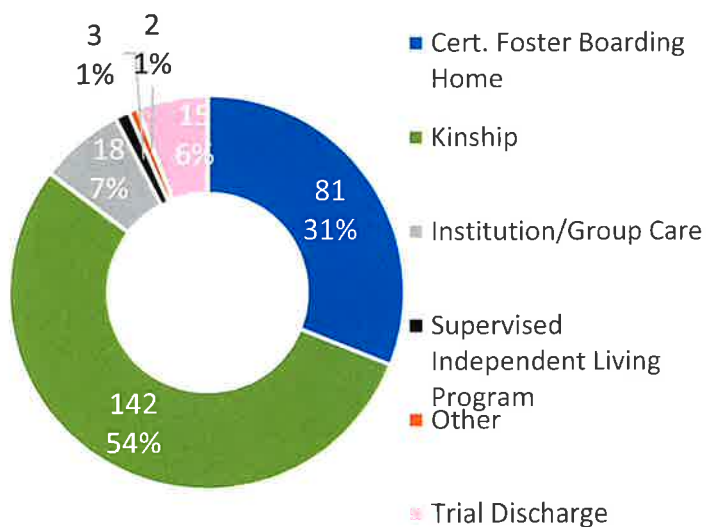
Average Number of Children in Home Receiving Services



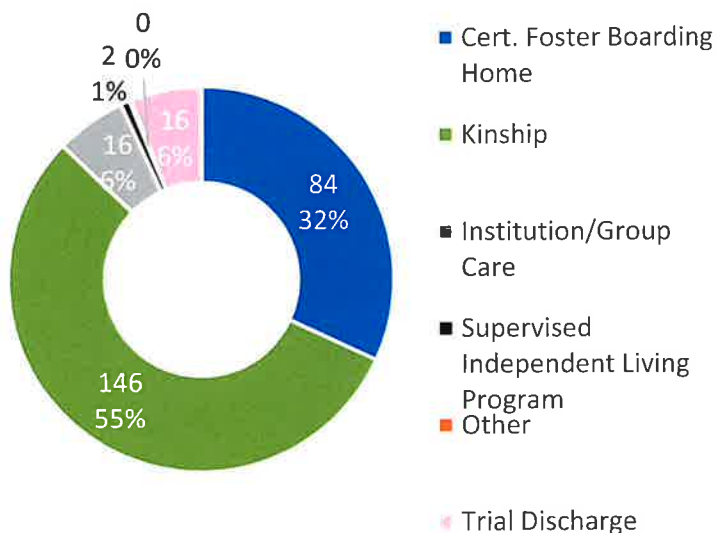
Adoption Activity



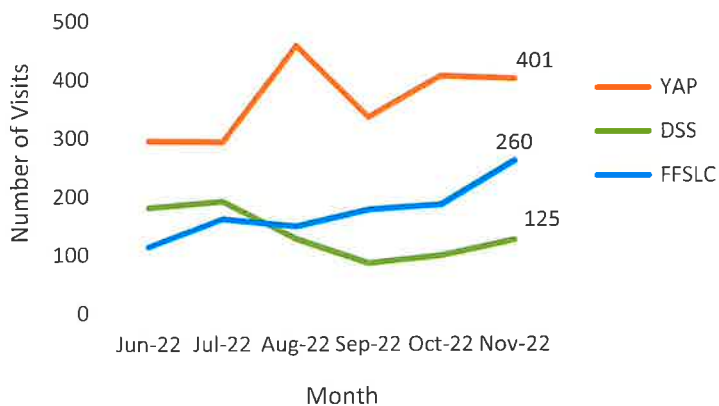
Foster Care Placements



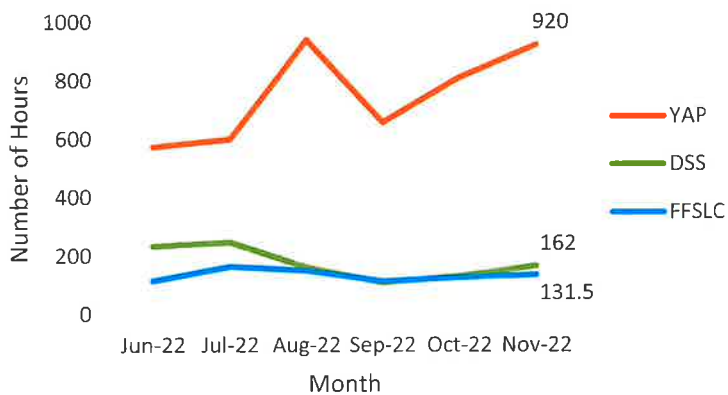
Average Foster Care Placements



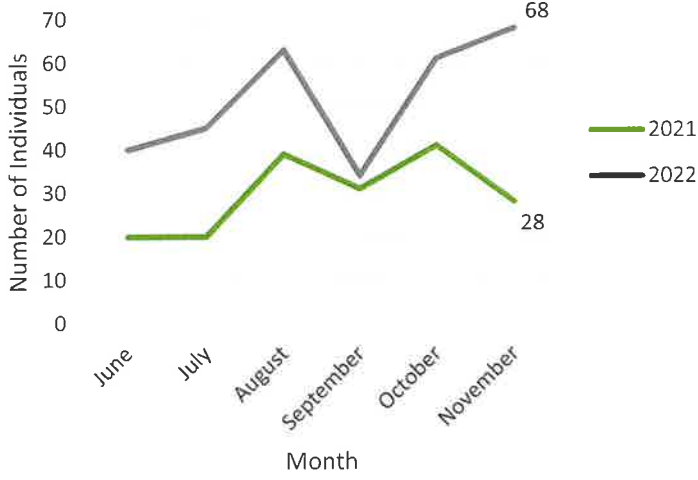
Supervised Visitation for 204 Cases



Supervised Visitation for 204 cases



New Homeless Placements



Adult Protective Cases - Totals: 128



Caseworker Trainee Period- Foster Care/Preventive

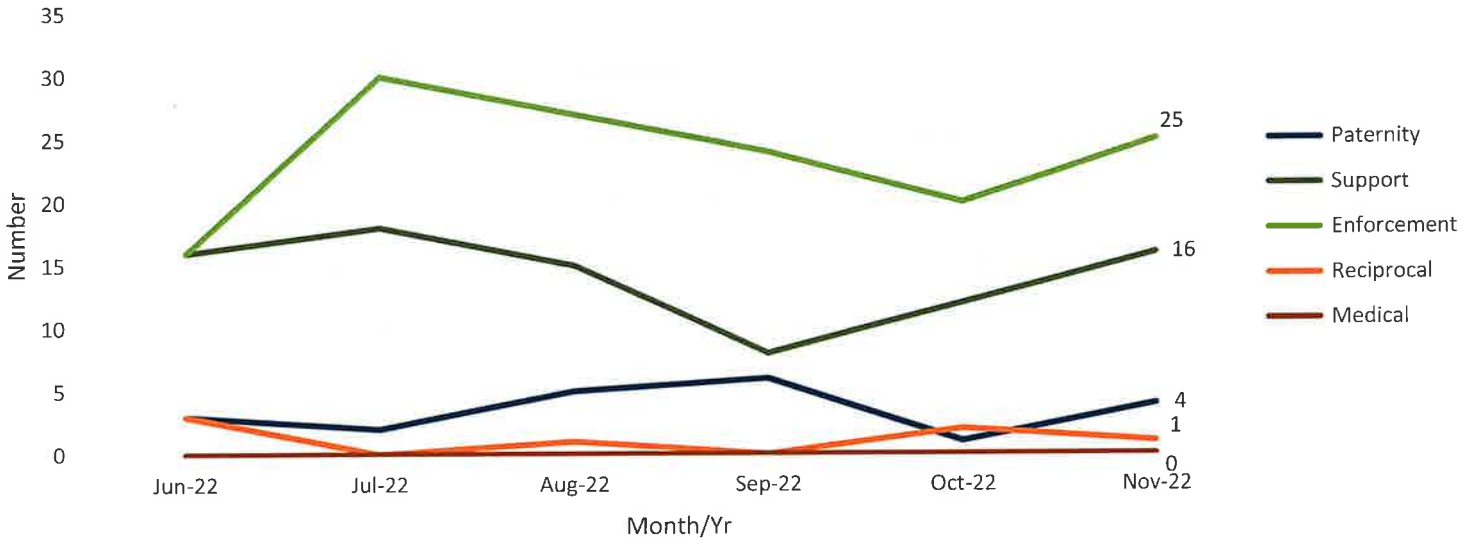


Caseworker Trainee Period- CPS

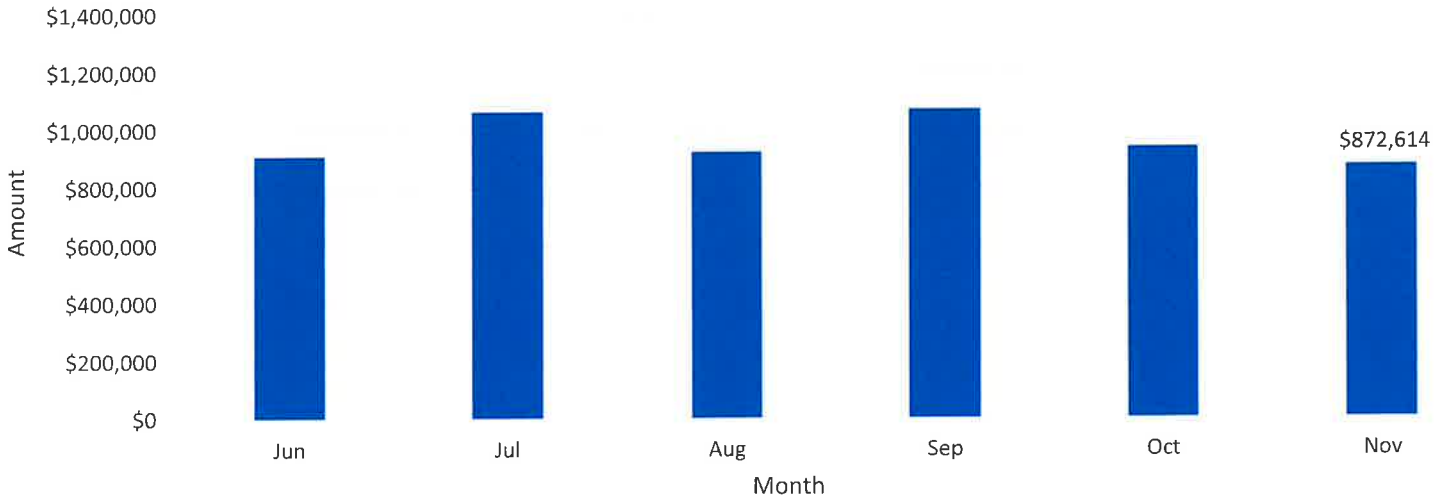


Child Support

Child Support Petitions

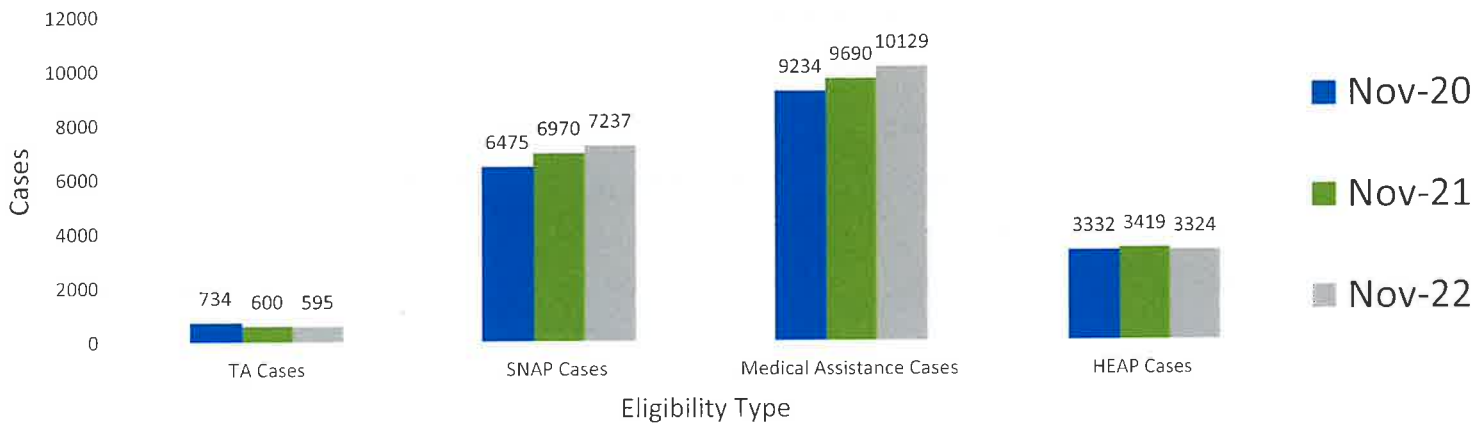


Child Support Collections

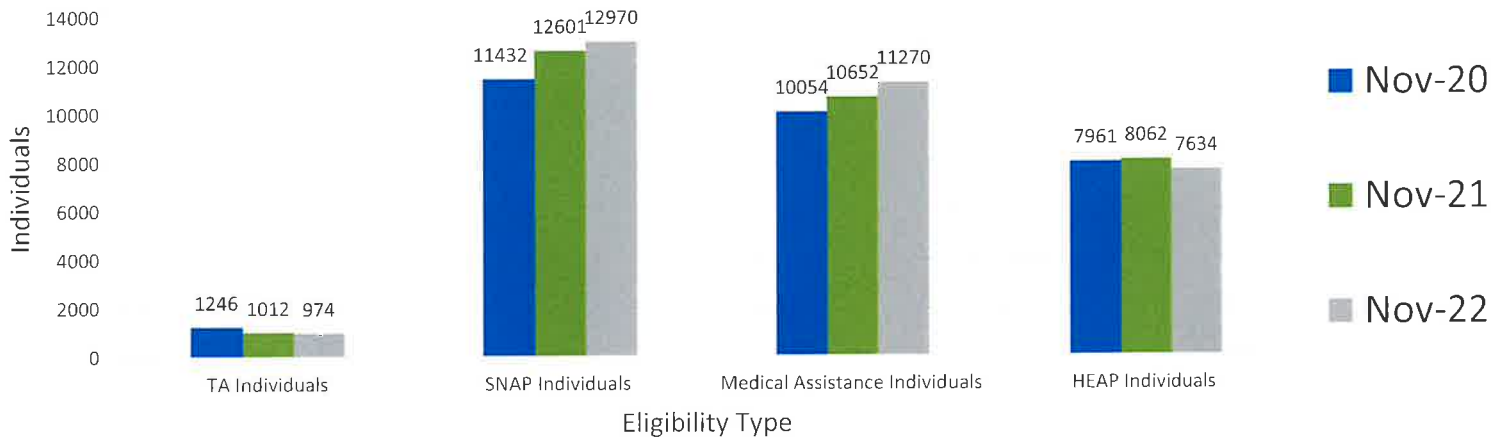


Eligibility Programs

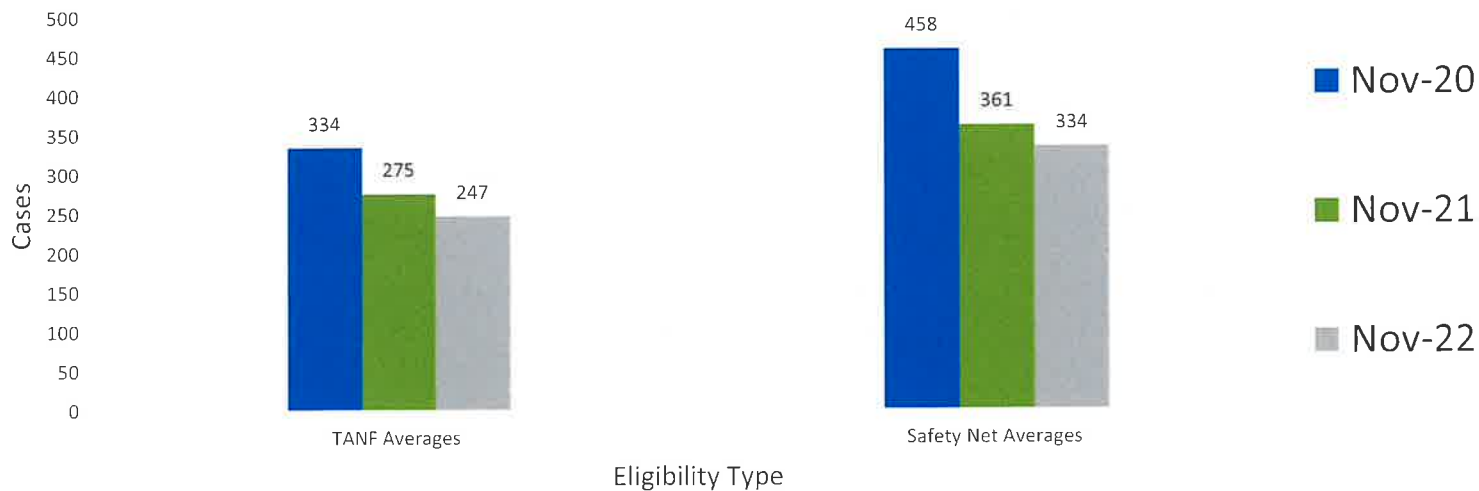
Cases



Individuals



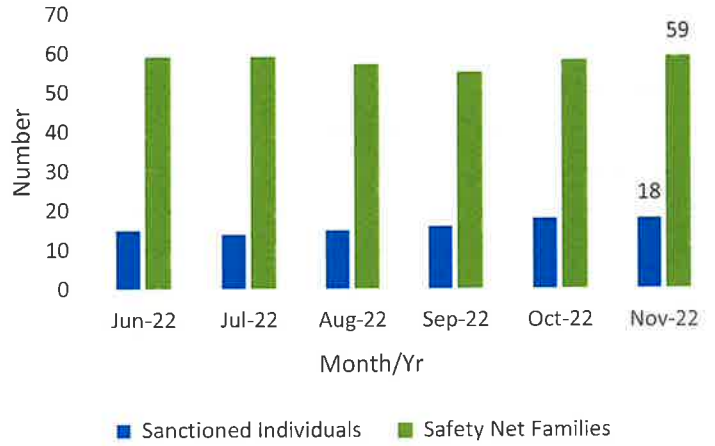
TANF & Safety Net Averages



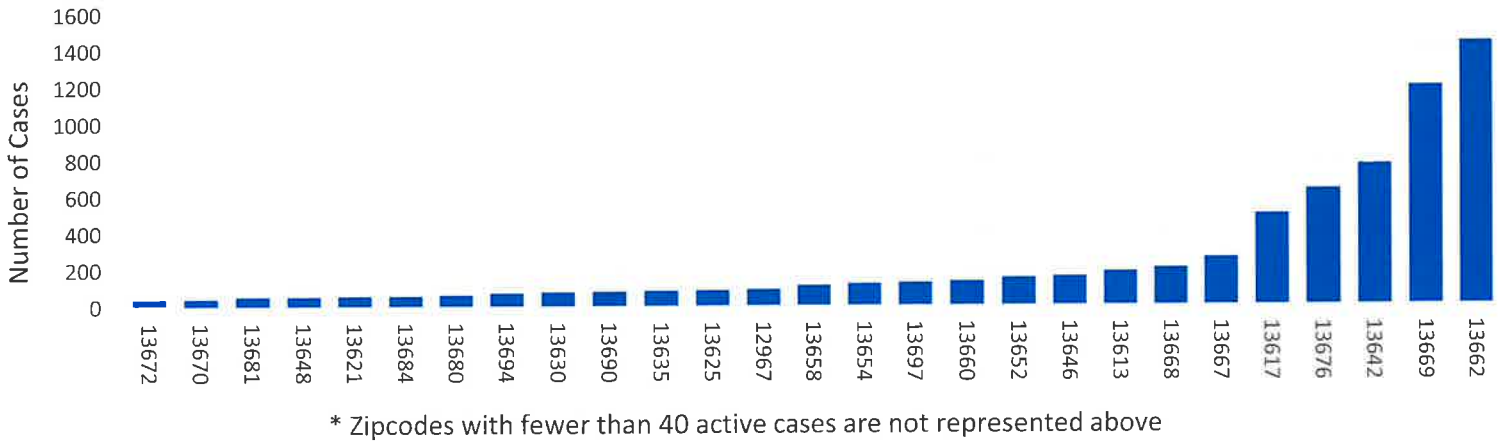
Program Applications



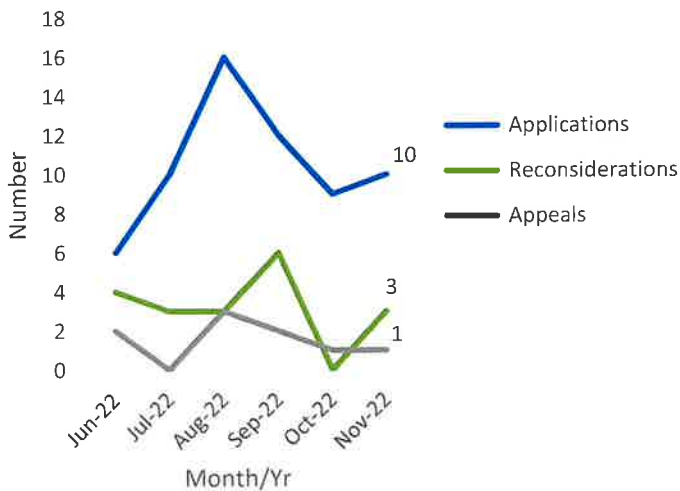
Safety Net Families



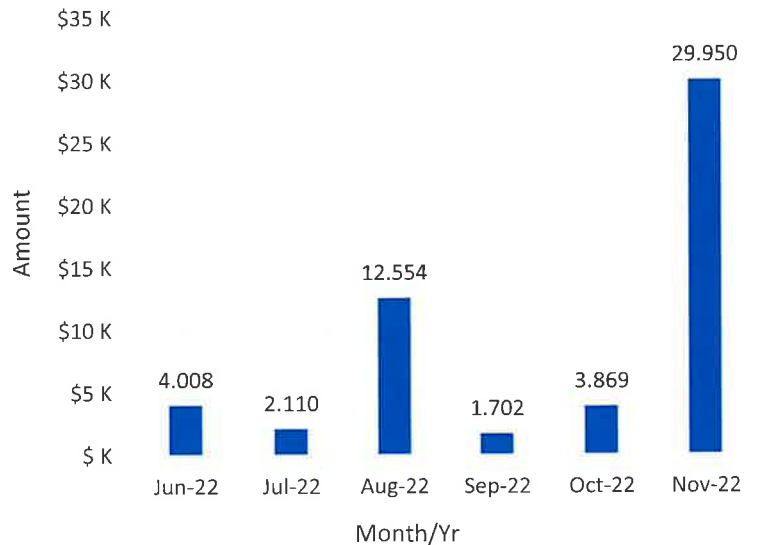
Supplemental Nutritional Assistance Program (SNAP) by Zipcode November 2022



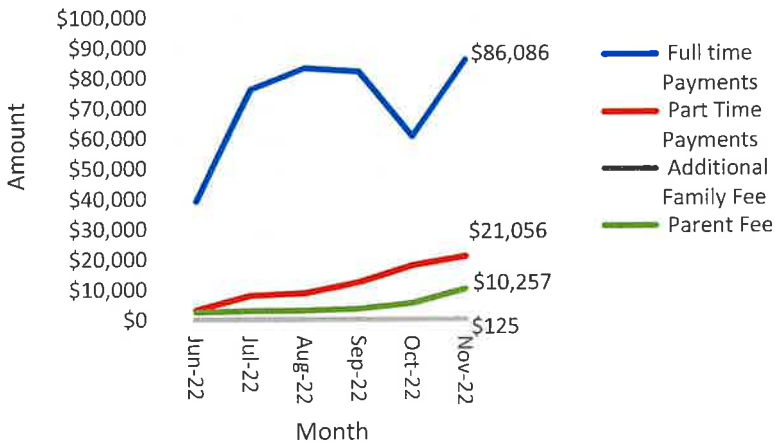
Disabled Client Assistance Program (DCAP)



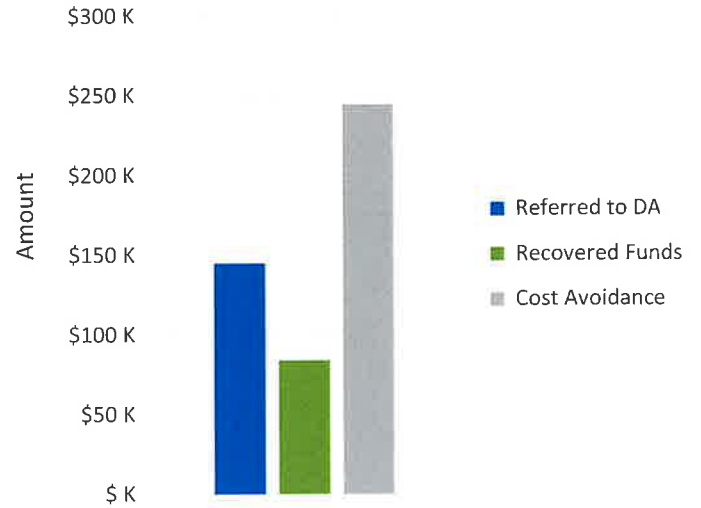
DCAP Interim Assistance Reimbursed



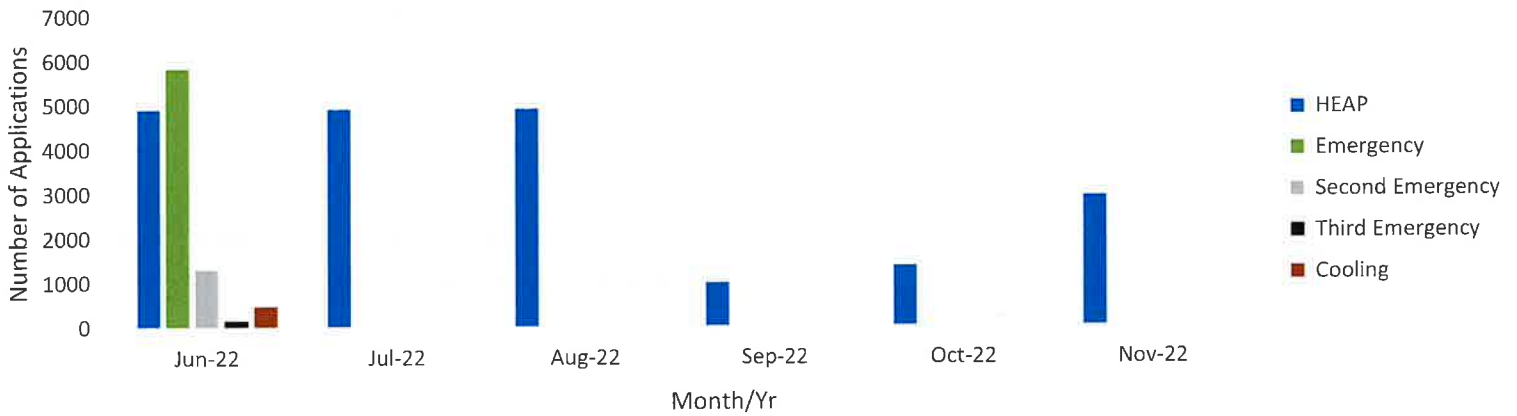
Child Care Assistance Payments November 2022: 55 Providers



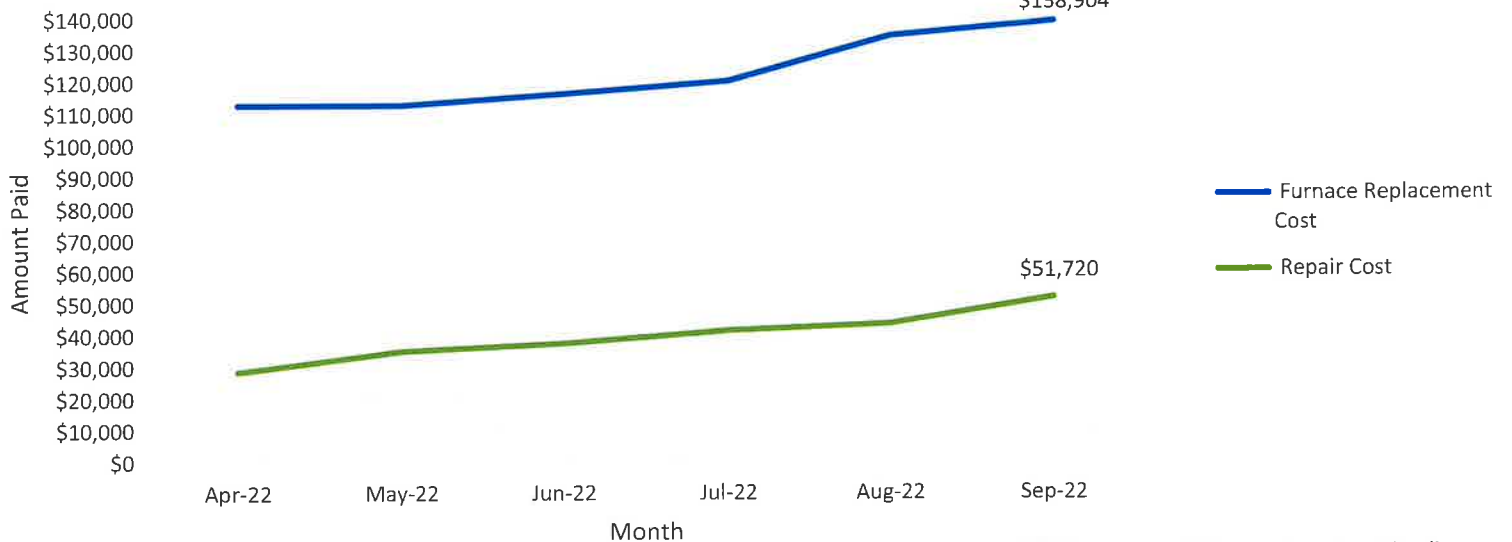
Fraud Investigation Unit (YTD)



Home Energy Assistance Program (HEAP)

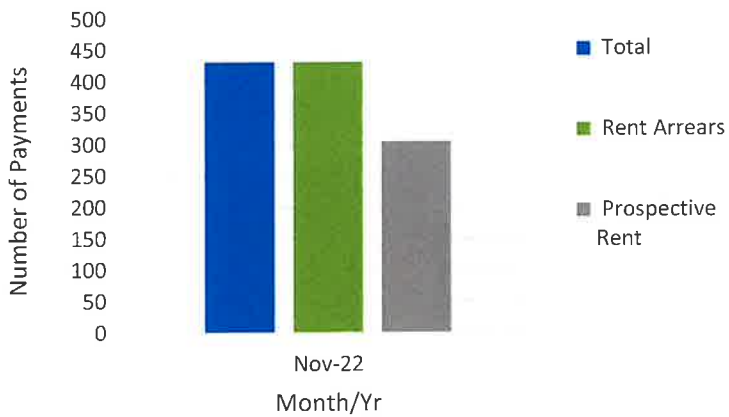


Home Energy Repair/Replacement Costs

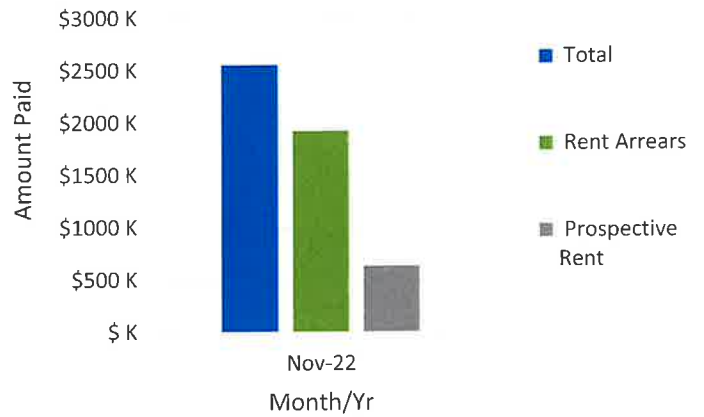


*Data Lagged by Two Months Due to Reporting Timeline

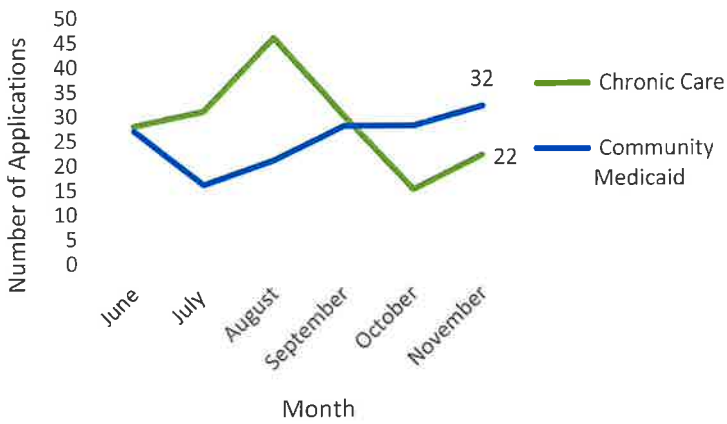
Emergency Rental Assistance Program (6/1/21- 11/30/22)



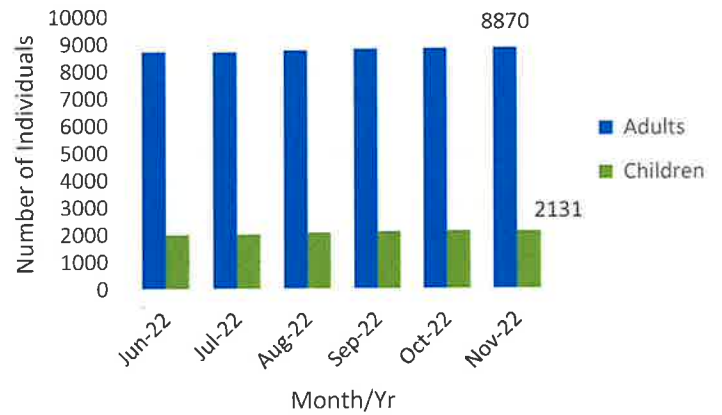
Emergency Rental Assistance Program (6/1/21- 11/30/22)



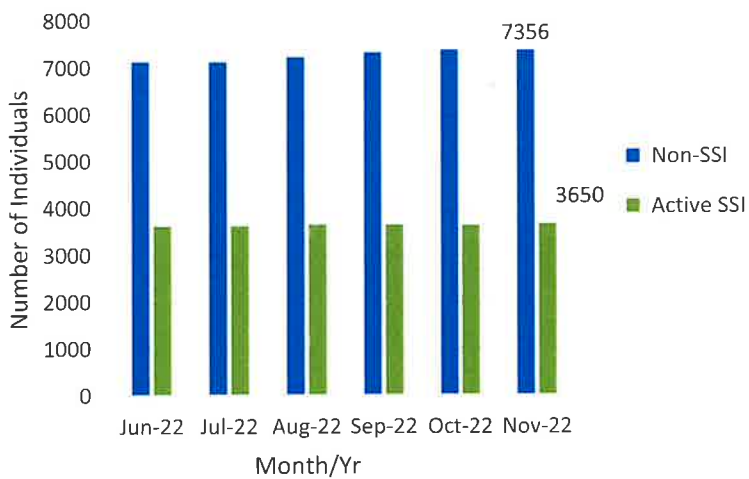
Medicaid Applications



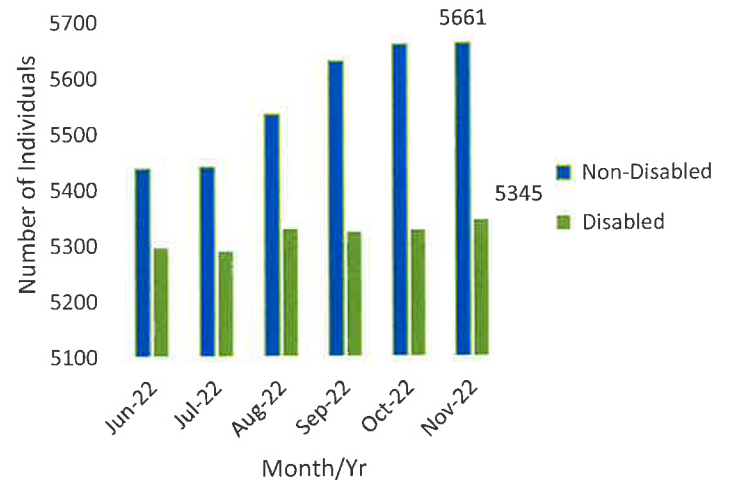
Active Medicaid by Age



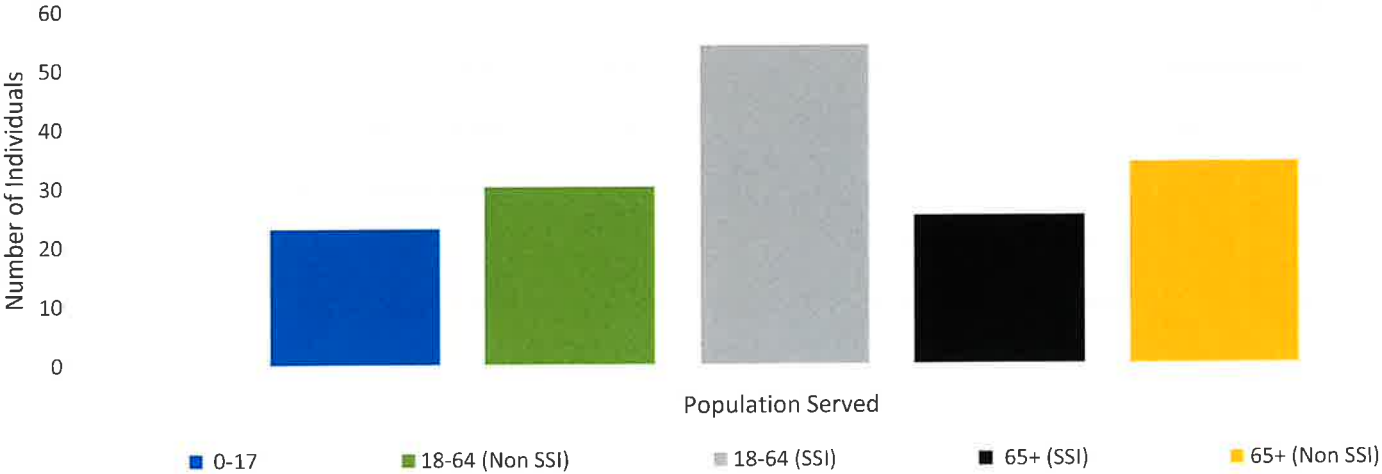
Active Medicaid SSI v. Non-SSI



Active Medicaid Disabled v. Non-Disabled



Personal Care Medicaid November 2022



St. Lawrence County Vacancy Authorization Form

Community Services



Type: Create & Fill

Deputy Director of Community Services

Subunit (If Applicable):

Date Submitted: 11/5/2022

Reason Vacated: New Position

Position Number: 519700002

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hrs Per Week: 35

Shift Length: 7

FTE: 1.00

Appointee Will Be: Provisional

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (51.44%)

\$40,180

Reimbursed by Local, State or Federal Funds: Yes 20 %

Base Salary: \$78,111

Budget Mod Attached, If Required?

Grade: V

Net County Cost: \$94,633

*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 Community Services Department has developed new programming and/or enhanced existing services that requires increased oversight and coordination. As a result the Department is requesting to create and fill a Deputy Director of Community Services (Deputy) position to assist the Director of Community Services (Director) with numerous tasks. Additionally, the Deputy will work with the Director and Community Partners in the following initiatives: the Crisis Intervention Team with local law enforcement; the OMH rollout of System of Care for children and youth, the development of the Law Enforcement Mental Health Referral System (LEMHRS); the Threat Assessment Team (TAM); and serve as the appointed Chair of the Suicide Awareness Coalition.

Other general duties include: being the liaison between community based providers and the hospital systems; assists in the continuous development and review of agency programs (including downstream providers), services and operations to ensure they are efficient, effective, and in accordance with regulations; assists the Director of Community Services in the preparation of annual service plans; arranges, schedules, and coordinates meetings and conferences; other tasks as directed; and acts in the place of the Director in his/her absence.

This Deputy position is included in the 2023 Adopted Budget; the Department is asking to fill this position at the start of the new year.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): Medicaid

Date Submitted: 11/29/2022

Reason Vacated: Promotion

Position Number: 814000068

Date Vacated: 12/9/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/21/2019

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

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$47,491

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$24,429

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

Base Salary: \$43,292

Budget Mod Attached, If Required?

Grade: 21

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.

This Community Medicaid Social Welfare Examiner position is needed to comply with deadlines set by regulations and to determine eligibility for various mandated Medicaid programs in connection with initial applications and recertifications, and when there are household changes. This particular position is responsible for the individuals who are Medicaid eligible as a result of receiving Social Supplemental Income (SSI). The current caseload for this examiner is approximately 3600 cases. In addition to the SSI caseload, this examiner has had to be tasked with additional duties, including processing new Medicaid applications as well as processing new applications for the Medicare Savings Program. The Medicaid cases retained by the local Department of Social Services are the most complex cases. The Community Medicaid Social Welfare Examiners are struggling to handle the large, complex caseloads. Not immediately filling this position will have a negative impact on program integrity and the timeliness of eligibility determinations, and would increase the risk of financial penalties for non-compliance.

Department Head:

County Administrator:

Approved?

Yes No

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 11/29/2022

Reason Vacated: Promotion

Position Number: 814000065

Date Vacated: 11/25/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/17/2011

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

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$52,178

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$26,840

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

Base Salary: \$43,292

Budget Mod Attached, If Required?

Grade: 21

Net County Cost: \$25,681

*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, 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 Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP). They determine eligibility, complete recertifications, maintain ongoing TA and SNAP cases to meet State mandated deadlines for processing TA and 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. This examiner is responsible for interviewing, documenting, determining eligibility for 31 applications monthly for ongoing Family Assistance, Safety Net Assistance, and Emergency Assistance (Temporary Housing Assistance or Shelter/Energy Emergencies) and SNAP. This examiner position currently is responsible for maintaining approximately 26 TA cases and 341 SNAP cases, serving approximately 606 individuals.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Administrative Assistant

Subunit (If Applicable): Administration

Date Submitted: 11/29/2022

Reason Vacated: Promotion

Position Number: 005200005

Date Vacated: 1/6/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 5/17/2004

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

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$56,436

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$29,031

Reimbursed by Local, State or Federal Funds: Yes 81 %

Base Salary: \$46,575

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$16,239

*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 being moved from Commissioner's office to the Deputy Commissioner. This position is needed for key functions for the Deputy Commissioner which includes communicating with the staff in the units that the Deputy is responsible for as well as communicating with outside agencies, preparing documents, maintaining records and information, coordinating schedules and facilitating meetings. This position is vital to ensure continuity amongst all units under the responsibility of the Deputy Commissioner.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Secretary to the Commissioner of Social Services

Subunit (If Applicable): Administration

Date Submitted: 11/29/2022

Reason Vacated: New Position

Position Number: 819900001

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

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

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (51.44%) \$30,103

Reimbursed by Local, State or Federal Funds: Yes 81 %

Base Salary: \$58,520

Budget Mod Attached, If Required?

Grade: M1

Net County Cost: \$16,838

*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 included in the 2023 Adopted Budget. This position is needed for key functions of the Department and provides confidential secretarial and administrative support to relieve the Commissioner of daily administrative details. This position will assist in communicating with the department staff as well as outside agencies, and is vital to ensure continuity amongst all units in the department. This position will also be responsible for supervising other clerical staff. The County is pursuing exempt status under civil service for the position.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: