

St. Lawrence County  
**BOARD OF LEGISLATORS**  
48 Court Street, Court House  
Canton, New York 13617-1169  
(315) 379-2276  
FAX (315) 379-2463

**RUTH A. DOYLE**  
County Administrator

**WILLIAM J. SHERIDAN**  
Chair, Board of Legislators

**SERVICES COMMITTEE AGENDA**  
**MR. JOSEPH LIGHTFOOT, CHAIR**  
**MONDAY, DECEMBER 13, 2021**  
**\*\*\*BOARD ROOM AND 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 SERVICES\*\***

**1. CALL TO ORDER AND APPROVAL OF THE AGENDA**

**2. OFFICE FOR THE AGING – ANDREA MONTGOMERY**

- A. Authorizing the Chair to Sign the 2022 Annual Update (AU) Plan for Funding from New York State Office for the Aging (Res)

**3. PUBLIC HEALTH – JOLENE MUNGER**

- A. Modifying the 2021 Budget for Public Health Department for the Coroner's Program (Res)

**4. SOCIAL SERVICES – HEATHER RAND**

- A. Modifying the 2021 Budget for Social Services for Transportation Costs related to Family First (Res)
- B. Social Services Statistics (Info)

**5. COMMUNITY SERVICES – JAY ULRICH**

- A. Electronic Medical Records Project (Discussion)
- B. Clinic Updates (Info)

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

- A. Review Committee Summary (Info)
- B. Social Services
  - 1. Fill Clerk, Position No. 002300002 (Mailroom)
  - 2. Fill Senior Welfare Examiner, Position No. 814100004 (TA/SNAP)
  - 3. Fill Senior Support Investigator, Position No. 813200002 (Child Support)
  - 4. Create and Fill Secretary I, Position No. 005100036 (Legal)

**7. COMMITTEE REPORTS**

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

**8. OLD/NEW BUSINESS**

**9. EXECUTIVE SESSION**

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

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

January 3, 2022

Services Committee: 12-13-2021

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

**AUTHORIZING THE CHAIR TO SIGN THE 2022 ANNUAL UPDATE (AU) PLAN  
FOR FUNDING FROM NEW YORK STATE OFFICE FOR THE AGING**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the New York State Office for the Aging requires each Office for the Aging to submit and 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 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 2022 Annual Update (AU) Plan for funding from New York State Office for the Aging, upon approval of the County Attorney.

January 3, 2022

Services Committee: 12-13-2021

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

**MODIFYING THE 2021 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT  
FOR THE CORONER'S PROGRAM**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Public Health Department is responsible for expenses associated with the Public Health Coroner's Program, and

**WHEREAS**, there have been higher than anticipated expenses due to cases being transported out of County for services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Public Health Department for the Coroner's Program, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$140,000
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**INCREASE APPROPRIATIONS:**

PC011854 43016	P COR Autopsies	\$140,000
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January 3, 2022

Services Committee: 12-13-2021

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

**MODIFYING THE 2021 BUDGET FOR SOCIAL SERVICES FOR  
TRANSPORTATION COSTS RELATED TO FAMILY FIRST**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, information regarding allocation for Family First is now available, and due to higher than expected costs in Child Care/Foster Care it is necessary to modify the 2021 Social Services Budget,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Social Services for transportation costs related to Family First, as follows:

**INCREASE APPROPRIATIONS:**

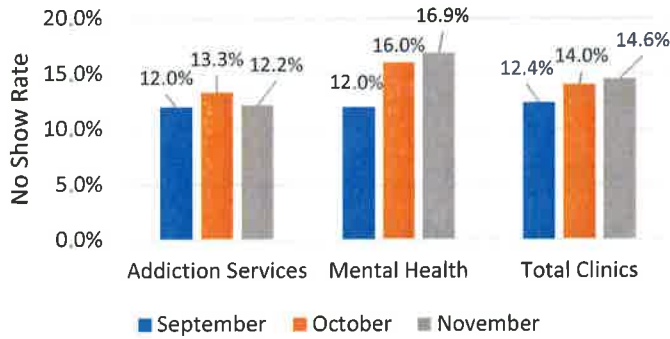
DSG60704 445VD	D Parenting Transportation	\$75,000
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**INCREASE REVENUE:**

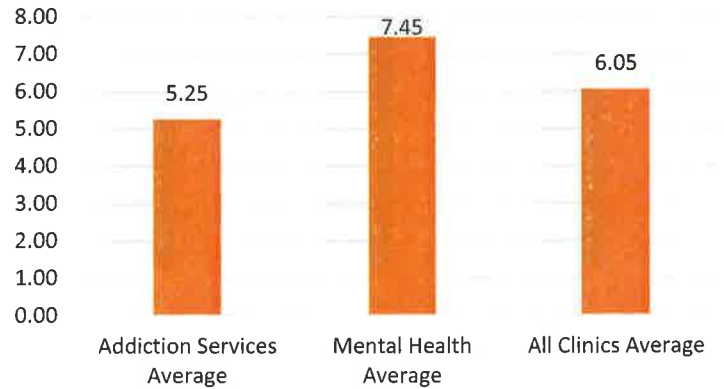
DSC18195 55000	D LR Child Care	\$28,500
DSG36705 56000	D SA Services for Recipients	<u>46,500</u>
		\$75,000

## Community Services Update November 2021

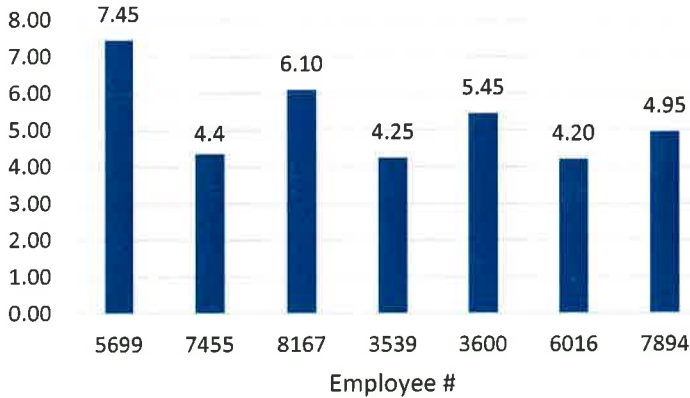
### No Show Rates By Month (23.3% Before Call Reminders)



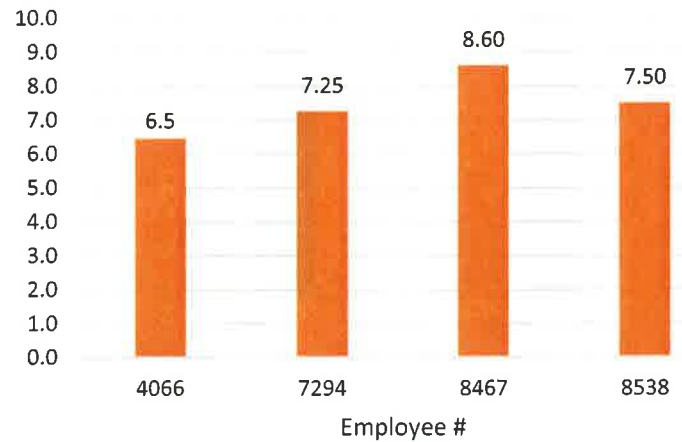
### Clinic Counselor Visits Average



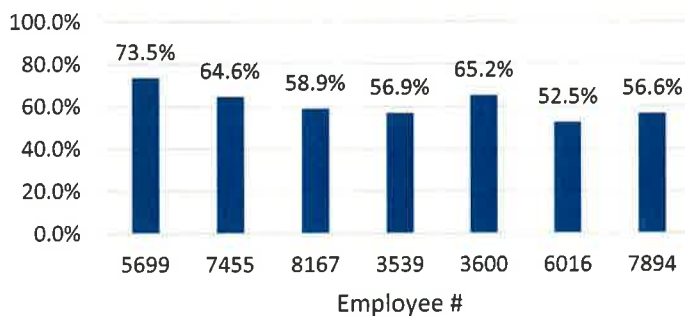
### Addiction Services Visits Per Seven Hours



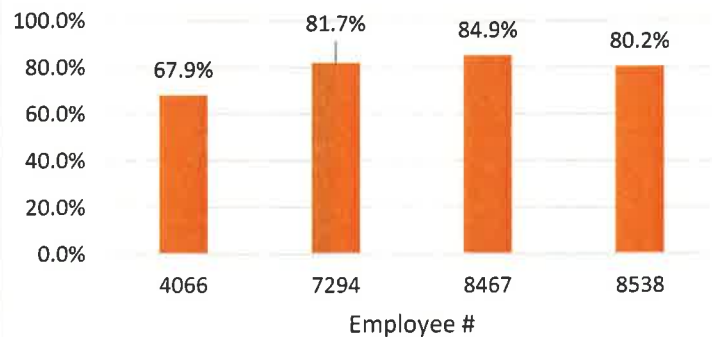
### Mental Health Visits Per Seven Hours



### Addiction Services Weighted Face to Face %

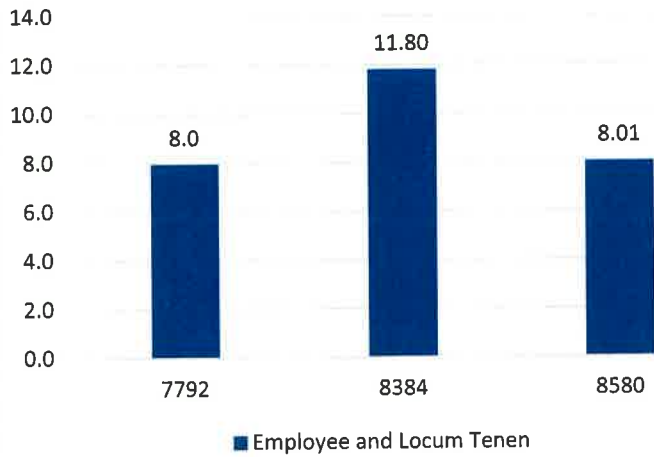


### Mental Health Weighted Face to Face %



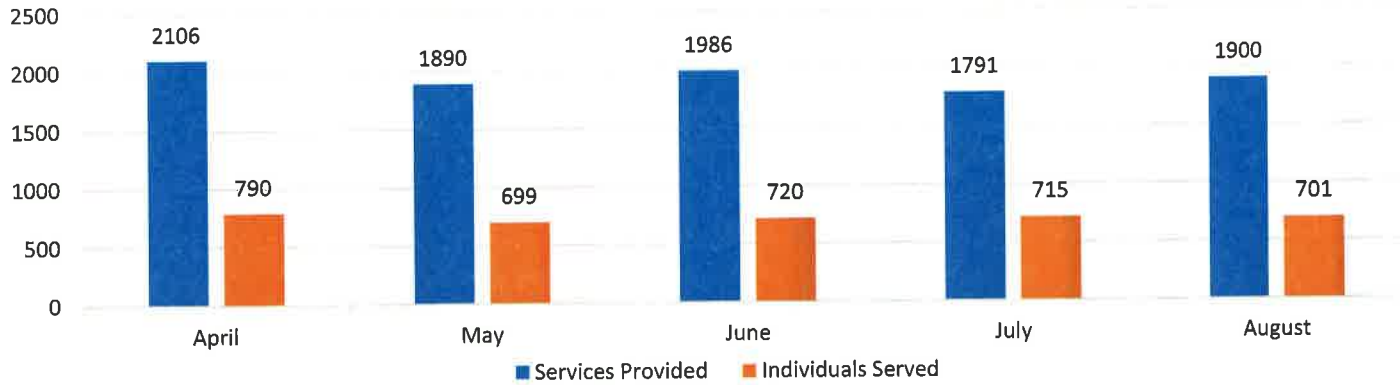
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

### Prescriber Visits Per Seven Hours

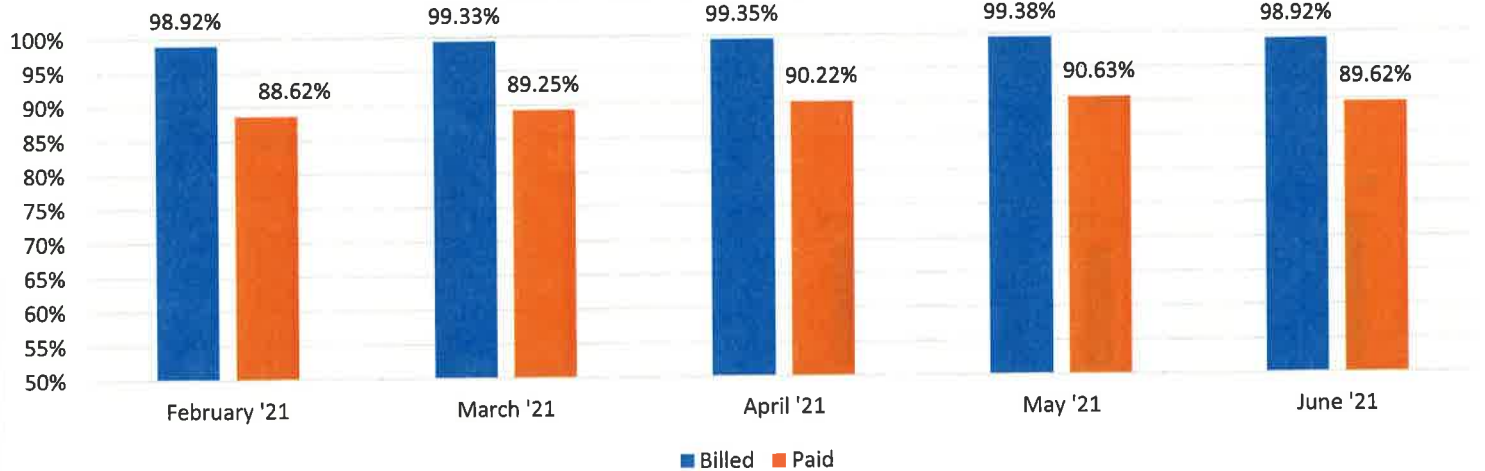


Waiting Lists	Number
Canton AS	5
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	0
<b>Addiction Services Total</b>	<b>5</b>
<b>Mental Health Total</b>	<b>67</b>

### Services Provided - All Clinics



### Billed/Paid Percentages - All Clinics



## VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

December 7, 2021

12:00 P.M.

### Summary: January 5<sup>th</sup> – December 7<sup>th</sup>

Requests:	164
Approved:	141
Denied:	0
Request/Hold:	13
Withdrawn:	2

### Summary: December 7<sup>th</sup>

Requests:	9
Approved:	9
Denied:	0
Request/Hold:	0
Withdrawn:	0

Positions reviewed:

#### **Treasurer:**

Request: 1

Request: Create and Fill, Payroll Clerk  
Position No. , Immediately

Recommendation: Fill, Immediately

#### **Sheriff:**

Request: 1

Request: Fill, Correction Officer  
Position No. 603000031, Immediately

Recommendation: Fill, Immediately

#### **Information Technology:**

Request: 2

Request: Fill, Microcomputer Systems Coordinator  
Position No. 203000002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Computer Tech  
Position No. 202700002, Immediately

Recommendation: Fill, Immediately



**Highway:**

Request: 1

Request: Abolish Welder, Create and Fill, Senior Motor Equipment Mechanic  
Position No. 308300002, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Request: 4

Request: Fill, Clerk – Unit/Mailroom/Imaging  
Position No. 002300002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Social Welfare Examiner – Unit/TA/SNAP  
Position No. 814100004, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Support Investigator – Unit/Child Support  
Position No. 813200002, Immediately

Recommendation: Fill, Immediately

Request: Abolish Keyboard Specialist, Create and Fill, Secretary 1 – Unit/Legal  
Position No. 005100036, Immediately

Recommendation: Fill, Immediately

**Vacancy Committee Members: Two (2) Legislators, Ruth Doyle,  
Dylan Soper, Jonnie Dorothy**

- 1.5 Larry Denesha and Margaret Haggard
- 2.2 John Burke and Rita Curran
- 3.2 Rita Curran and Day Fay
- 4.6 Dave Forsythe
- 5.4 Kevin Acres and Suzanne Fiacco
- 6.8 Rick Perkins and Joe Lightfoot
- 7.13 Bill Sheridan and Harry Smithers
- 8.3 Nicole Terminelli and John Burke
- 9.16 James Reagen
- 10.5 Margaret Haggard and Joe Lightfoot
- 11.2 Kevin Acres and Rick Perkins

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Clerk

Subunit (If Applicable): Mailroom/Imaging

Date Submitted: 11/30/2021

Reason Vacated: Promotion

Position Number: 002300002

Date Vacated: 11/12/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/17/2019

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$32,859

Revenue Generating: No 0 %

Benefits: Yes \$15,822

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$32,358

Budget Mod Attached, If Required?

Grade: 13

**Net County Cost: \$9,249**

### 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 is responsible for the preparation, scanning, and indexing of the Temporary Assistance, Supplemental Nutrition Assistance Program, Medicaid, and Children's Services documents for the Department's imaging system, answering phones, printing documents, sorting and opening and delivering all of the Department's mail, and ordering of supplies and State forms for the entire Department. Not filling the position would back up the imaging and make it difficult for staff to retrieve needed documents to complete their work. In addition, the mailroom would not have the necessary coverage to make sure that the mail is sorted, opened and delivered timely which could affect client benefits and/or eligibility.

Department Head: *Weathers RL*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Senior Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 11/30/2021

Reason Vacated: Promotion

Position Number: 814100004

Date Vacated: 11/12/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/26/2019

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$53,863

Revenue Generating: No 0 %

Benefits: Yes \$25,935

Reimbursed by State or Federal Funds: Yes 70 %

Base Salary: \$45,328

Budget Mod Attached, If Required?

Grade: 23

**Net County Cost: \$24,259**

### 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 split between TA/SNAP Unit and Daycare Unit. 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. This Senior Social Welfare Examiner is responsible for reviewing applications, recertifications, and case changes for Temporary Assistance (TA), Supplemental Nutrition Assistance Program (SNAP), and Daycare Assistance cases for completeness, accuracy, and consistency. October 2021, this supervisor reviewed approximately 250 TA transactions and 2,500 SNAP transactions, serving approximately 3,200 individuals with Temporary Assistance or SNAP benefits. Daycare for October 2021, \$25,197.14 was paid to childcare providers for 156 total children. This supervisor is responsible for interpreting federal, State and local policies; answering questions from staff, clients, and other units regarding TA, SNAP, and Daycare programs and related rules and regulations.

Department Head: *[Signature]*

Approved?  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

### Senior Support Investigator

Subunit (If Applicable): Child Support

Date Submitted: 11/30/2021

Reason Vacated: Promotion

Position Number: 813200002

Date Vacated: 11/26/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/8/2011

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 82 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

**Net County Cost: \$15,253**

### 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.

Family Court requires that a representative from the Support Collection Unit appear on any support cases that are payable through the Support Collection Unit. The person in this position reviews and prepares files for court and appears in Family Court to testify as to the status of support accounts, payment history and other relevant information and also calculates arrearages on new/modified orders. This person also gives direction and advice to the Support Investigators regarding preparing petitions and acts as a supervisor when the Coordinator of Child Support Enforcement is not available. If this position was not filled, we would not be able to meet the requirement of having a representative in Family Court for the hearings that take place.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

**Secretary I**

Subunit (If Applicable): Legal

Date Submitted: 11/30/2021

Reason Vacated: New Position

Position Number: 005100036

Date Vacated:

Position # Abolished: 003100016

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: **35**

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$40,579

Revenue Generating: No 0 %

Benefits: Yes \$19,539

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

**Net County Cost: \$11,422**

### 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.

On April 5, 2021, the St. Lawrence County Board of Legislators passed resolution # 102-2021 which effectively abolished the positions of General Counsel to the Department of Social Services, Senior Social Services Attorney, Assistant Social Services Attorney, and Paralegal in the Department of Social Services Legal Unit and recreated these positions as four (4) Assistant County Attorney positions and one (1) paralegal position within the Office of the County Attorney. Clerical positions in the former DSS Legal office remained DSS employees with direct supervision provided by the County Attorney. Since the time of the transition in management, the County Attorney has been evaluating each of the various positions to determine how to maximize efficiency within the assigned titles. This vacancy would seek to abolish the Keyboard Specialist position currently in existence within the OCA DSS Legal Unit and create a Secretary I position, allowing for greater flexibility in assignment of workload and increased efficiency in performance of FCA Article 10 responsibilities. The Keyboard Specialist position is constrained from performing functions that are needed and ancillary to the work of the Legal Secretaries in the Office of the County Attorney.

Department Head: 

Approved?

Yes  No

County Administrator:

Resolution #: