

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

JOSEPH LIGHTFOOT
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BILL SHERIDAN, CHAIR
MONDAY, DECEMBER 14, 2020
***** BOARD ROOM AND LIVE VIA YOUTUBE*****
***** 5:30 P.M. *****

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

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – November 16
- 3. COVID-19 UPDATE** – Dr. Dana McGuire and Dr. Andrew Williams
- 4. PUBLIC HEALTH – DANA MCGUIRE**
 - A. Authorizing the Chair to Sign an Intergovernmental Personnel Act Agreement with the Centers for Disease Control and Prevention (CDC) (Res)
- 5. COMMUNITY SERVICES – JAY ULRICH**
 - A. Accepting Additional STOP-DWI Crackdown Funds from the State of New York Governor’s Traffic Safety Committee and Modifying the 2021 Budget for Community Services (Res)
 - B. Clinic Update (Info)
- 6. SOCIAL SERVICES - CINDY ACKERMAN**
 - A. Modifying the 2020 Budget for Social Services for Foster and Adoption Services (Res)
- 7. HIGHWAY – DON CHAMBERS**

(Note: Due to time sensitivity the following two resolutions have been included on Services Committee and will go to the December 21st Special Board Meeting.)

 - A. Modifying the 2021 Budget for the Department of Highways for Depot Street Bridge over Deer River, BIN 3220850 (Res)
 - B. Authorizing the Chair to sign a Contract with Friend Commercial Contracting for Replacement of the Depot Street Bridge over Deer River, BIN 3220850 (Res)

8. VACANCY REVIEW COMMITTEE

- A. Summary (Info)
- B. Social Services
 - 1. Fill Social Welfare Examiner (814000038)
- C. Office for the Aging
 - 1. Fill Keyboard Specialist (003100093)
 - 2. Abolish Account Clerk Typist and Create and Fill Account Clerk (100400009)

9. COMMITTEE REPORTS

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

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

January 4, 2021

Services Committee: 12-14-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN INTERGOVERNMENTAL PERSONNEL
ACT AGREEMENT WITH THE CENTERS FOR DISEASE CONTROL AND
PREVENTION (CDC)**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Centers for Disease Control and Prevention (CDC) has an Intergovernmental Personnel Act mobility program, and

WHEREAS, the Public Health Director is an epidemiologist with expertise in child health and developmental disabilities, and has played an integral role as Clinician Reviewer with the Developmental Disabilities Branch of the CDC since 2016, and

WHEREAS, the knowledge and expertise of the Public Health Director in the area of the epidemiology of developmental disabilities will be an asset to this project, and

WHEREAS, the Public Health Director will spend approximately two percent (2%) of her time monthly to assist in the evaluation of medical data collected for epidemiological studies of children with cerebral palsy (CP) at CDC; conduct self-initiated or participate in collaboration studies; and enter record review (scoring) of data into ARCHE system, and

WHEREAS, this experience will provide the Public Health Director with the most current knowledge of the epidemiology of developmental disabilities and assist her in providing for people with disabilities and consulting in this arena for services offered in St. Lawrence County, and

WHEREAS, the Centers for Disease Control and Prevention (CDC) agrees to reimburse two percent (2%) of the salary for the Public Health Director per month (PA044015 57000),

WHEREAS, the term of this agreement will be January 28, 2021 through January 27, 2022,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an Intergovernmental Personnel Act Agreement with the Centers for Disease Control and Prevention (CDC), upon approval of the County Attorney.

January 4, 2021

Services Committee: 12-14-2020

RESOLUTION NO. _____

**ACCEPTANCE OF ADDITIONAL STOP-DWI CRACKDOWN FUNDS FROM
THE STATE OF NEW YORK GOVERNOR'S TRAFFIC SAFETY COMMITTEE
AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Community Services STOP-DWI Program has been awarded an increased amount of \$2,000 through the Governor's Traffic Safety Committee with a contract period of October 1, 2020 to September 30, 2021, and

WHEREAS, the DWI Crackdown Funds provides funding that will cover costs related to increased impaired driving saturation patrols during State-specified holidays, and

WHEREAS, the original budgeted amount was \$15,000 to cover these high visibility/saturation patrols,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the acceptance of additional STOP-DWI Crackdown Funds from the State of New York Governor's Traffic Safety Committee, and

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

INCREASE APPROPRIATIONS:

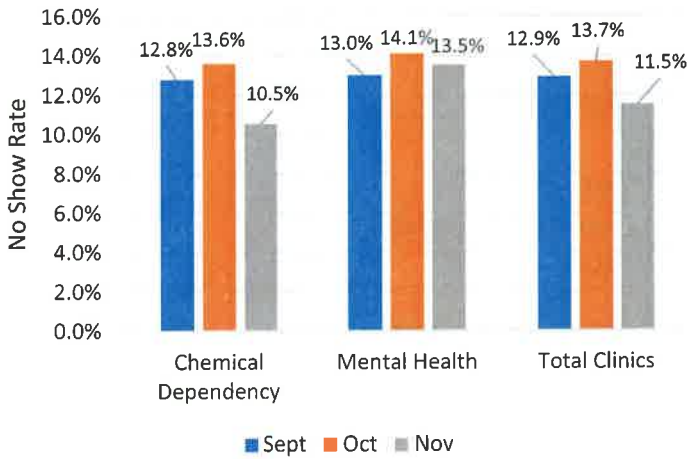
A7133154 43007 GTSC	GTSC Other Fees and Services	\$2,000
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INCREASE REVENUE:

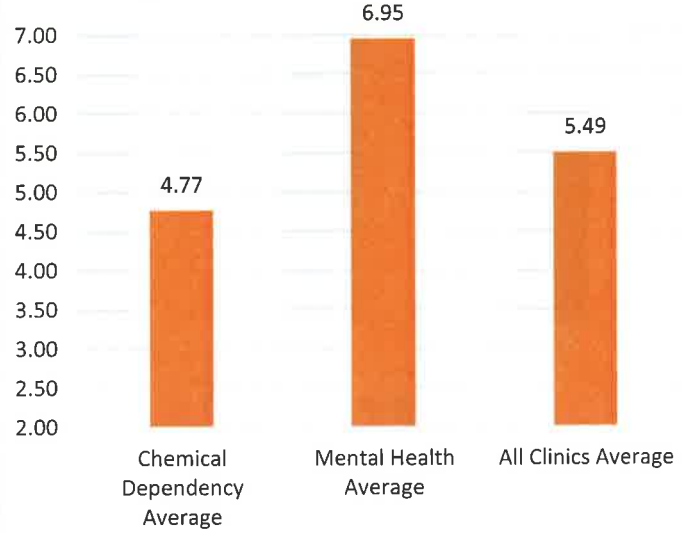
A7133895 56000 GTSC	A State Aid GTSC	\$2,000
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Community Services Update November 2020

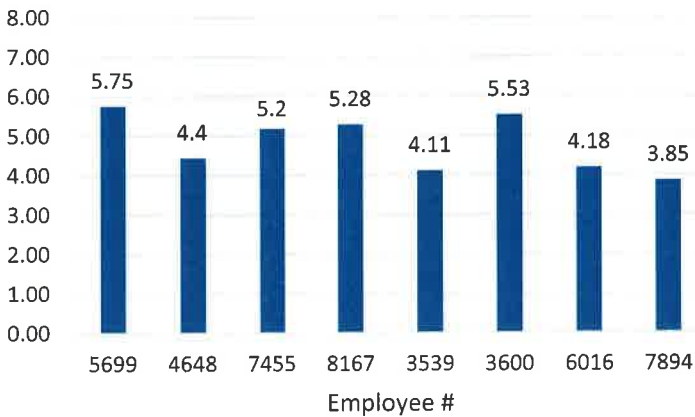
No Show Rates By Month (23.3% Before Call Reminders)



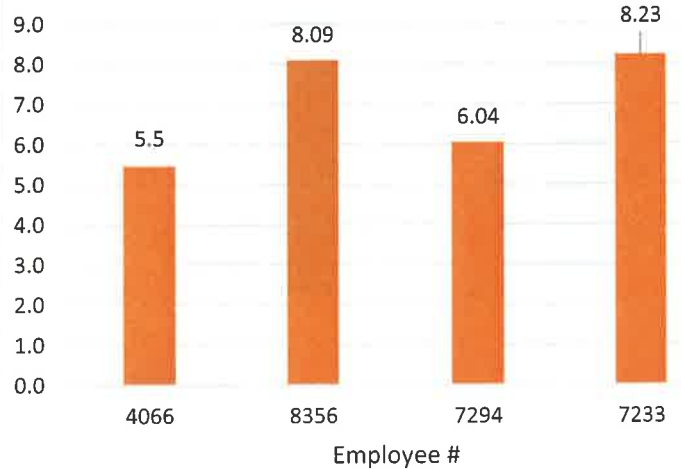
Clinic Counselor Visits Average



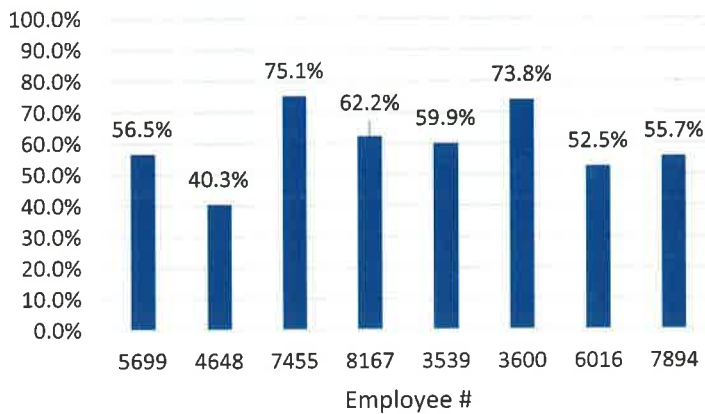
Chemical Dependency Visits Per Seven Hours



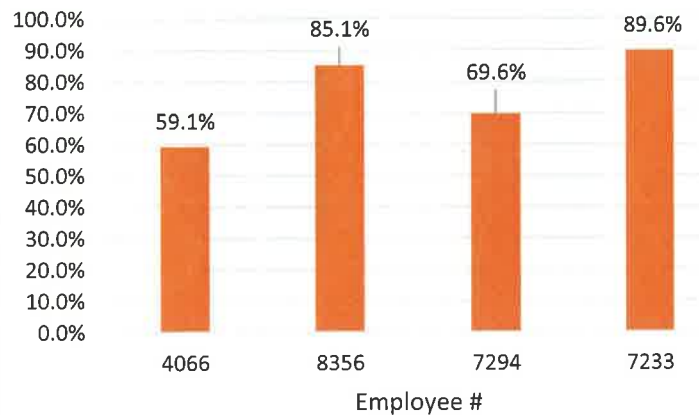
Mental Health Visits Per Seven Hours



Chemical Dependency Weighted Face to Face %

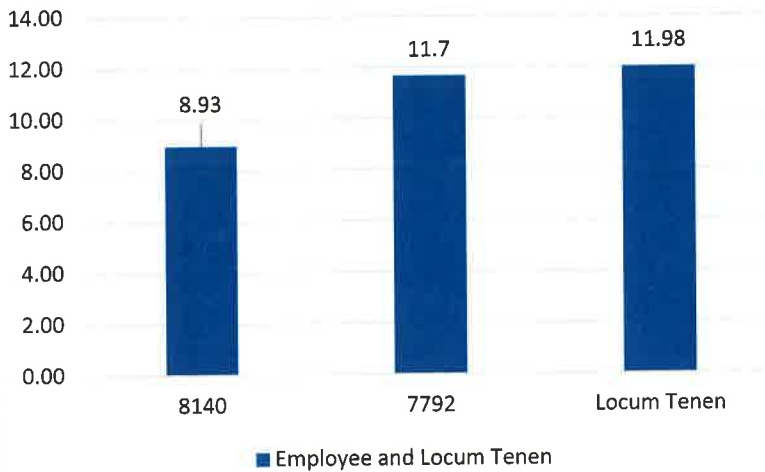


Mental Health Weighted Face to Face %



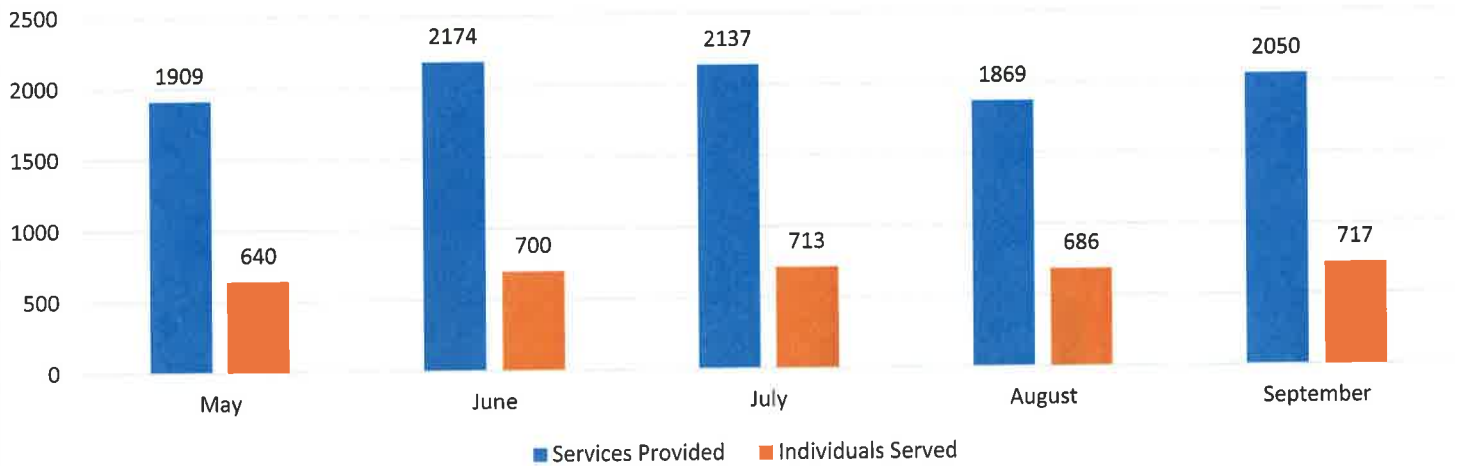
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

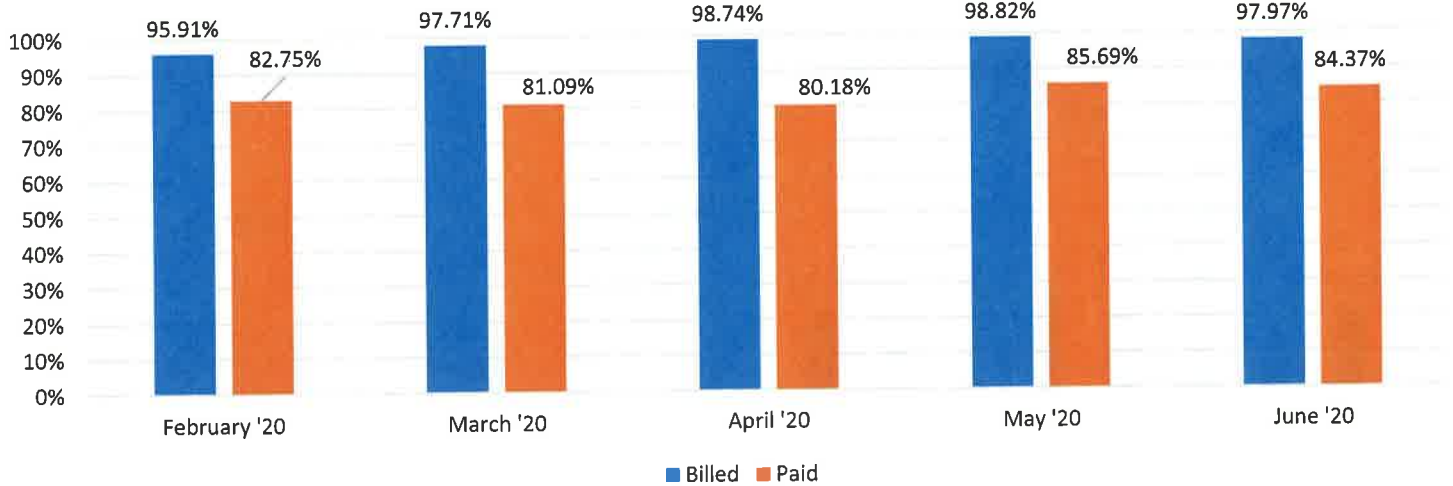


Waiting Lists	Number
Canton CD	0
Gouverneur CD	0
Massena CD	0
Ogdensburg CD	0
Chemical Dependency Total	0
Mental Health Total	25

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



January 4, 2021

Services Committee: 12-14-2020

RESOLUTION NO. _____

**MODIFYING THE 2020 BUDGET FOR SOCIAL SERVICES
FOR FOSTER CARE AND ADOPTION SERVICES**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, due to higher than anticipated costs in Foster Care and Adoption Services, additional HEAP expenditures, and

WHEREAS, additional technology expenditures related to the health crisis, and lower than expected costs in Safety Net, it is necessary to modify the 2020 Social Services Budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Treasurer to modify the 2020 Budget for Social Services for foster care and adoption services, as follows:

INCREASE APPROPRIATIONS:

DAA60102 22002	D ADM Personal Computers	\$36,550
DAH60104 420GE HEAP	D HEAP Office Supplies	5,631
DSC61094 465BC CCEA	D EAF Board & Care	126,500
DSC61094 465IB CCEA	D EAF Institutional Board	379,661
DSG60704 46500 ADOP	D Adoption Services Indirect	<u>5,000</u>
		\$553,342

DECREASE APPROPRIATIONS:

DMM61004 46500	D Medicaid to State	\$2,080
DPS61404 46100	D HR Directs	105,000
DPS61404 46500	D HR Indirects	<u>35,000</u>
		\$142,080

INCREASE REVENUE:

DAH46105 57000 HEAP	D FA HEAP Admin	\$5,631
DPF18095 55000	D LR Family Assistance	282,289
DSC18195 55000	D LR Child Care	32,013
DSC18195 550CE	D School District CSE Payments	<u>131,929</u>
		\$451,862

DECREASE REVENUE:

DPS36405 56000	D SA Safety Net	\$40,600
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January 4, 2021

Services Committee: 12-14-2020

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR THE DEPARTMENT OF HIGHWAYS
FOR DEPOT STREET BRIDGE OVER DEER RIVER, BIN 3220850**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, St. Lawrence County is responsible for maintaining its infrastructure for the safety of the traveling public, and

WHEREAS, construction is scheduled for 2021 for the Depot Street Bridge over Deer River, BIN 3220850, a Federal pass-through project, and

WHEREAS, the construction/construction inspection phase for this project was not included in the 2021 Budget for the Department of Highways, and

WHEREAS, the construction/construction inspection phase for this project is funded with eighty percent (80%) Federal funds and twenty percent (20%) local match at this time, with the potential for a structure of eighty percent (80%) Federal funds, fifteen percent (15%) State funds, and five percent (5%) local match, pending State Marchiselli funding approval in the 2021 State budget,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Department of Highways for Depot Street Bridge over Deer River, BIN 3220850, as follows:

DECREASE UNAPPROPRIATED FUND BALANCE:

03TG0911 50300	Fund Balance, Unreserved Unappropriated	\$600,000
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INCREASE APPROPRIATED FUND BALANCE:

03TG0910 50300	Fund Balance, Unreserved Appropriated	\$600,000
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INCREASE APPROPRIATIONS:

HM299509 90600	H CR Transfers to Capital Fund	\$3,000,000
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INCREASE REVENUE:

HM045975 57000	H CR Transfers to Capital Fund	\$2,400,000
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January 4, 2021

Services Committee: 12-14-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
FRIEND COMMERCIAL CONTRACTING FOR REPLACEMENT OF THE
DEPOT STREET BRIDGE OVER DEER RIVER, BIN 3220850**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Board of Legislators approved and funded Capital Bridge Projects, and

WHEREAS, the Department of Highways has solicited bids for the replacement of the Depot Street Bridge over Deer River, BIN 3220850, and

WHEREAS, the lowest responsible bidder for this project has been determined,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators does hereby approve the following contract for replacement of the Depot Street Bridge over Deer River, BIN 3220850 to:

Contractor:	Friend Commercial Contracting
Contract Title:	Depot Street Bridge over Deer River BIN 3220850, Town of Brasher
Contract Amount:	Not to Exceed \$2,797,686 HM651204 465CO 1903

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Chair to sign all necessary contracts and documents to progress the project, upon approval of the County Attorney.

VACANCY REVIEW SUMMARY

County Administrator's Office

December 8, 2020

11:30 a.m.

Summary: January 7th – November 3, 2020

Requests: 118
Approved: 102
Denied: 0
Request/Hold: 16
Withdrawn: 0

Summary: November 3rd

Requests: 13
Approved: 12
Denied: 0
Request/Hold: 1
Withdrawn: 0

Positions reviewed:

Sheriff:

Request: 3

Request: Fill, Deputy Sheriff – Unit/Criminal Division
Position No. 605000037, 30 Days

Recommendation: Fill, 30 Days

Request: Fill, Correction Officer – Unit/Correctional Facility
Position No. 603000034, Immediately

Recommendation: Fill, Immediately

Request: Fill, Correction Officer – Unit/Correctional Facility
Position No. 603000067, Immediately

Recommendation: Fill, Immediately

Governmental Services:

Request: 1

Request: Fill, Electrical Maintenance Worker
Position No. 328100002, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Fill, Keyboard Specialist
Position No. 003100011, Immediately

Recommendation: County Administrator to approve as vacancy occurred during probationary period

Office of the Aging:

Request: 2

Request: Fill, Keyboard Specialist
Position No. 003100093, Immediately

Recommendation: Fill, Immediately

Request: Abolish Account Clerk Typist, and Create and Fill Account Clerk
Position No. 100400009, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 2

Request: Create Half a Position and Fill, Employment & Training Counselor – Unit/Employment
Position No. 701000012, 90 Days

Recommendation: Hold

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP
Position No. 814000038, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 2

Request: Fill, Motor Equipment Mechanic Helper
Position No. 308000003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Carpenter
Position No. 309500001, Immediately

Recommendation: Fill, Immediately

One Stop Career Center:

Request: 2

Request: Fill, Keyboard Specialist
Position No. 003100094, 90 Days

Recommendation: Fill, 90 Days

Request: Fill, Principal Account Clerk
Position No. 100300009, Immediately

Recommendation: Fill, 90 Days

2020 Vacancy Committee Members: Two (2)
Legislators, Ruth Doyle, Dylan Soper, Jonnie
Dorothy and Ashlee Whalen

- 1.7.20 John Burke and Larry Denesha
- 2.4.20 Kevin Acres and David Haggard
- 3.2.20 Dan Fay
- 4.7.20 James Reagen and Dave Forsythe
- 5.5.20 Larry Denesha and Nance Arquiatt
- 6.2.20 Joe Lightfoot and Rick Perkins
- 7.7.20 Dan Fay and William Sheridan
- 8.4.20 Nicole Terminelli and John Burke
- 9.15.20 Tony Arquiatt and James Reagen
- 10.6.20 Joe Lightfoot and Rita Curran
- 11.3.20 Kevin Acres and Rick Perkins
- 12.8.20 Dave Forsythe and Rita Curran

2021 Vacancy Committee Members: Two (2)
Legislators, Ruth Doyle, Dylan Soper, Jonnie
Dorothy and Ashlee Whalen

- 1.5.21
- 2.2.21
- 3.2.21
- 4.6.21
- 5.4.21
- 6.8.21
- 7.13.21
- 8.3.21
- 9.14.21
- 10.5.21
- 11.2.21
- 12.7.21

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 12/1/2020

Reason Vacated: Resignation

Position Number: 814000038

Date Vacated: 12/1/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 9/24/2018

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$41,755

Revenue Generating: No 0 %

Benefits: Yes \$20,756

Reimbursed by State or Federal Funds: Yes 68 %

Base Salary: \$41,005

Budget Mod Attached, If Required?

Grade: 21

Net County Cost: \$20,316

Detailed Justification

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

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

Department Head: *[Signature]*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Office for the Aging



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 12/1/2020

Reason Vacated: Promotion

Position Number: 003100093

Date Vacated: 11/27/2020

Position # Abolished:

Position Will Be: Full-time

Last Fill Date: 7/16/2018

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$33,993

Revenue Generating: No 0 %

Benefits: Yes \$16,368

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$33,451

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$0

Detailed Justification

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

The Keyboard Specialist position is open due to a promotion. This position handles all front office duties: answering phones, directing calls, assisting clients, greeting visitors, faxing, filing, and database record keeping. This person also handles all referrals and associated paperwork to Volunteer Transportation Center, Inc. and Legal Aid. This staff member also assists with Nutrition Wellness Checks when a client is not home for their meal. This position is within our 2020 budget. We currently do not have any staff in the front office area due to an extended medical leave.

Department Head: *Indira S. ...*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Office for the Aging



Type: Abolish & Create

Account Clerk

Subunit (If Applicable):

Date Submitted: 12/1/2020

Reason Vacated: Promotion

Position Number: 10100044

Date Vacated: 11/27/2020

Position # Abolished: 100400009

Position Will Be: Full-time

Last Fill Date: 6/29/2019

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$41,755

Revenue Generating: No 0 %

Benefits: Yes \$20,105

Reimbursed by State or Federal Funds: Yes 75 %

Base Salary: \$34,540

Budget Mod Attached, If Required?

Grade: 16

Net County Cost: \$15,465

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 Account Clerk Typist works in our Fiscal Unit. This staff member performs record keeping and data entry for our largest program - the Nutrition Program. The staff member puts in weekly orders for 6 nutrition centers with Renzi; creates nutrition tracking sheets/logs, counts units and performs data entry. This staff member is back up for payroll; as well as assists with processing vouchers for State and Federal Reimbursement. The Account Clerk Typist also assists with answering phones and directing calls; as well as assist with daily nutrition wellness checks. This position is within our 2020 budget.

At the Vacancy Meeting on 12/8/2020, it was requested that we alter this request to abolish the Account Clerk Typist and Create an Account Clerk role - which is one grade lower, but will still serve the needs of the department.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: