

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

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, FEBRUARY 12, 2024
*****BOARD ROOM AND VIA YOUTUBE*****
*****IMMEDIATELY FOLLOWING OPERATIONS COMMITTEE *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – January 22**
- 3. YOUTH BUREAU – ALEXA CHASE**
 - A. Proclaiming March 1, 2024 “Five Hour Free (From Social Media) Friday” in St. Lawrence County (Res)
 - B. Annual Teen Leadership Forum and NYS Legislative Day (Discussion)
- 4. PUBLIC HEALTH – CARLY ZIMMERMANN**
 - A. Accepting Performance Incentive Achievement Award Funds and Modifying the 2024 Budget for the Public Health Department (Res)
 - B. Reappointing the Medical Consultant and Nurse Practitioner for the Public Health Department (Res)
- 5. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign a Contract with Seaway Valley Prevention Council for the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP II) Program Funds for Community Services (Res)
 - B. Mental Health, Addiction Services, and Opioid Treatment Program (OTP) Services Statistics Updates (Info)
- 6. SOCIAL SERVICES – JOE SEEGER**
 - A. Authorizing the Chair to Sign an Agreement between the Department of Social Services and Adoption STAR, Inc. (Res)
 - B. Social Services Children’s Services Update (Info)
 - C. Proposal to Expand Services to the Gouverneur Area (Info)
- 7. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Social Services
 1. Fill an Account Clerk, Position No. 100100043
 2. Fill a Social Welfare Examiner, Position No. 814000027

3. Fill a Social Welfare Examiner, Position No. 814000018
4. Fill a Support Investigator, Position No. 813000006
5. Fill a Social Welfare Examiner, Position No. 814000048
- B. Community Services
 1. Fill a Case Manager, Position No. 512200001
 2. Fill a Chemical Dependency Case Aide, Position No. 510300004
- C. Public Health
 1. Fill Service Coordinator, Position No. 506000001
 2. Abolish Community Health Nurse, and Create and fill Senior Services Coordinator, Position No. 507700001
 3. Create and Fill Principal Account Clerk, Position No. 100300010

8. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

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

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

March 4, 2024

Services Committee: 2-12-2024

RESOLUTION NO.

**PROCLAIMING MARCH 1, 2024 AS “FIVE HOUR FREE
(FROM SOCIAL MEDIA) FRIDAY” IN ST. LAWRENCE COUNTY**

By Mr. Hull, Chair, Services Committee

WHEREAS, according to The Journal of American Medical Association Pediatrics, teens spend more than eight hours on their phones each day, and

WHEREAS, excessive social media use has been linked to depression, anxiety, attention deficit, and sleep deprivation, and

WHEREAS, published in The US Surgeon General’s Advisory on Social Media and Youth Mental Health (2023) nearly half (46%) of adolescents (13–17) said social media makes them feel worse about themselves and 64% of adolescents are “often” or “sometimes” exposed to hate-based content, and

WHEREAS, in Governor Hochul’s State of the State Address on January 9, 2024, there was a call to action supporting social media addiction awareness and teen to teen programs promoting connectedness away from cell phones, and

WHEREAS, all St. Lawrence County residents are encouraged to take time away from their social media platforms in support of a social media detox in support of the message that the overuse of social media can cause emotional and physical stress, and

WHEREAS, the Teen Ambassadors of the St. Lawrence County Youth Committee, with support from Youth as Solutions with the National Youth Leadership Council, launches “Five Hour Free (from social media) Friday” on March 1st from 4 p.m. to 9 p.m.,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims March 1, 2024 as “Five Hour Free (from social media) Friday” in St. Lawrence County.

March 4, 2024

Services Committee: 2-12-2024

RESOLUTION NO.

**ACCEPTING PERFORMANCE INCENTIVE ACHIEVEMENT AWARD FUNDS
AND MODIFYING THE 2024 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

WHEREAS, Public Health has received a Performance Incentive Achievement Award from the New York State Department of Health in the amount of \$21,599, and

WHEREAS, the 2023 achievement award focused on promoting wastewater surveillance, and

WHEREAS, this achievement award must be used to support costs associated with Article 6 eligible services, and while costs associated with any eligible activity are acceptable, LHDs are encouraged to consider utilizing the award funds to support environmental health related work,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the acceptance of performance incentive achievement award funds, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for Public Health, as follows:

INCREASE APPROPRIATIONS:

PP040104 43007	P PREV Other Fees and Services	\$21,599
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INCREASE REVENUE:

PP034015 56000	P SA Public Health and Clinic	\$21,599
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March 4, 2024

Services Committee: 2-12-2024

RESOLUTION NO.

**REAPPOINTING THE MEDICAL CONSULTANT AND NURSE PRACTITIONER
FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department has an Article 28 Licensed Clinic which provides various immunizations for all ages and medications for treatment of communicable diseases, and

WHEREAS, under the Article 28 Clinic, there is a Medical Consultant and a Nurse Practitioner on staff hired by the County and these positions go through the required hiring process and background checks, and

WHEREAS, Article 28 Clinics are audited by the New York State Department of Health (NYSDOH) every five (5) years, and

WHEREAS, it was noted in the 2022 NYSDOH audit that the clinic was deficient in the area of the reappointing process which requires the Medical Consultant and Nurse Practitioner be reappointed every (2) two years, as required by the NYSDOH, and

WHEREAS, the current Medical Consultant and Nurse Practitioner are in compliance with all required documentation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the reappointment of the Medical Consultant, Zachary Mashaw MD, and Nurse Practitioner, Wendy Wais NP, for the Public Health Department for a term of March 4, 2024 through March 3, 2026.

March 4, 2024

Services Committee: 2-12-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SEAWAY VALLEY PREVENTION COUNCIL FOR THE COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM (COSSAP II) PROGRAM FUNDS FOR COMMUNITY SERVICES

By Mr. Hull, Chair, Services Committee

WHEREAS, On September 30, 2022, the County received notice from the Office of Justice Programs that the application submitted by St. Lawrence County was successful and will receive funding opportunity entitled Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP II), and

WHEREAS, Resolution No. 378-2022 authorized the acceptance of the Comprehensive Opioid, Stimulant, and Substance Abuse Program Grant II, and

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

WHEREAS, Seaway Prevention Council is a sub-award recipient of the COSSAP II Award (15PBJA-22-GG-04477-COAP), and

WHEREAS, Seaway Valley Prevention Council embeds two Certified Recovery Peer Advocates (CRPA) into Addiction Services to provide individuals with one-on-one recovery coaching aimed in helping patients define and direct their own treatment/recovery plan, and

WHEREAS, additionally, the CRPA collaborate with the interdisciplinary treatment team to ensure that individuals are connected with services including, but not limited to housing, transportation, vocational services, harm reduction resources, other benefits, & treatment, and

WHEREAS, the terms of the contract will be October 1, 2022 through September 30, 2025,

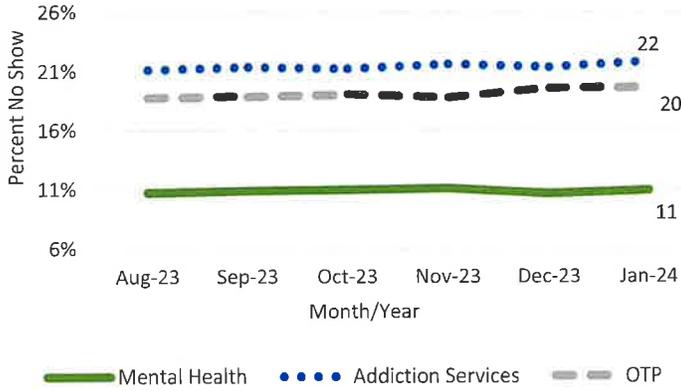
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Seaway Valley Prevention Council for Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP II) funds for Community Services, upon approval of the County Attorney.

Community Services Clinic Update

January 2024

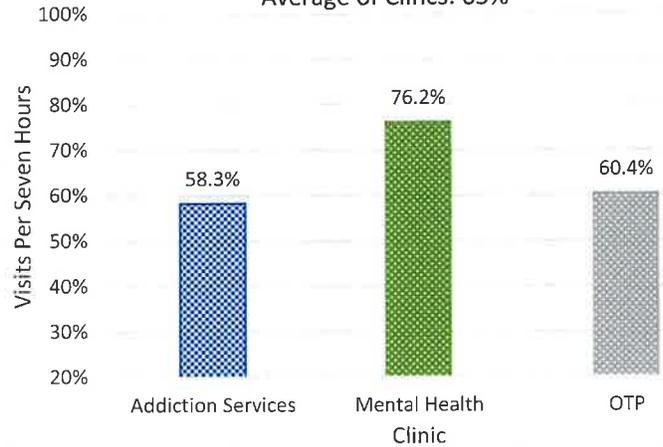
No Show Appointment Rates

Six Month Average: 17.1%



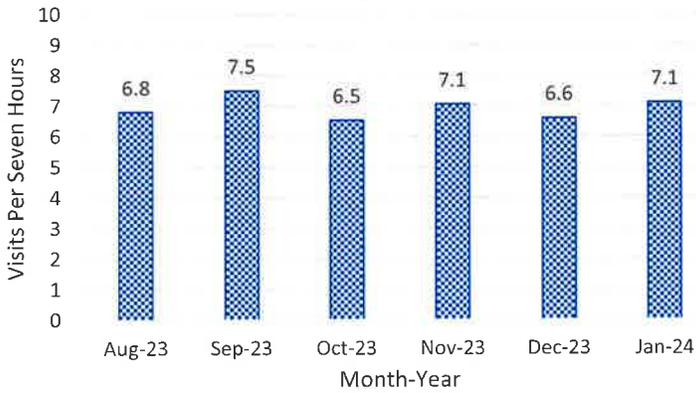
Clinic Counselor Visits Average

Average of Clinics: 65%



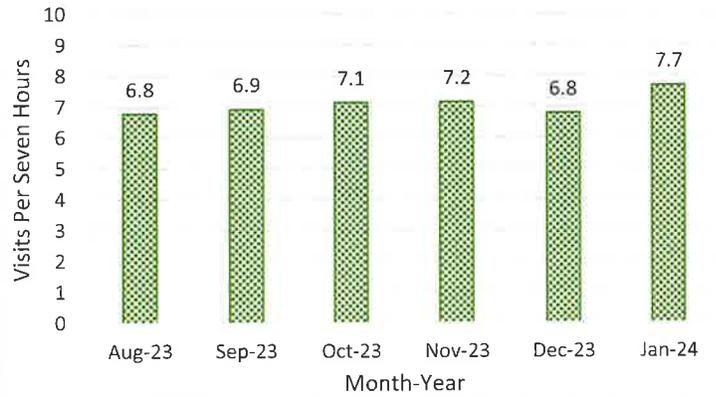
Addiction Services & OTP Visits Per Seven Hours

Average: 6.9



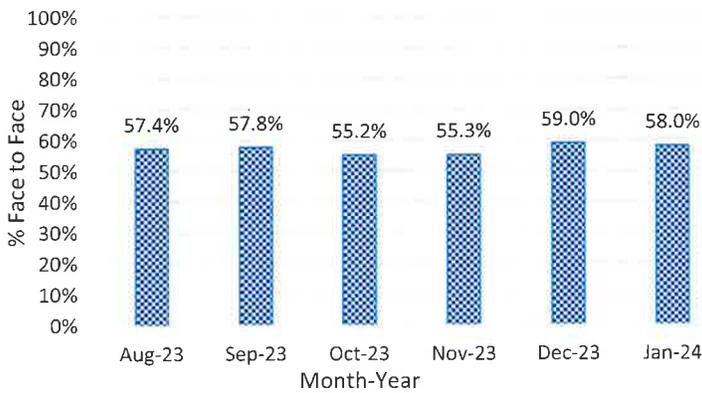
Mental Health Services Visits Per Seven Hours

Average: 7.1



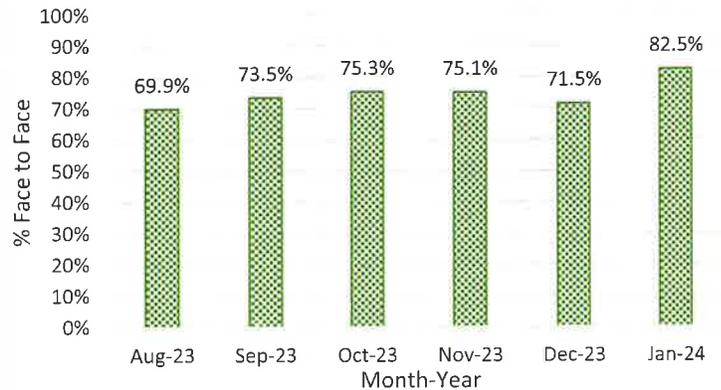
Addiction Services/OTP Face to Face %

Average 57%



Mental Health Face to Face %

Average 74.7%

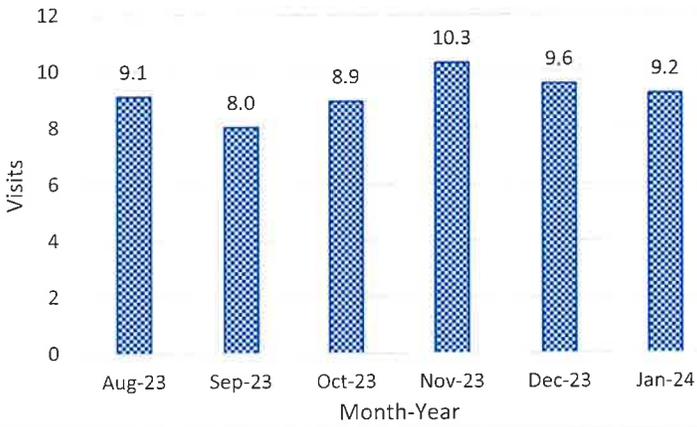


Community Services Clinic Update

January 2024

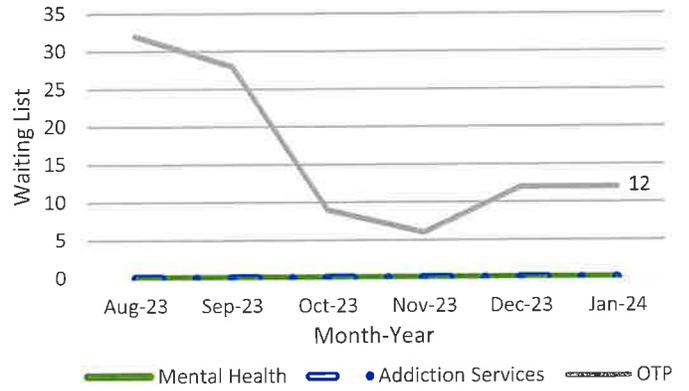
Prescribers Visits Per Seven Hours

Average 9.2



Wait Lists

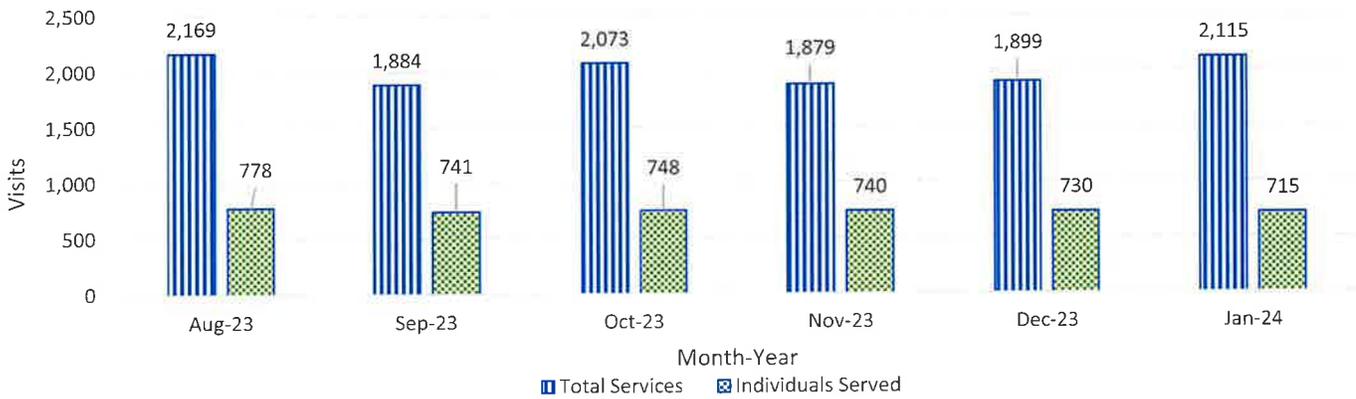
Six Month Average:



Services Provided - All Clinics

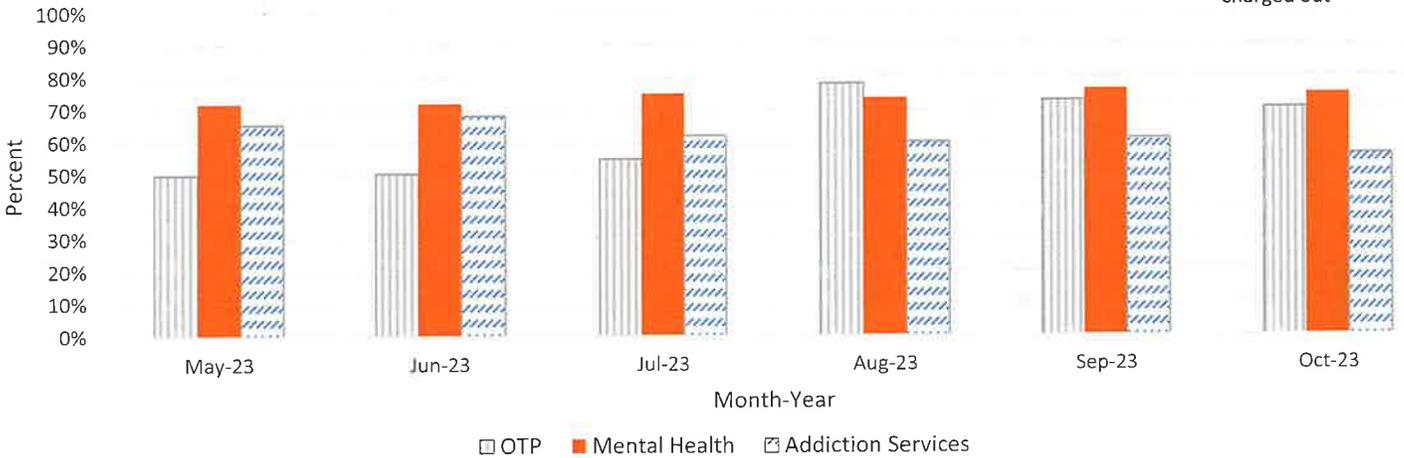
Total Services Average: 2,003

Individuals Average: 742



Percentage of Dollars Paid of Billed Services

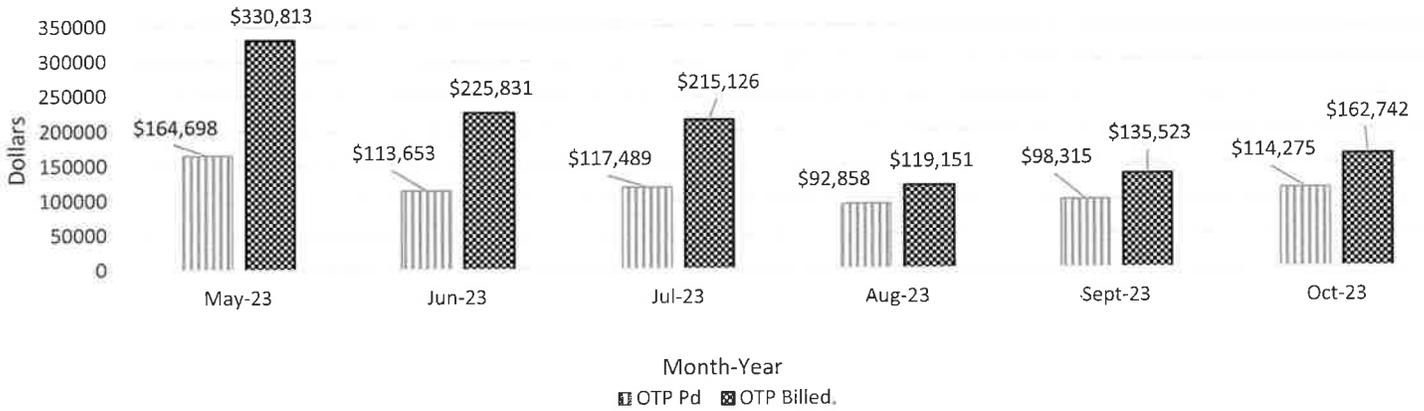
*3 Month Lag
Total % of dollars received of what was charged out



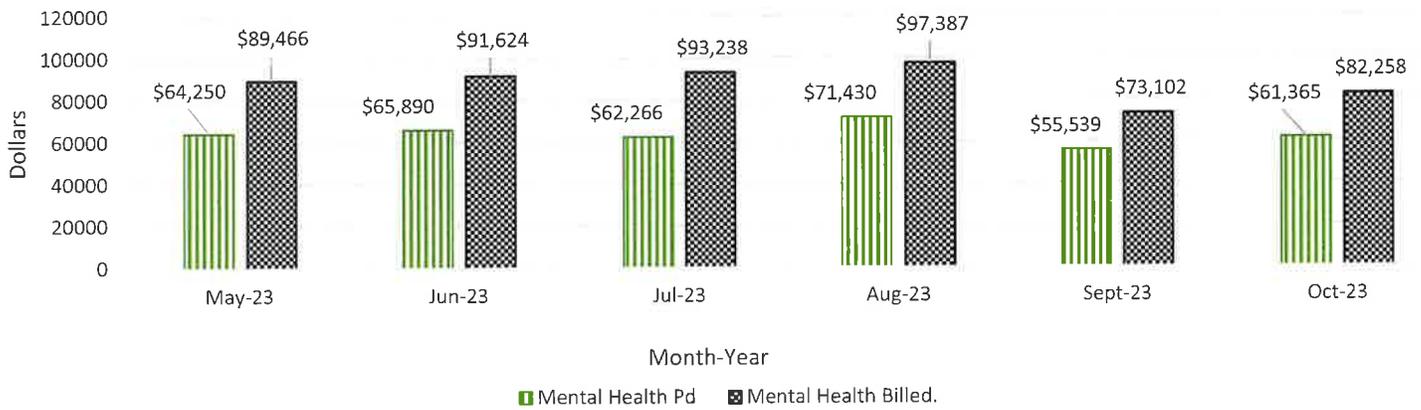
Community Services Clinic Update

January 2024

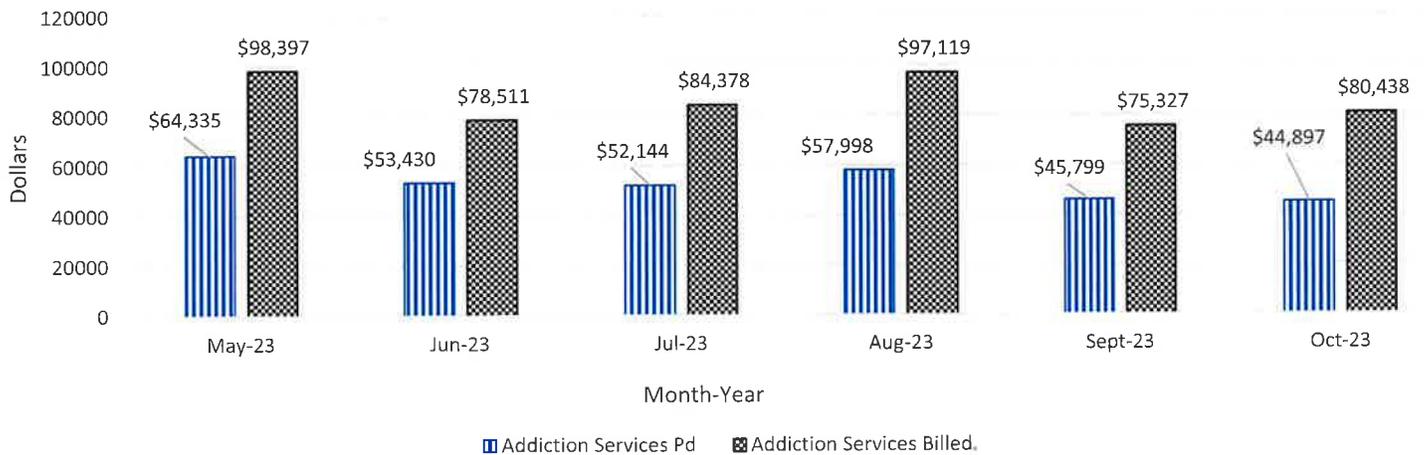
OTP Dollars Paid vs OTP Dollars Billed



MH Dollars Paid vs MH Dollars Billed



SA Dollars Paid vs SA Dollars Billed

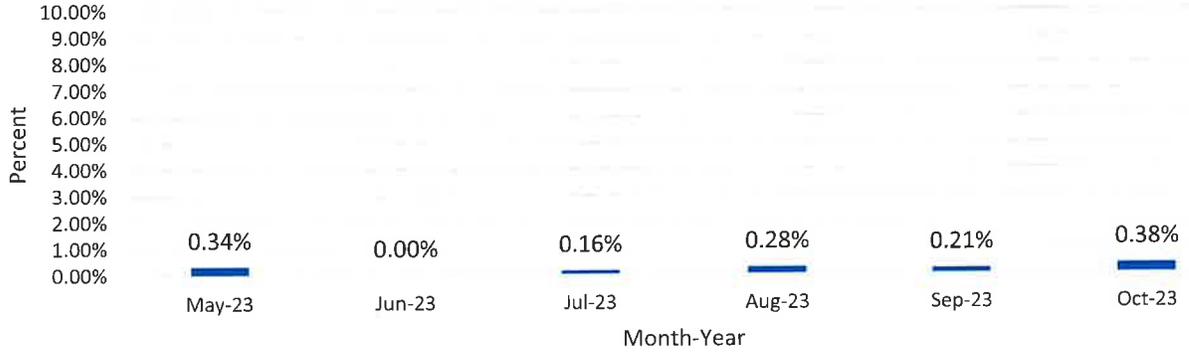


Community Services Clinic Update

January 2024

Percent of Services Provided But Not Billed

*Indicates % of services, not dollars.



OTP Admissions & Discharges

Total: 169

Net Change: 7



Opioid Treatment Program (OTP) Population Source

Total: 176



March 4, 2024

Services Committee: 2-12-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT BETWEEN THE
DEPARTMENT OF SOCIAL SERVICES AND ADOPTION STAR, INC.**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Department of Social Services recruits adoptive families for children in foster care and works collaboratively to facilitate the appropriate matching and placement of identified children in permanent homes, and

WHEREAS, Adoption STAR, Inc. is an agency that assists with recruiting adoptive families for youth that are hard to place due to complex needs, and

WHEREAS, support from Adoption STAR, Inc. will be used to carry out an evidence-based, child-focused recruitment program to assist the recruitment efforts of the Department of Social Services, and

WHEREAS, agencies that are capable of providing this type of service are in short supply in St. Lawrence County, and it is the recommendation of the Commissioner of the Department of Social Services that the County should avail itself of the opportunity to contract with resource agencies capable of providing the above listed services when the opportunity arises, and

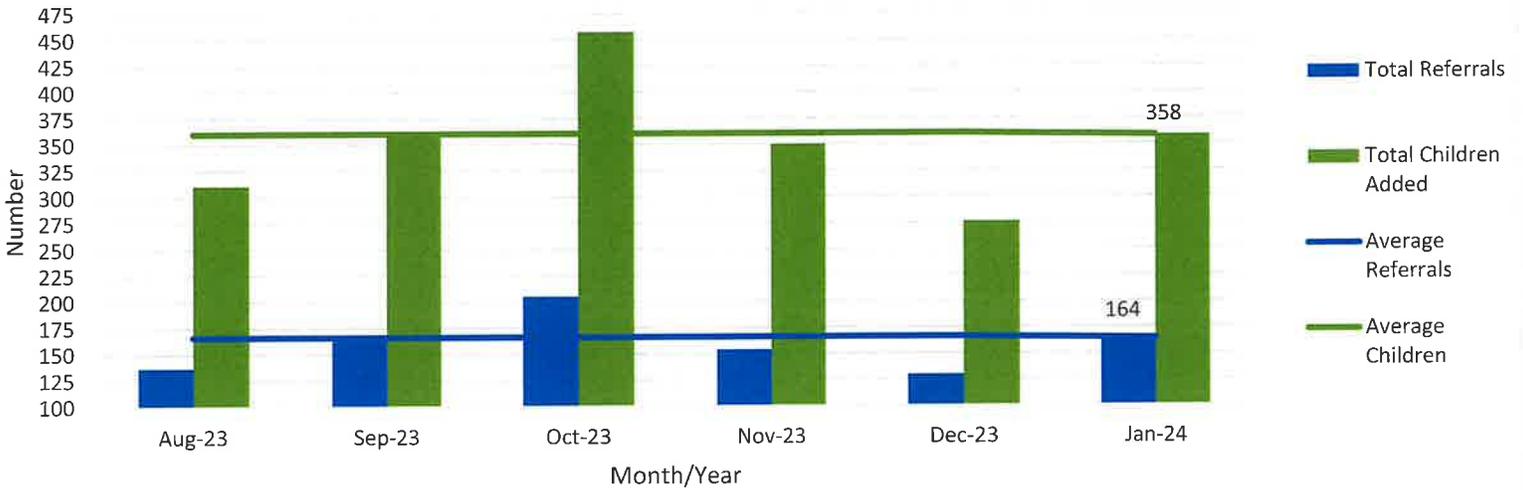
WHEREAS, an agreement that outlines the mutual responsibilities between St. Lawrence County and Adoption STAR, Inc. for recruiting adoptive families for children in foster care is necessary to access the available additional support from Adoption STAR, Inc. (DAS60104 430HF, DSC61194 46500),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement between the Department of Social Services and Adoption STAR, Inc., upon approval of the County Attorney.

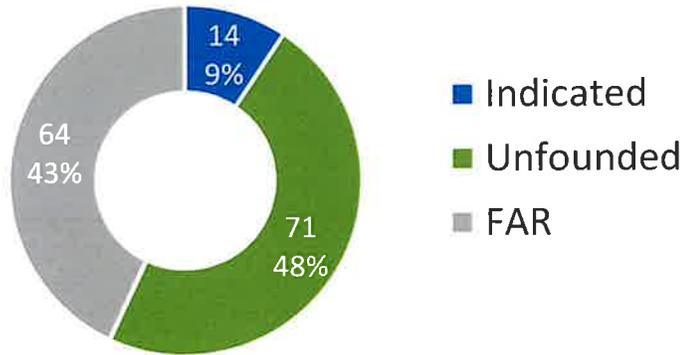
Social Services Monthly Update – January 2024

Child Protective Services

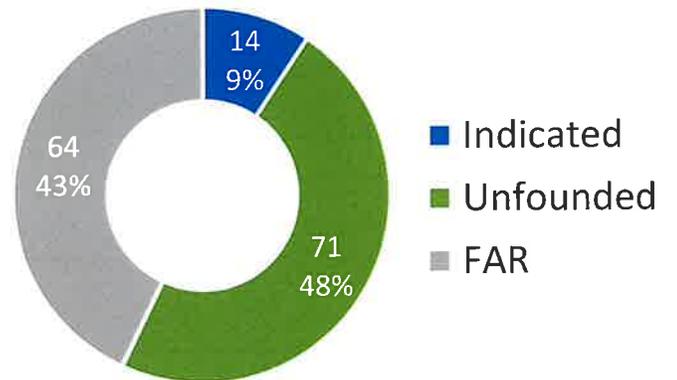
Referrals and Children



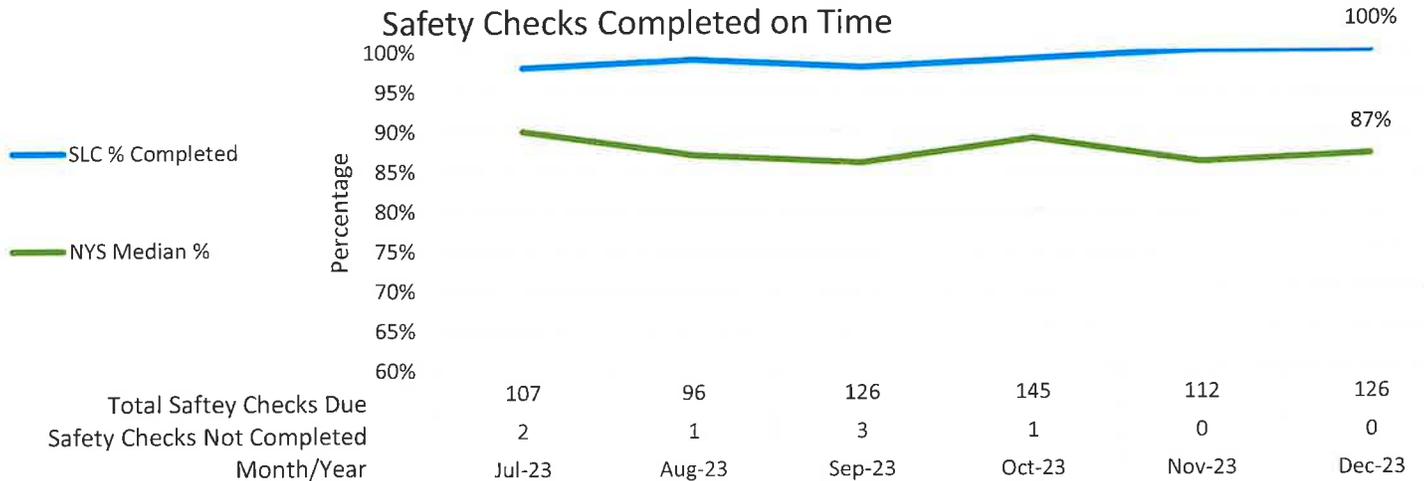
Indicated, Unfounded, & Family Assessment Response (FAR)



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



Safety Checks Completed on Time

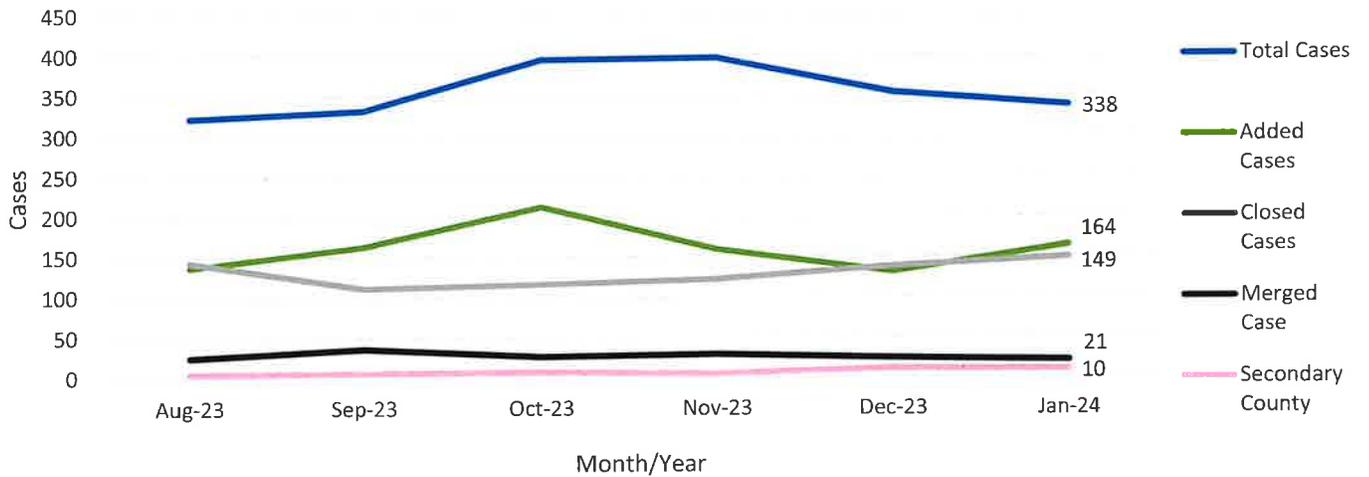


*Data Lagged By One Month Due to Reporting Timeline

Average CPS Caseload



Total Caseload



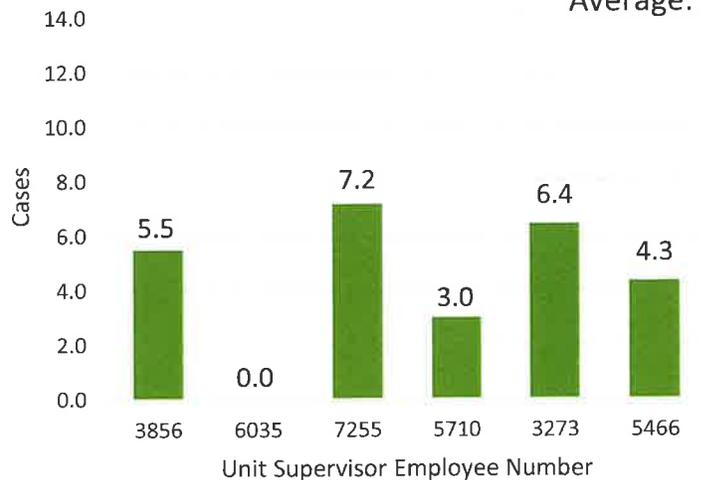
Unit Average Cases Per Month

Average: 11



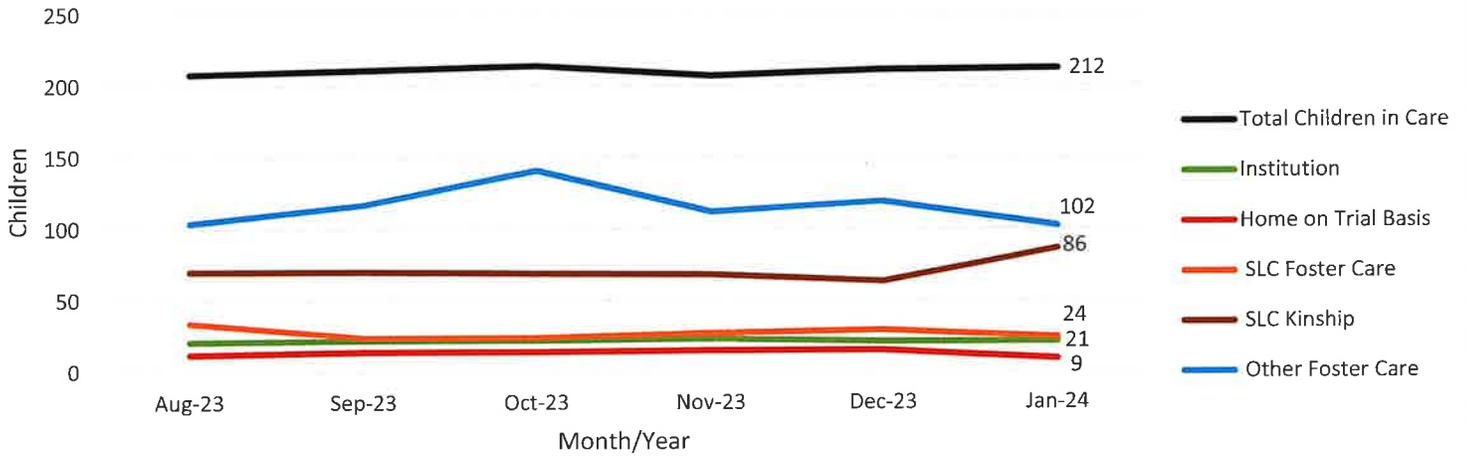
Unit Average Cases Closed

Average: 5



Foster Care/Preventive Services

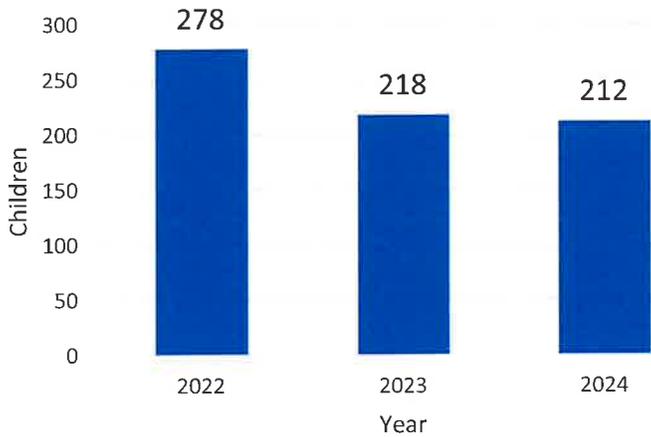
Children In Care



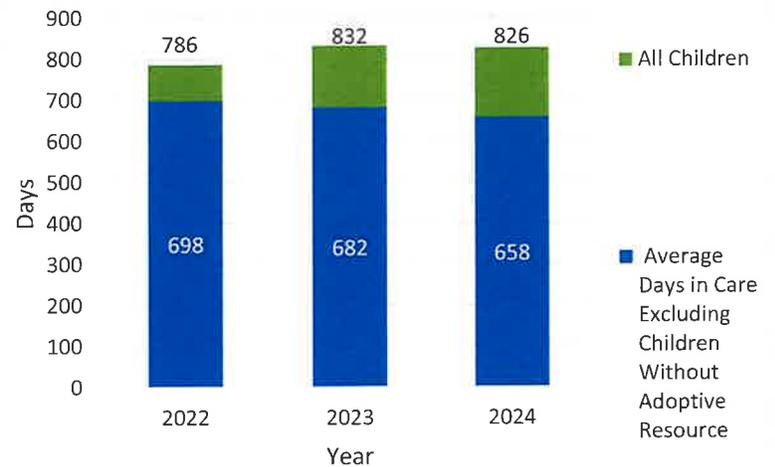
Net Change to Children in Care



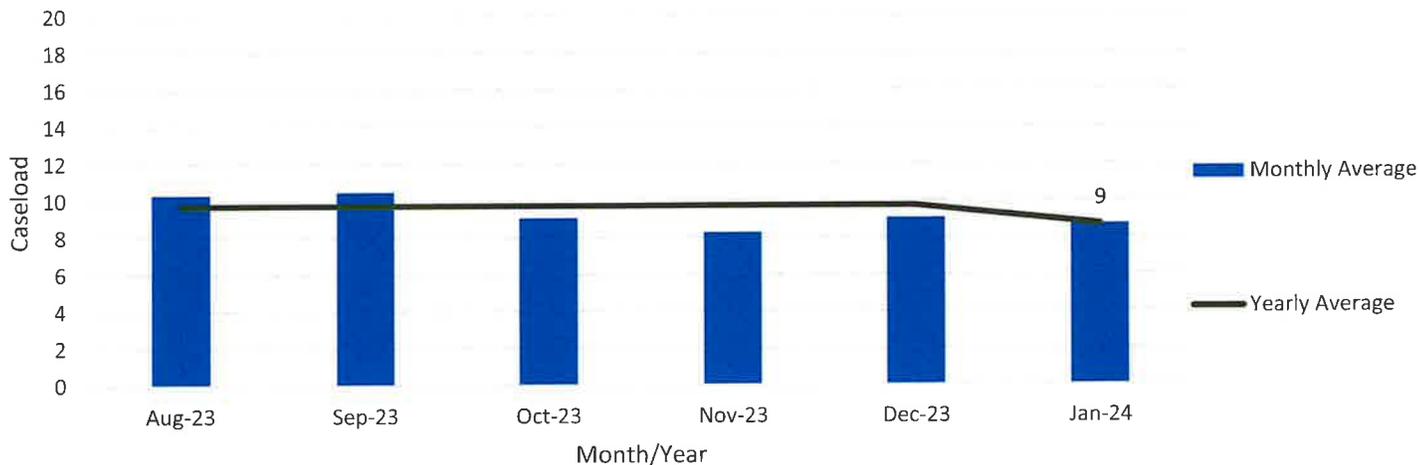
Average Number of Children in Care



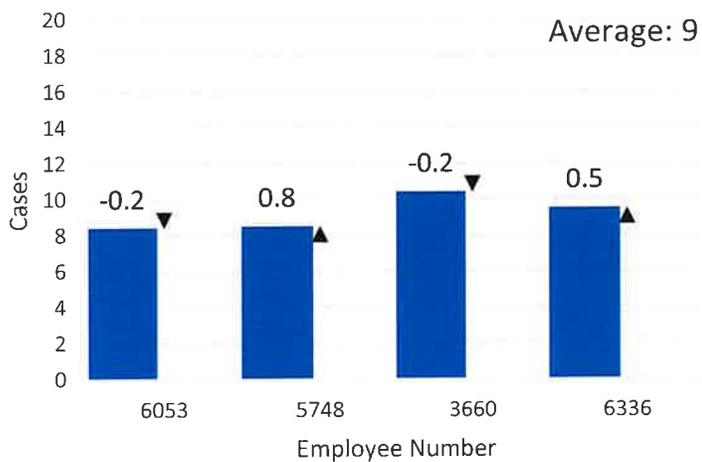
Average Days Children Have Been in Care



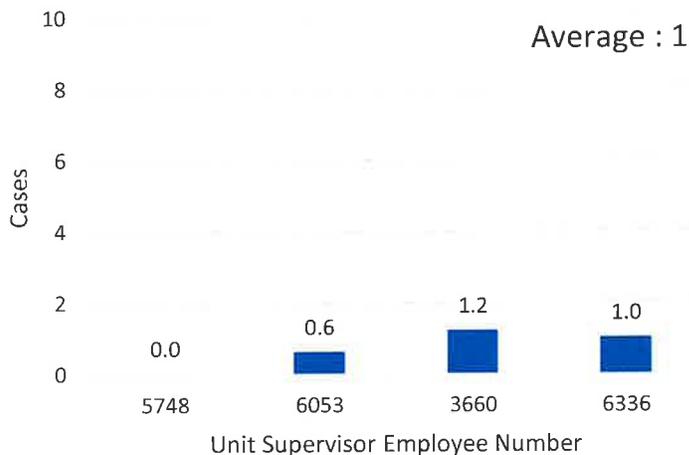
Average Foster Care/Preventive Caseload



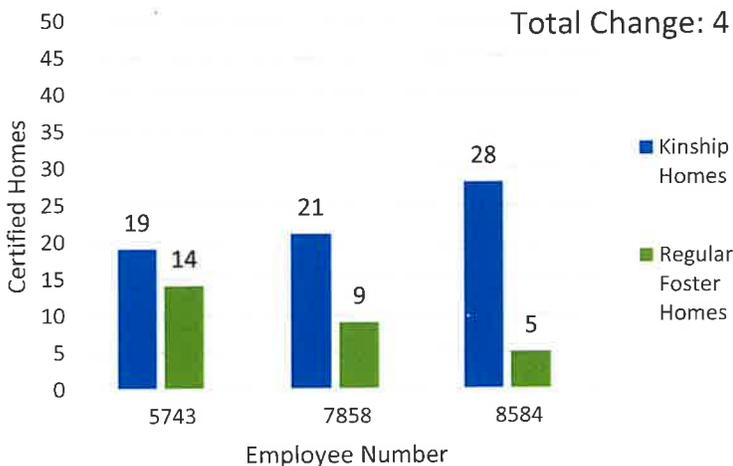
Unit Average Cases Per Month



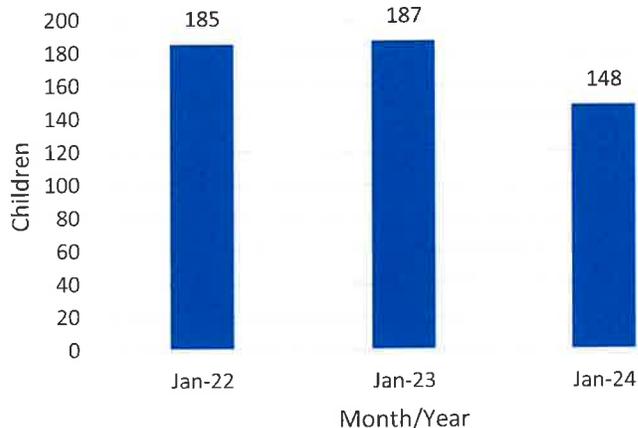
Unit Average Cases Closed



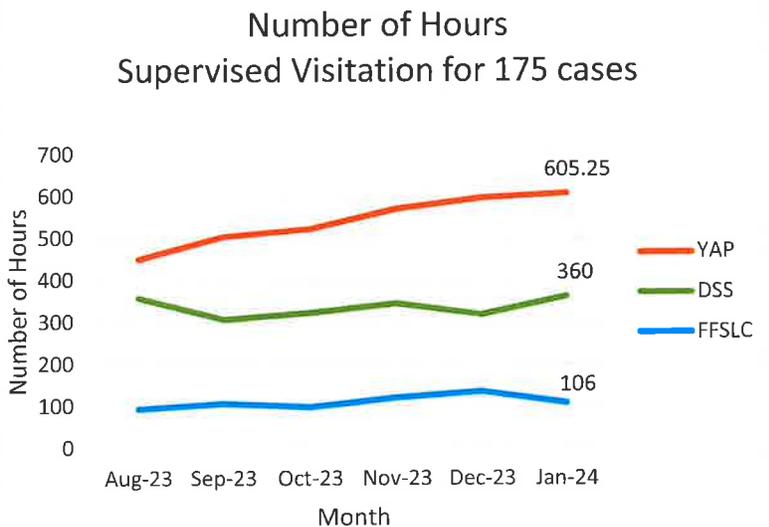
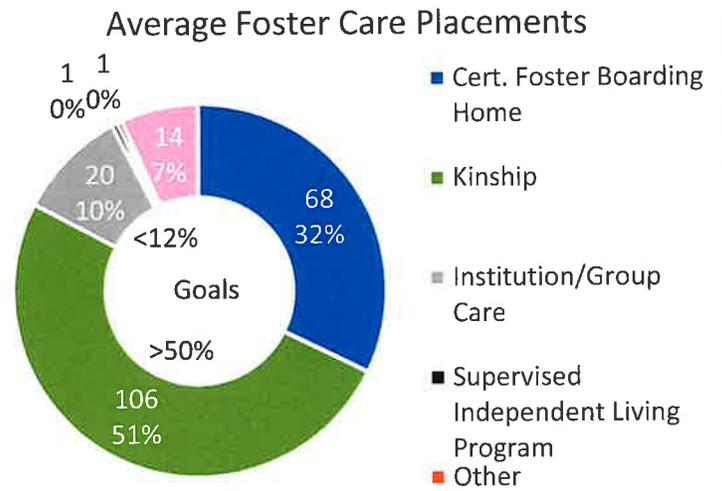
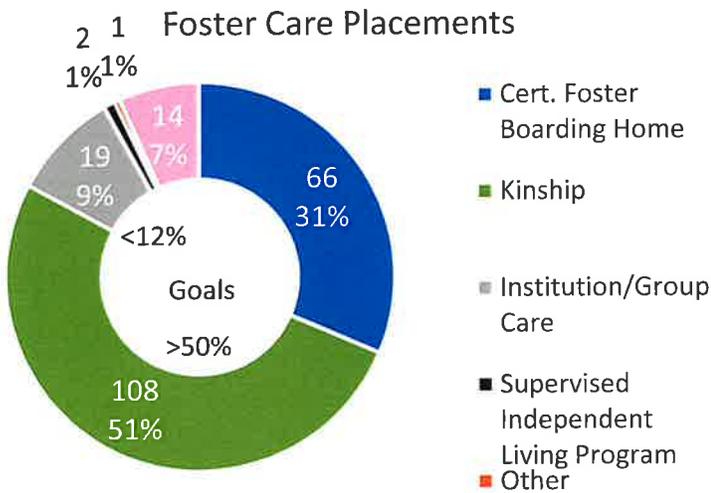
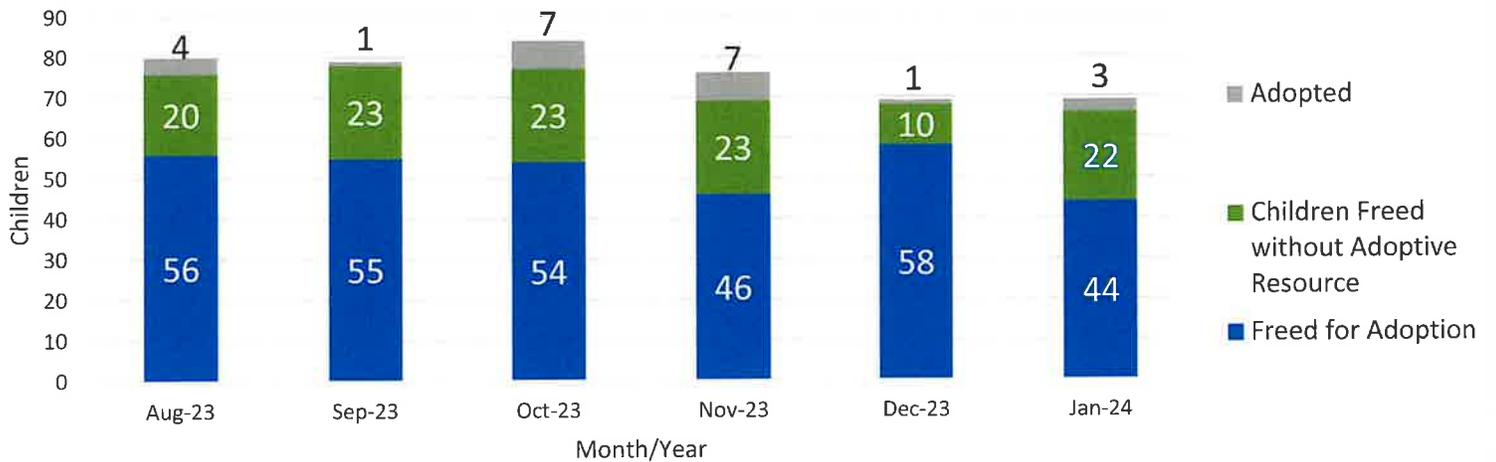
Home Finder Unit



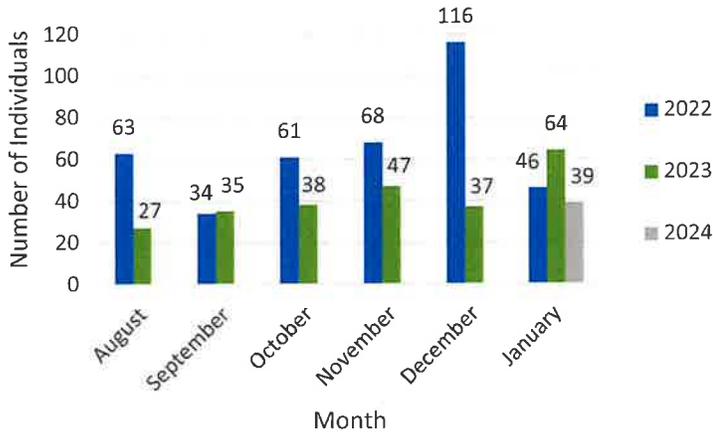
Average Number of Children in Home Receiving Services



Adoption Activity

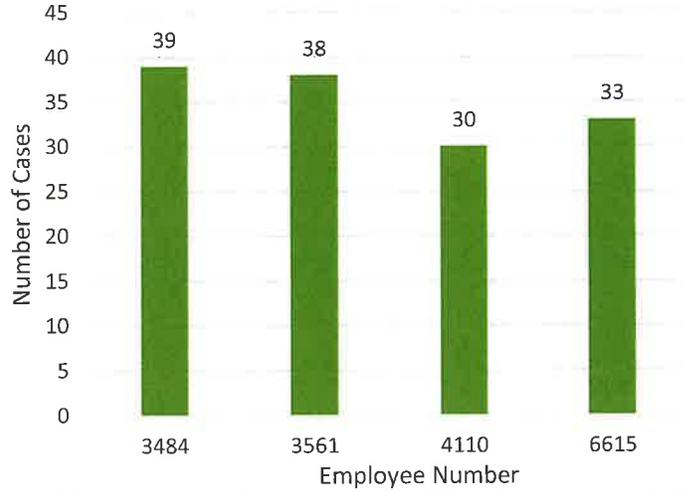


New Homeless Placements

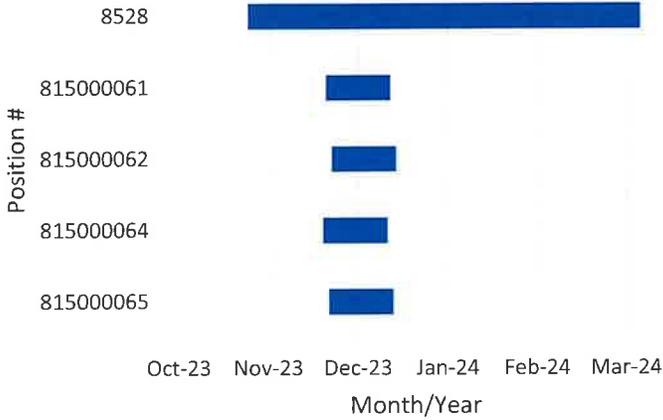


Adult Protective Cases

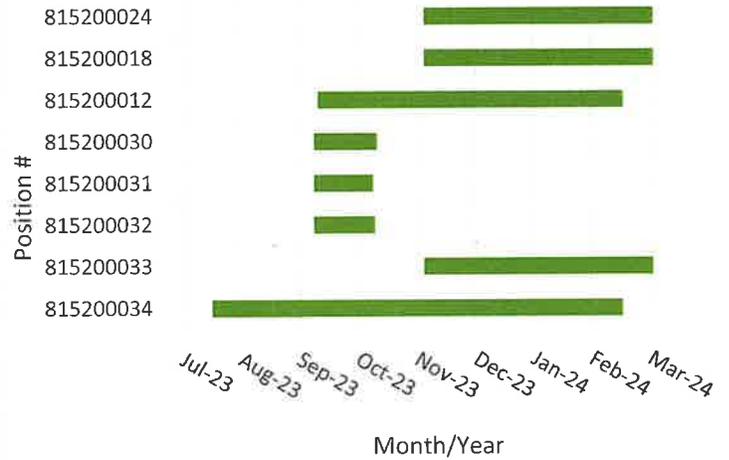
Totals: 140



Caseworker Trainee Period - Foster Care/Preventive

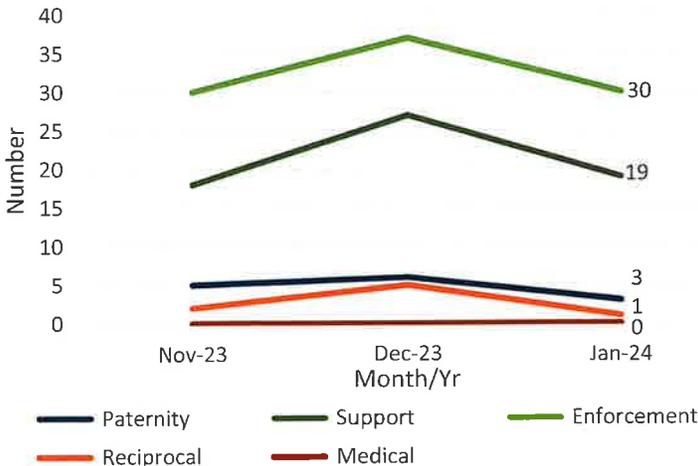


Caseworker Trainee Period - CPS



Child Support

Child Support Petitions



Child Support Collections



ST. LAWRENCE COUNTY
DEPARTMENT OF SOCIAL SERVICES
JOSEPH L. SEEBER
COMMISSIONER
•
6 JUDSON STREET
CANTON, NEW YORK 13617
PHONE 315-379-2111
FAX 315-379-1072

PROPOSAL TO OPEN A SATELLITE OFFICE IN GOUVERNEUR

The Department of Social Services has, in the past 2 years, opened satellite offices in Ogdensburg and Massena, New York. The offices were opened in an effort to bring needed services to the citizens of the county by making them available in locations other than the Canton, NY offices. The Ogdensburg office houses both CPS and Foster Care/Adoption Services units, and the Massena Office provides space for a CPS Unit, as well as staff providing TA/SNAP, Employment, Visitation, and Fraud Investigation services.

The proposed office in Gouverneur would provide a variety of services, similar to the Massena office. The office has space for seven (7) staff, to be comprised of the following:

- 1: CPS Caseworker
- 1: Foster Care/Homefinder Caseworker
- 2: TA/SNAP Examiners
- 1: Employment Counselor
- 1: Visitation Caseworker/Caseworker Assistant
- 1: Fraud Investigator

As a frame of reference, The Massena office accommodates 25 visits per week. There are also 1,550 cases involving 2,752 TA/SNAP recipients in the 13662 zip code alone, who are now able to meet with Social Welfare Examiners without having to come to the Canton office. In Ogdensburg, there are 22 visits conducted per week (We do not have TA/SNAP services available in the Ogdensburg office at this time). Our outreach in Star Lake at the Clifton-Fine hospital has served approximately 100 individuals since inception, and we have staff there only 2 days per month. There is certainly an appetite for decentralization of services among our citizens, considering the size of the county.

In the Gouverneur zip code alone, there are 1,320 current TA/SNAP cases, involving 2,208 citizens. Deploying two (2) Social Welfare Examiners there would assist a great number of citizens on that end of the county that currently travel to Canton to meet with DSS staff. Our Employment Counselor that works in the Gouverneur area sees an average of 20-30 clients per month there on a part time basis, and assists many of them with additional TA/SNAP needs. There have been several intermittent Job Readiness programs conducted in the current space, as well as visits from OTDA staff working alongside our Employment Counselors to assist with issues related to unemployment. The Gouverneur Town Supervisor, Mr. Dave Spielman, has expressed a strong desire to have more services made available in Gouverneur. Additionally, there are a number of efficiencies that can be achieved by having Caseworkers, Investigators, and other essential services working in areas spread out across the county, allowing staff to respond more quickly as needed.

It is the position of the Department of Social Services that further decentralization of services will allow a greater number of citizens to access services, and a key step in that direction would be a satellite office in Gouverneur, NY.

“Helping St. Lawrence County residents achieve greater self-sufficiency through our supportive services, while maintaining safe and healthy environments.”

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Account Clerk

Subunit (If Applicable): Accounting

Date Submitted: 1/30/2024

Reason Vacated: Retirement

Position Number: 100100043

Date Vacated: 2/27/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/22/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$45,706

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$24,197

Revenue Generating: Yes 0 %

Base Salary: \$38,499

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

Base Hourly: \$21.15

Grade: 16

Net County Cost: \$13,282

*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 integral to maintaining daily operations in the Accounting Unit as current workloads will not allow existing staff to absorb its responsibilities. Without this position timely claiming for reimbursement, payments and daily deposits to the Treasurer's Office would be compromised. This position requires the ability to maintain confidentiality, accuracy, high attention to detail and good decision making skills as duties will impact State and Federal claiming for reimbursement. Daily operations require information and input for various staff members so interpersonal skills are important. General duties include answering questions and accepting payments from clients, preparing daily deposits, reconciling daily cash receipts, obtaining and interpreting key program related reports from State and Federal Reporting Systems, making payments and adjustments, balancing specific program accounts and reviewing payments to ensure accuracy. The Account Clerk will also be involved with imaging important Accounting Unit documents, completing daily mail runs and will provide backup support as needed.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Account Clerk

MINIMUM QUALIFICATIONS: Either:

A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience which shall have included billing, payroll or bookkeeping/accounting; OR

B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma, including or supplemented by coursework in accounting or bookkeeping.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): Medical Services (Chronic Care)

Date Submitted: 1/30/2024

Reason Vacated: Promotion

Position Number: 814000027

Date Vacated: 1/19/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/2/2004

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$29,164

Revenue Generating: Yes 0 %

Base Salary: \$45,706

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

Base Hourly: \$25.11

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.

Social Welfare Examiners in the Chronic Care Unit are required to make timely Medicaid eligibility determinations for applicants who require Medicaid for coverage of nursing home placement, assisted living programs and/or personal care services. The population who this unit serves are primarily the elderly and/or disabled individuals who may no longer be able to safely reside in their home in the community or who may need some assistance with their activities of daily living. In 2023 the Chronic Care unit examiners processed 523 Medicaid applications. This was a significant increase from 2022, when 408 applications were processed. Medicaid applications for the nursing home and personal care programs require extensive review of documentation, often including years of bank statements, Social Security Administration documents, pay stubs, up to 5 years of resources and trusts, in addition to the Access NY application and Supplement A. Not filling the vacancy would compromise program integrity and the high standard of customer service provided to what could be considered our most vulnerable residents of St. Lawrence County.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): Medical Services (Chronic Care)

Date Submitted: 1/30/2024

Reason Vacated: Promotion

Position Number: 814000018

Date Vacated: 1/19/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/11/2019

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$52,071

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$27,566

Revenue Generating: Yes 0 %

Base Salary: \$45,706

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

Base Hourly: \$25.11

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.

Social Welfare Examiners in the Chronic Care Unit are required to make timely Medicaid eligibility determinations for applicants who require Medicaid for coverage of nursing home placement, assisted living programs and/or personal care services. The population who this unit serves are primarily the elderly and/or disabled individuals who may no longer be able to safely reside in their home in the community or who may need some assistance with their activities of daily living. In 2023 the Chronic Care unit examiners processed 523 Medicaid applications. This was a significant increase from 2022, when 408 applications were processed. Medicaid applications for the nursing home and personal care programs require extensive review of documentation, often including years of bank statements, Social Security Administration documents, pay stubs, up to 5 years of resources and trusts, in addition to the Access NY application and Supplement A. Not filling the vacancy would compromise program integrity and the high standard of customer service provided to what could be considered our most vulnerable residents of St. Lawrence County.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Support Investigator

Subunit (If Applicable): Child Support

Date Submitted: 1/30/2024

Reason Vacated: Retirement

Position Number: 813000006

Date Vacated: 1/23/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 10/17/2011

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$57,274

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$30,321

Revenue Generating: Yes 0 %

Base Salary: \$47,372

Reimbursed by Local,
State or Federal Funds: Yes 82 %

Base Hourly: \$26.03

Grade: 22

Net County Cost: \$15,767

*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 needed to interview clients who wish to have paternity established and/or seek a financial and medical child support order, and to assist clients with violation petitions, modification petitions, and affidavits. This position is also responsible for preparing interstate petitions and documents concerning paternity, support, enforcement and modification of child support obligations; responding to incoming mail and electronic referrals from the New York State Child Support Helpline; reviewing various reports received concerning administrative actions, such as license suspension, cost of living adjustments, property executions, and tax referrals; and interacting with co-workers, other units within the Department, Family Court, attorneys, and intrastate and interstate agencies. This program benefits approximately 5,000 families which annually receive a total exceeding \$12,000,000 of child support. If the position were not filled, the ability to serve these families and reduce the need for the County to provide other benefits to support children would be compromised and place the County at increased risk of losing State funding to support child support collection.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Support Investigator

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Business Administration, Human Services or Paralegal Technology; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and two (2) years of interviewing or investigating experience involving public contact.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): Daycare

Date Submitted: 1/30/2024

Reason Vacated: Resignation

Position Number: 814000048

Date Vacated: 1/9/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 9/5/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$47,855

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$25,334

Revenue Generating: Yes 0 %

Base Salary: \$45,706

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

Base Hourly: \$25.11

Grade: 21

Net County Cost: \$20,713

*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. Clients would not receive all the benefits to which they are entitled in a timely manner. Additional errors would occur resulting in payments for inaccurate amounts that would require significant staff time to correct. Examiners are responsible for determining eligibility, completing recertifications, reviewing requests, and maintaining ongoing reimbursements/payments ensuring our clients receive all the benefits to which they are entitled in a timely manner. It would be impossible to have the remaining examiner 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, reviewing reimbursement requests for approximately 234 children (117 families) for monthly reimbursements/payments of between \$50,000 and \$100,000. August 2022 there is an increase of family income to 300% State Income Standard SIS (from 200%) to determine family eligibility for child care assistance and removal of the 17 1/2 hour work requirement for recipients attending a post-secondary educational program. This increase will produce even higher caseloads for this unit.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Fill

Case Manager

Subunit (If Applicable): Mental Health Services

Date Submitted: 1/29/24

Reason Vacated: Retirement

Position Number: 512200001

Date Vacated: 1/5/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 5/8/2006

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving: \$64,604

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$34,201

Revenue Generating: Yes 100 %

Base Salary: \$53,042

Reimbursed by Local,
State or Federal Funds: Yes 0 %

Base Hourly: \$29.14

Grade: 25

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 position has been "vacant" since January 2023 due to an extended medical leave, leaving 18 clients to be transferred to other outside agencies to continue with case management services. In 2022 this position was reimbursed 100% through local revenue.

Case Managers' primary focus is to ensure that people who have a mental health diagnosis, use of substances, and or physical health concerns are connected to harm reduction, mental health services, SUD treatment, physical health services, and recovery support services. These services will ensure that the community members with co-occurring illnesses have access to adequate food, clothing, and shelter as well as other resources that will aid in removing the many barriers to treatment and recovery services.

The goal of case management is to reduce individual and/or family stress and enhance the patient's ability to care for oneself. To do this, case management operate on the principles of individualized care, and recognizing every person is unique in their strengths and needs. Connecting individual members to other families and individuals with serious emotional problems helps individuals to feel less isolated and identify their own strengths. Services include but are not limited to education and information, assisting in making community referrals, advocacy, support groups, and recreation events. Services rendered for case management services are billable services, making this a revenue generating position.

Department Head: *[Signature]*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Case Manager

MINIMUM QUALIFICATIONS: Either

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services, Psychology, Sociology or closely related field and one (1) year of full time, paid experience working with the mentally ill; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Human Services, Psychology, Sociology or closely related field and three (3) years of full time, paid experience working with individuals with a mental illness.

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Chemical Dependency Case Aide

MINIMUM QUALIFICATIONS:

Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Sociology, Social Work, Counseling, Education or related field; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years experience in a human services work setting dealing with special need clients or in the child welfare system and/or two (2) years experience with the chemical dependency system continuum of care.

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

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Fill

Service Coordinator

Subunit (If Applicable):

Date Submitted: 2/2/2024

Reason Vacated: Resignation

Position Number: 506000001

Date Vacated: 3/4/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 7/14/2020

Jurisdictional Class: Labor

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$58,430

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$30,933

Revenue Generating: Yes 0 %

Base Salary: \$55,088

Reimbursed by Local,
State or Federal Funds: Yes 36 %

Base Hourly: \$30.27

Grade: 26

Net County Cost: \$57,192

*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 will be responsible for assisting families with early intervention needs to include assessment, processing, organizing and evaluating early intervention services to all children referred to an Early Intervention Official as suspected of having a disability. Infants and toddlers with disabilities require a comprehensive array of services that may be provided by multiple agencies or individuals, federal and state laws require the provision of a service coordinator who is responsible for ensuring communication, collaboration, and coordination among providers of service to eligible children and their families. It is important this position be filled in order to help the program remain in compliance with New York State requirements as specified in 10 NYCRR 69-4, as this program is time sensitive with deadlines set by New York State.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or NYS registered college or university with Bachelor's Degree in Early Childhood Education, or a health or human service field; OR

B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Early Childhood Education, or a health or human service field and two (2) years of experience in a service setting with infants and toddlers with developmental delays or disabilities and at least (1) one year of which must have been in service coordination activities.

SPECIAL REQUIREMENT: Must possess a valid NYS Driver's License upon application with a driving record acceptable to the County's insurance carrier maintained throughout employment.

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Abolish & Create

Senior Service Coordinator

Subunit (If Applicable):

Date Submitted: 1/25/2024

Reason Vacated: New Position

Position Number: 507700001

Date Vacated:

Position # Abolished: 502000004

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$31,543

Revenue Generating: No 0 %

Base Salary: \$59,583

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$32.74

Grade: 28

Net County Cost: \$91,126

*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 Service Coordinator position is responsible for overseeing the work of the Service Coordinators and programmatic staff in the Early Intervention Program. Provide direction, answer questions and provide ongoing updated program information to program staff. Set schedule, complete agenda and hold Children's Programs meeting. As well as train new Service Coordinators and Early Intervention staff and review records and documentation of staff. Complete initial and ongoing service coordinator responsibilities, complete child find activities per NYSDOH regulations. Process referrals and other duties as assigned.

Upon creation of the Senior Service Coordinator position #507700001 - the Community Health Nurse position #502000004 will be abolished.

Department Head:

Approved?
Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Senior Service Coordinator

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university with Bachelor's Degree in Early Childhood Education, Nursing or a health or human service field and 1 year experience as Early Intervention Service Coordinator or case manager for a children's program (such as Department of Social Services case manager); OR

B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Early Childhood Education, Nursing or a health or human service field and three (3) years, of experience in a service setting with infants and toddlers with developmental delays or disabilities and at least (1) one year of which must have been as an Early Intervention service coordinator or case manager for a children's program (such as department of social services case manager).

SPECIAL REQUIREMENTS AT THE TIME OF APPOINTMENT:

Must possess a valid New York State driver's license upon application with a driving record acceptable to the County's insurance carrier and must maintain such license throughout the tenure of employment.

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Create & Fill

Principal Account Clerk

Subunit (If Applicable):

Date Submitted: 2/5/2024

Reason Vacated: New Position

Position Number: 100300010

Date Vacated:

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$24,197

Revenue Generating: Yes 0 %

Base Salary: \$45,706

Reimbursed by Local,
State or Federal Funds: Yes 36 %

Base Hourly: \$25.11

Grade: 21

Net County Cost: \$44,738

*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 imperative to maintain in order to continue the fiscal activities required for Pre-K transportation and Early Intervention program. The work involves responsibility for planning, assigning, and supervising major account keeping activities and independently performing difficult and responsible account keeping functions.

Principal Account Clerk position 100300007, to be abolished when vacated in 2024.

Department Head: *Carly R Z.*

Approved?
Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Principal Account Clerk

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelors degree in Accounting, Business Administration or Management; OR
- (B) Possession of an Associate's degree in Accounting, Business Administration or Management and two (2) years of experience maintaining financial accounts and records; OR
- (C) Completion of 60 credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in Accounting or Bookkeeping and two (2) years of experience maintaining financial accounts and records; OR
- (D) 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 maintaining financial accounts and records.

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.