

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 13, 2023**

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

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

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – January 23**
- 3. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2022 Budget for Community Services for Funding Received from NYS OASAS to St. Lawrence County as Pass through Funding to Approved Agencies (Res)
  - B. Modifying the 2023 Budget for Community Services for Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP II) Funding from the Office of Justice Programs (Res)
  - C. Authorizing the Chair to Sign a Participation Agreement with North Country Independent Practice Association (IPA), LLC, for Behavioral Health Provider Services (Res)
  - D. Authorizing the Chair to Sign a Cooperative Agreement with North Country Independent Practice Association, LLC (Res)
  - E. Mental Health and Addiction Services Updates (Info)
- 4. SOCIAL SERVICES – JOE SEEBER**
  - A. Modifying the 2022 Budget for Social Services for Increased Costs Associated with Administration, Foster Care and Child Care (Res)
  - B. Social Services Statistics (Info)
- 5. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. Community Services
    1. Create and Fill Special Programs Coordinator, Position No. 510500002
  - B. Social Services
    1. Fill Clerk, Position No. 002300018
    2. Fill Clerk, Position No. 002300008
    3. Fill Case Supervisor, Grade B, Position No. 816100006
    4. Fill Account Clerk, Position No. 100100008
    5. Fill Social Welfare Examiner, Position No. 002300018
    6. Abolish Temporary Social Welfare Examiner, and Create and Fill Social Welfare Examiner, Position No. 814000073

7. Abolish Temporary Social Welfare Examiner, and Create and Fill Social Welfare Examiner, Position No. 814000074
8. Abolish Temporary Keyboard Specialist, and Create and Fill Keyboard Specialist, Position No. 003100111

**6. 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)

**7. OLD/NEW BUSINESS**

**8. EXECUTIVE SESSION**

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

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

*Please Note: Attendance at the following locations are available:  
Board of Legislators' Board Room – 48 Court Street, Canton New York 13617  
Alternate Locations – Malyn Condo Resort, 107<sup>th</sup> Avenue, Treasure Island, Florida 33706 (as per Local Law 3 of 2022)  
and/or electronically at St. Lawrence County Website: [www.stlawco.org](http://www.stlawco.org) via YouTube*

March 6, 2023

Services Committee: 2-13-2023

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

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

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services has received an updated NYS OASAS state aid funding authorization to St. Lawrence County for jail-based Medication Assisted Treatment that includes salary and fringe support adjustments, and

**WHEREAS**, in order to fully expend funds in 2022, any expenses remaining could be covered by these funds,

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

**INCREASE APPROPRIATIONS:**

A1242301 11000 MAT	JB MAT Direct Service Worker	\$61,584
A1242301 12000 MAT	JB MAT Supervisory/Admin	2,000
A1242301 18000 MAT	JB MAT Overtime	200
A1242301 19051 MAT	JB MAT Longevity Payments	42
A1242301 19550 MAT	JB MAT Health Insurance Buyout	200
A1242304 42004 MAT	JB MAT Computer Software	200
A1242308 81000 MAT	Retirement	8,062
A1242308 83000 MAT	Social Security	4,404
A1242308 84000 MAT	Workers' Compensation	1,615
A1242308 84500 MAT	Group Life Insurance	117
A1242308 86000 MAT	Hospital & Medical Insurance	20,607
A1242308 86500 MAT	Dental Insurance	713
A1242308 89000 MAT	Vision Insurance	<u>256</u>
		\$100,000

**INCREASE REVENUE:**

A1234865 56000 MAT	A SA MAT Chemical Dependency	\$100,000
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March 6, 2023

Services Committee: 2-13-2023

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

**MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES FOR  
COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM II  
(COSSAP II) FUNDING FROM THE OFFICE OF JUSTICE PROGRAMS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, St. Lawrence County Community Services opened an Opioid Treatment Program (OTP) on July 18, 2022, and

**WHEREAS**, the County has recognized the need for increased recovery and harm reduction services for individuals with Opioid Use Disorder (OUD), and

**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 opportunities entitled Comprehensive Opioid, Stimulant, and Substance Abuse Program II (COSSAP II), and

**WHEREAS**, the County has recognized the Opioid Treatment Clinic as a sub-recipient for the COSSAP Award Number 15PBJA-22-GG-04477-COAP, from the Office of Justice Programs,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for Community Services for Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP II) Funding from the Office of Justice Programs, as follows:

**INCREASE APPROPRIATIONS:**

A1442301 11000	A OTP Direct Services Worker	\$26,090
A1442308 81000	A Retirement	2,906
A1442308 83000	A Social Security	1,800
A1442308 84000	A Workmen Compensation	650
A1442308 84500	A Group Life Insurance	47
A1442308 86000	A Hospital & Medical Insurance	7,610
A1442308 86500	A Dental Insurance	305
A1442308 89000	A Vision Insurance	102
A1442302 21000	A OTP Furniture & Furnishings	9,000
A1442302 25000	A OTP Technical Equipment	12,500
A1442304 42000	A OTP Office Supplies & Expenses	1,462
A1442304 42001	A OTP Computer Supplies	1,200
A1442304 42101	A OTP I/D Copying Equipment	30
A1442304 42303	A OTP I/D Phone Charges	50
A1442304 42402	A OTP I/D Postage	20
A1442304 43005	A OTP Advertising Fees	1,000
A1442304 43007	A OTP Other Fees & Services	39,600

March 6, 2023

A1442304 45100	A OTP Medical Supplies & Expenses	136,500
A1442304 407HS	OTP Human Services Building Renovations	891
A1442304 408HS	OTP Human Services Building Maintenance	<u>961</u>
		\$242,724

**INCREASE REVENUE:**

A1416305 55000	A OTP Clinic Revenue	\$242,724
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**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until the grant is fully expended.

March 6, 2023

Services Committee: 2-13-2023

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

**AUTHORIZING THE CHAIR TO SIGN A PARTICIPATION AGREEMENT WITH  
NORTH COUNTRY INDEPENDENT PRACTICE ASSOCIATION (IPA), LLC,  
FOR BEHAVIORAL HEALTH PROVIDER SERVICES**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the North Country Independent Practice Association (IPA), LLC, was established to coordinate and assist with payer contracting, as well as to develop a clinically integrated network of Participating Providers who work together to promote high quality coordinated and efficient care to patients, and

**WHEREAS**, the IPA contracts with licensed physicians and other health care professionals, and makes certain contract proposals available to these physicians and other providers, and

**WHEREAS**, the IPA seeks to provide high quality and efficient services by assuring that participating providers utilize clinical protocols as a part of the clinical and financial integration program of the IPA and as a condition of participation in the IPA, and by gathering data, applying evidence-based medicine and best clinical practice protocols, and implementing appropriate pay-for-performance incentives based on outcomes, and

**WHEREAS**, the IPA intends to work with Providers to develop clinical integration and quality improvement initiatives that will distinguish IPA and Provider through the use of shared clinical data, establishment of quality, safety, efficiency, and patient satisfaction measures and benchmarks, and development of evidence-based clinical protocols to improve Provider performance and efficiency,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a participation agreement with the North Country Independent Practice Association (IPA), LLC, for behavioral health provider services, upon approval of the County Attorney.

March 6, 2023

Services Committee: 2-13-2023

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

**AUTHORIZING THE CHAIR TO SIGN A COOPERATIVE AGREEMENT WITH  
NORTH COUNTRY INDEPENDENT PRACTICE ASSOCIATION, LLC**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the North Country Independent Practice Association (North Country IPA) is an LLC located at 120 Washington Street, Suite 230, Watertown, NY with the purpose of contracting between the IPA and one or more managed care organizations, and

**WHEREAS**, the North Country IPA has executed a no-risk value-based contract with Fidelis Care, to manage quality and cost for those enrolled in their Managed Medicaid TANF, SSI, and HARP plans for the term of January 1, 2023 through December 31, 2023, and

**WHEREAS**, Community Services is a participating member of the IPA, and the North Country IPA, in partnership with Fidelis Care, will informally assign attribution to behavioral health partners within the North Country IPA, based on billable service utilization, and

**WHEREAS**, the North Country IPA seeks to continue collaboration with St. Lawrence County Community Services for members informally attributed to their organization for the purposes of improving quality and cost, and

**WHEREAS**, Community Service has committed to using the data to provide or facilitate quality and value-based care to the identified patients, to the best of their ability, through (1) quality care gap closure, (2) care management, inclusive of Transitional Care Management (mTCM), and (3) risk coding,

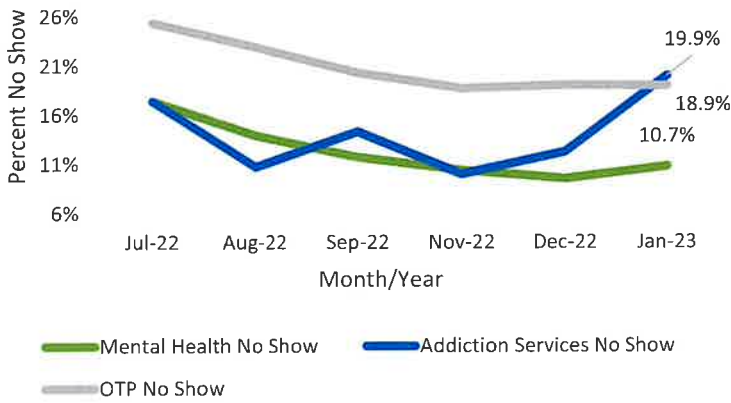
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a Cooperative Agreement with the North Country Independent Practice Association, LLC, for behavioral health provider services, upon approval of the County Attorney.

# Community Services Clinic Update

## January 2023

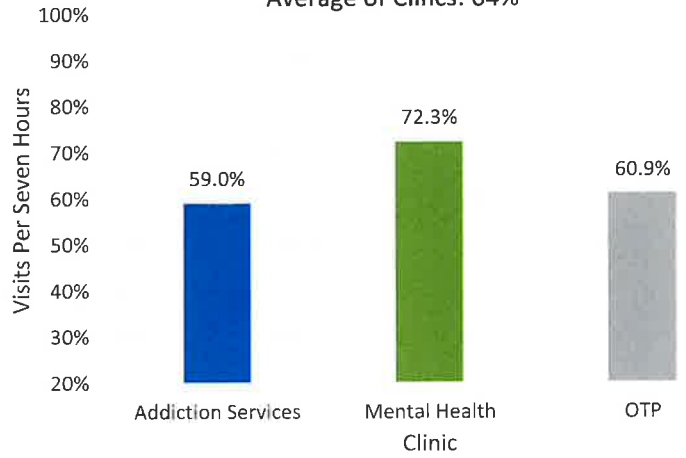
### No Show Appointment Rates

Six Month Average: 15.7%



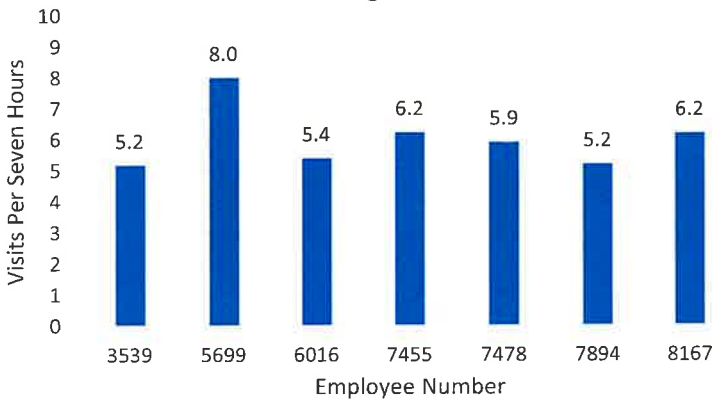
### Clinic Counselor Visits Average

Average of Clinics: 64%



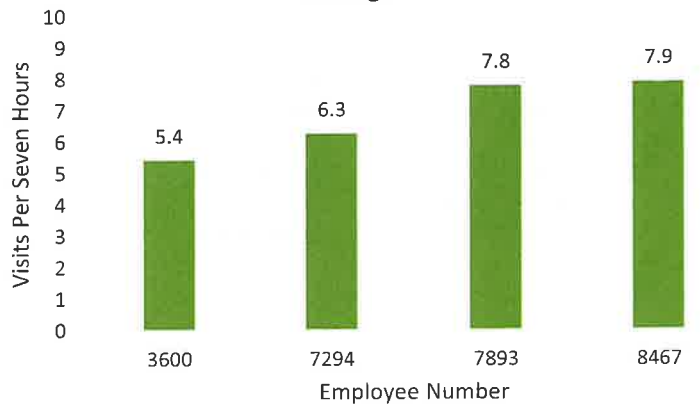
### Addiction Services & OTP Visits Per Seven Hours

Average: 6.1



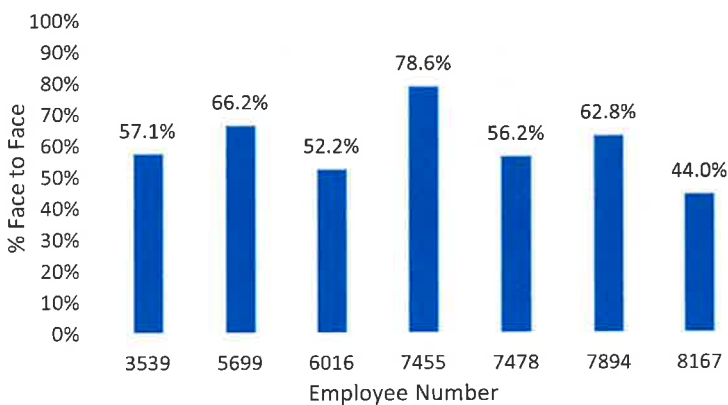
### Mental Health Services Visits Per Seven Hours

Average: 7.4



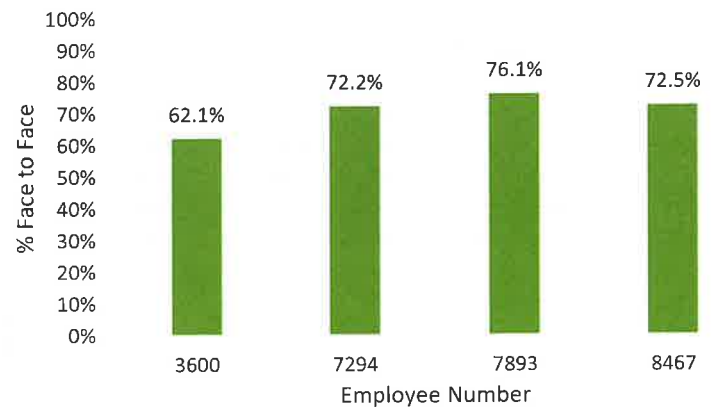
### Addiction Services/OTP Face to Face %

Average 59%



### Mental Health Face to Face %

Average 72.3%

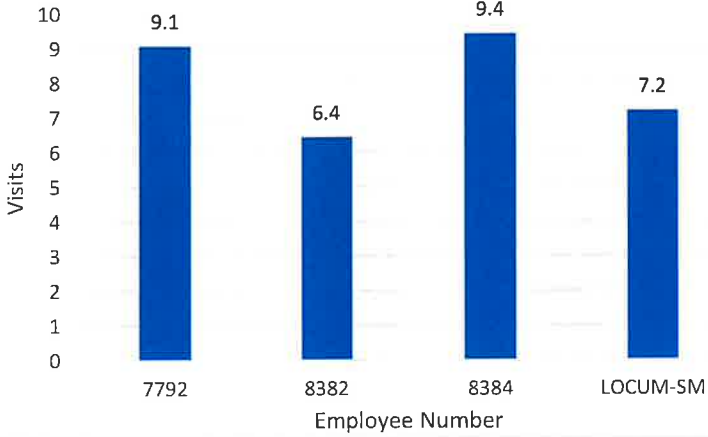




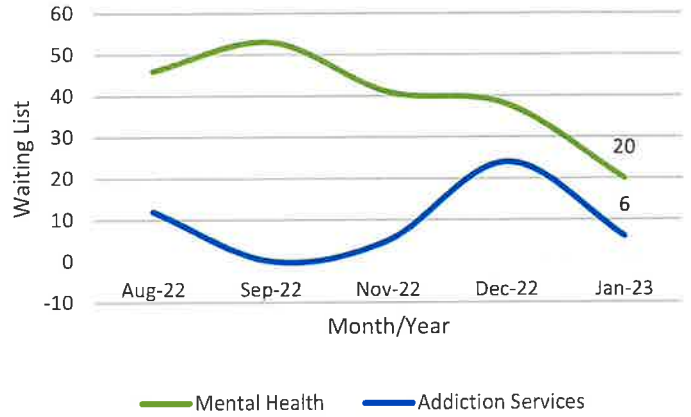
# Community Services Clinic Update

## January 2023

**Prescriber Visits Per Seven Hours**  
Average 7.8



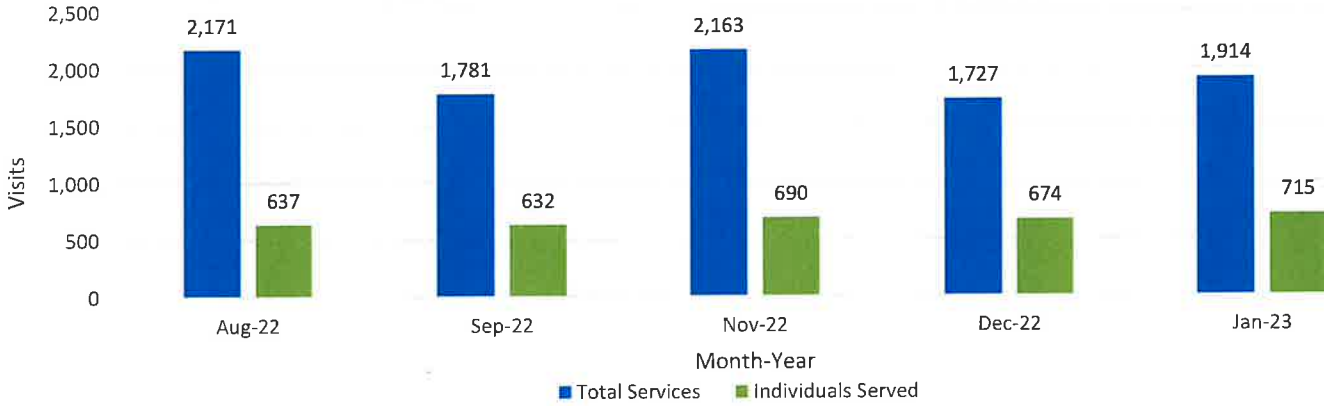
**Wait Lists**  
Six Month Average: 82



### Services Provided - All Clinics

**Total Services Average: 1,961**

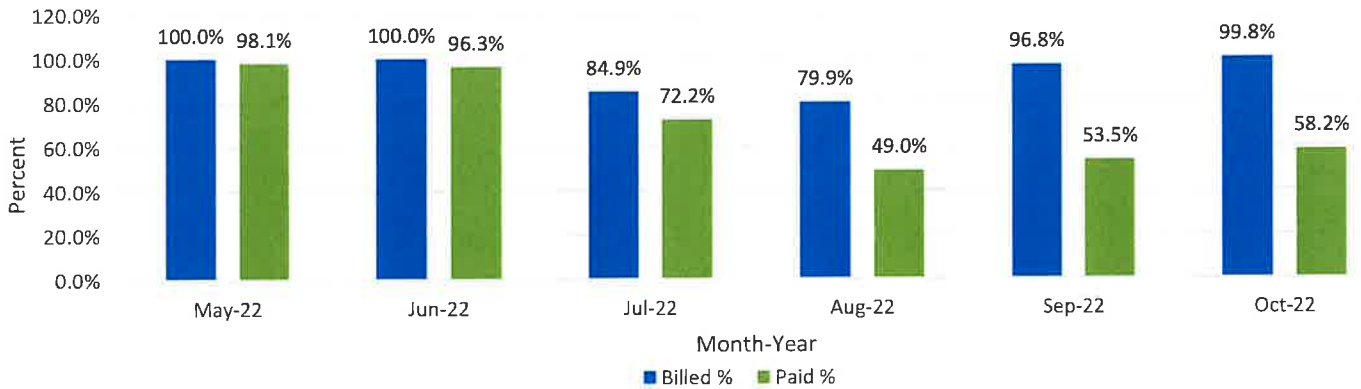
**Individuals Average: 658**



### Billed/Paid Percentages

**Billed Average: 94%**

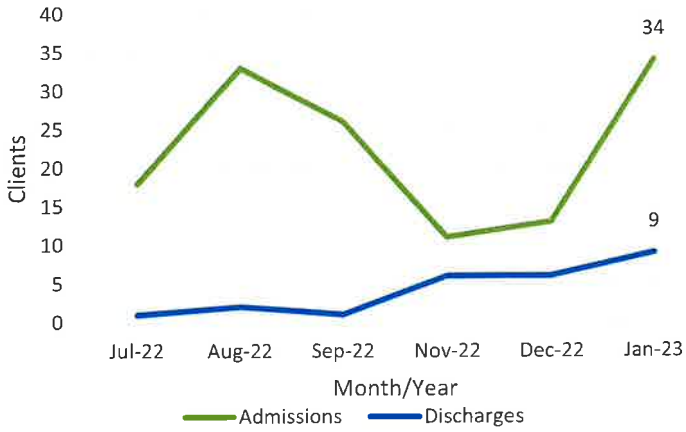
**Paid Average: 71%**



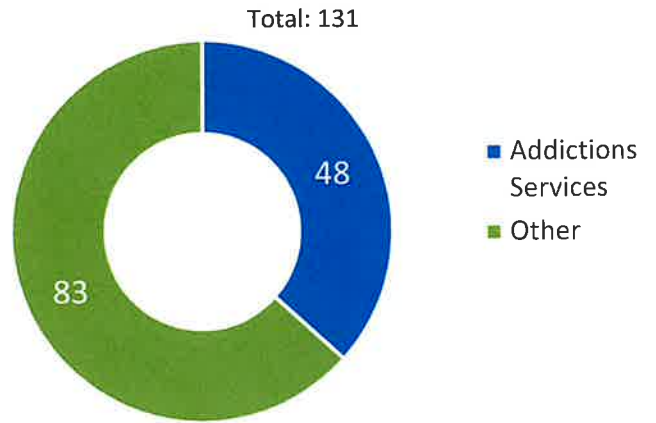
# Community Services Clinic Update

## January 2023

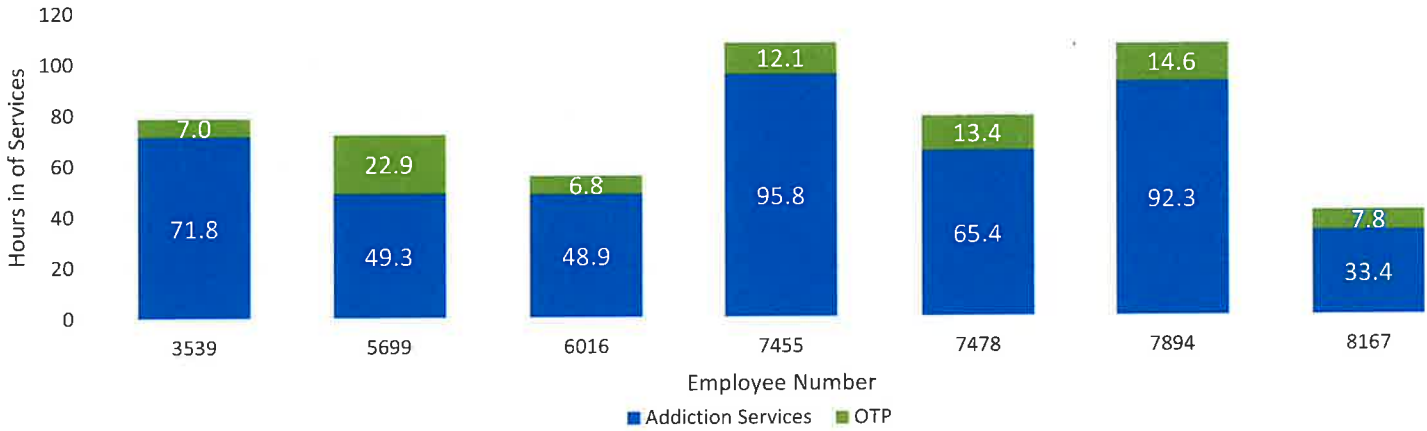
### OTP Admissions and Discharges



### OTP Population Source



### Addiction Services Counselors Hours by Clinic



March 6, 2023

Services Committee: 2-13-2023

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

**MODIFYING THE 2022 BUDGET FOR SOCIAL SERVICES FOR  
INCREASED COSTS ASSOCIATED WITH ADMINISTRATION,  
FOSTER CARE, AND CHILD CARE**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, due to higher than anticipated costs in Administration and Foster Care/Child Care, and lower local weekly medical assistance costs, it is necessary to modify the 2022 Budget for Social Services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Social Services for increased costs associated with Foster Care and Child Care, as follows:

**INCREASE APPROPRIATIONS:**

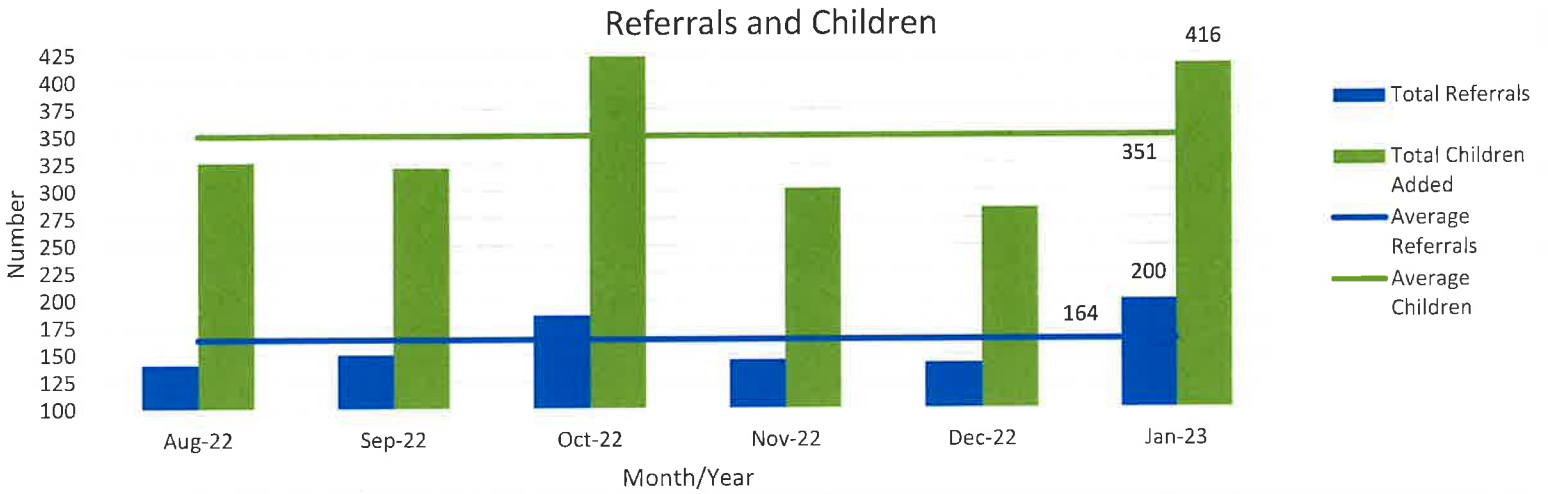
DAA60104 43006	D ADM Document Management	\$36,000
DSC61194 465IT	D CSE Institutions	<u>150,000</u>
		\$186,000

**DECREASE APPROPRIATIONS:**

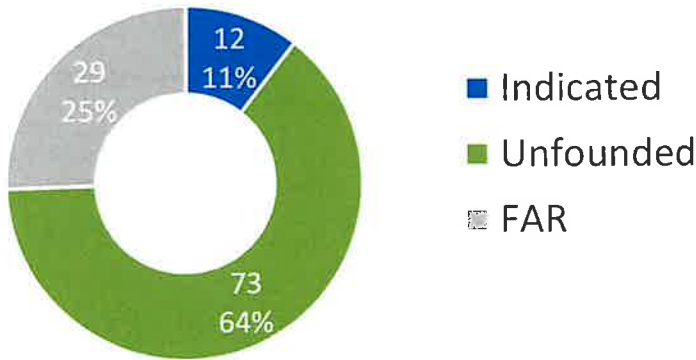
DMM61004 46500	D Medicaid to State	\$186,000
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# Social Services Monthly Update – January 2023

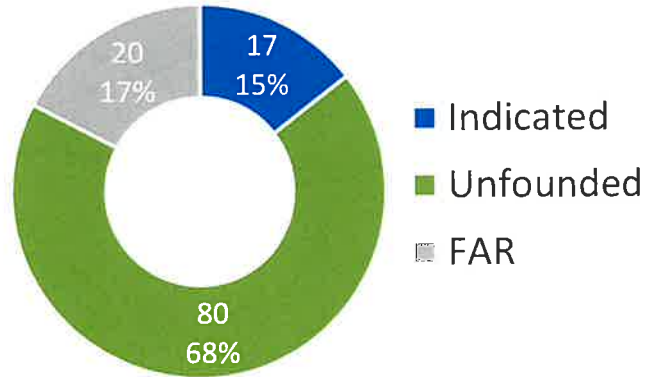
## Child Protective Services



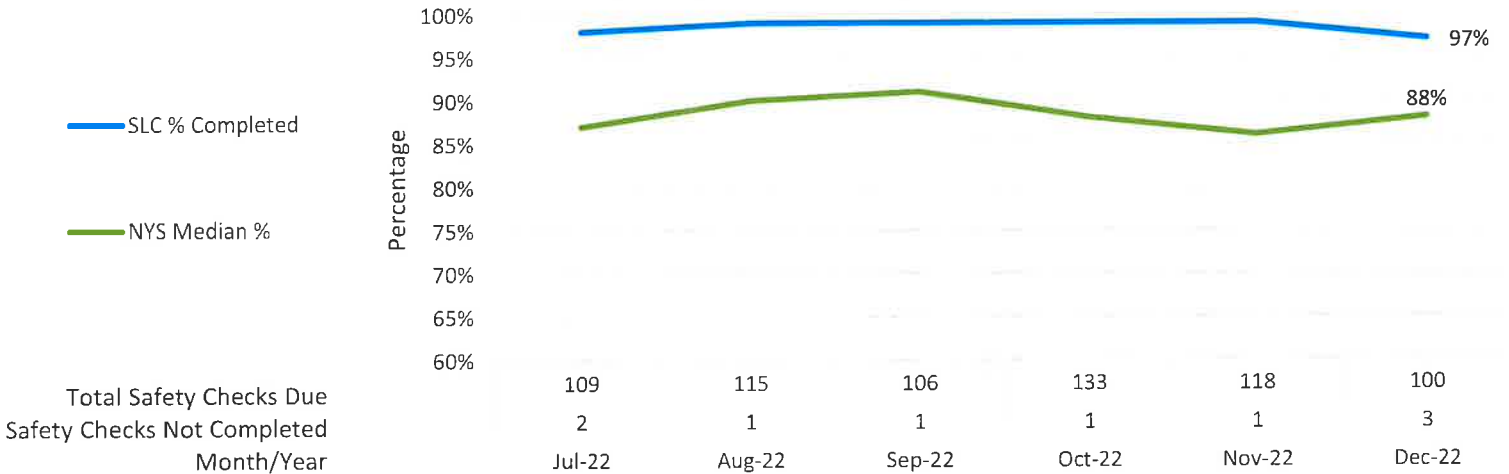
### Indicated, Unfounded, & Family Assessment Response (FAR)



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



### Safety Checks Completed on Time

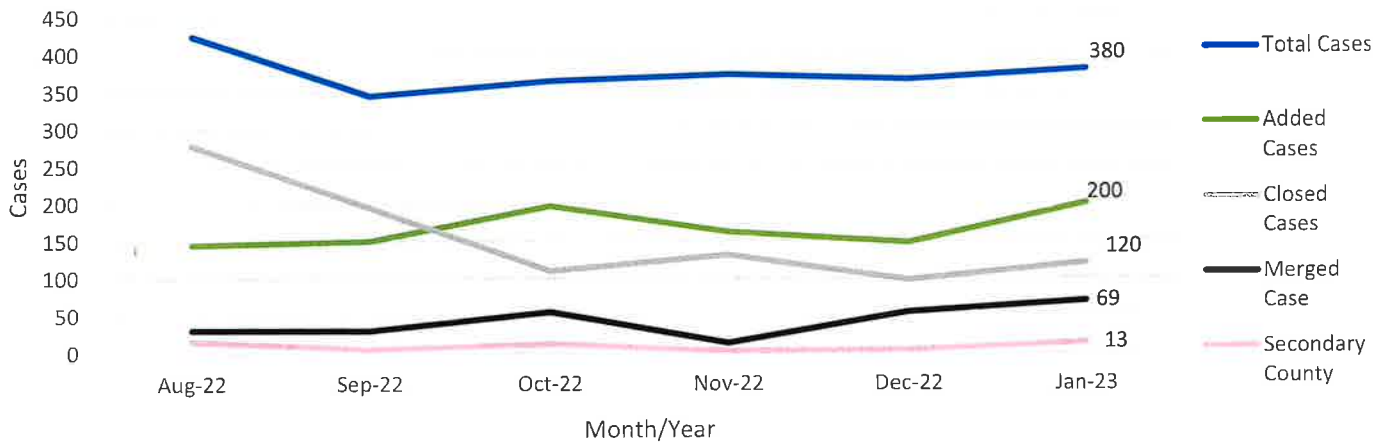


\*Data Lagged By One Month Due to Reporting Timeline

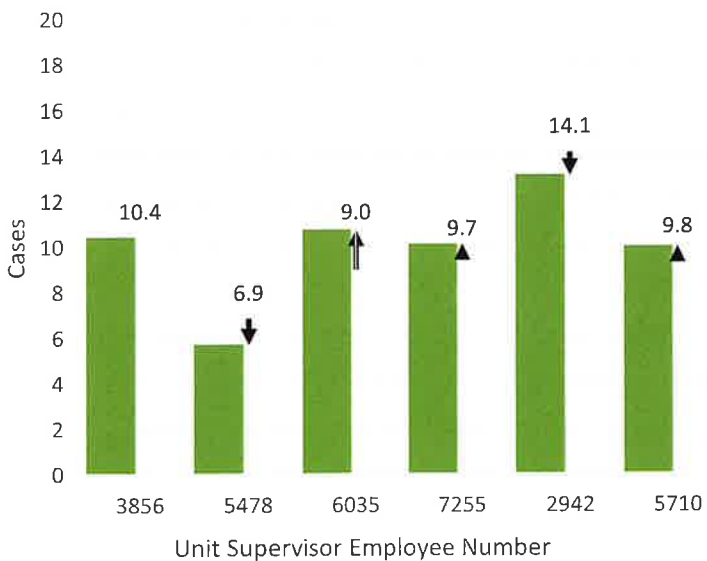
### Average CPS Caseload



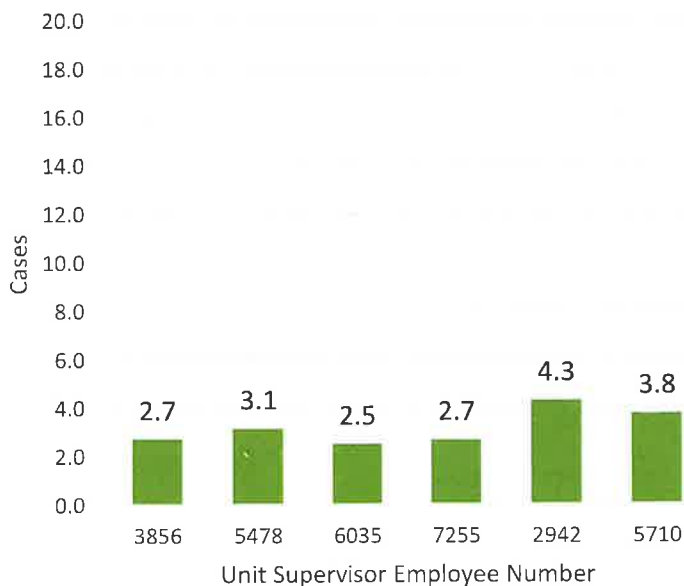
### Total Caseload



### Unit Average Cases Per Month Average: 10

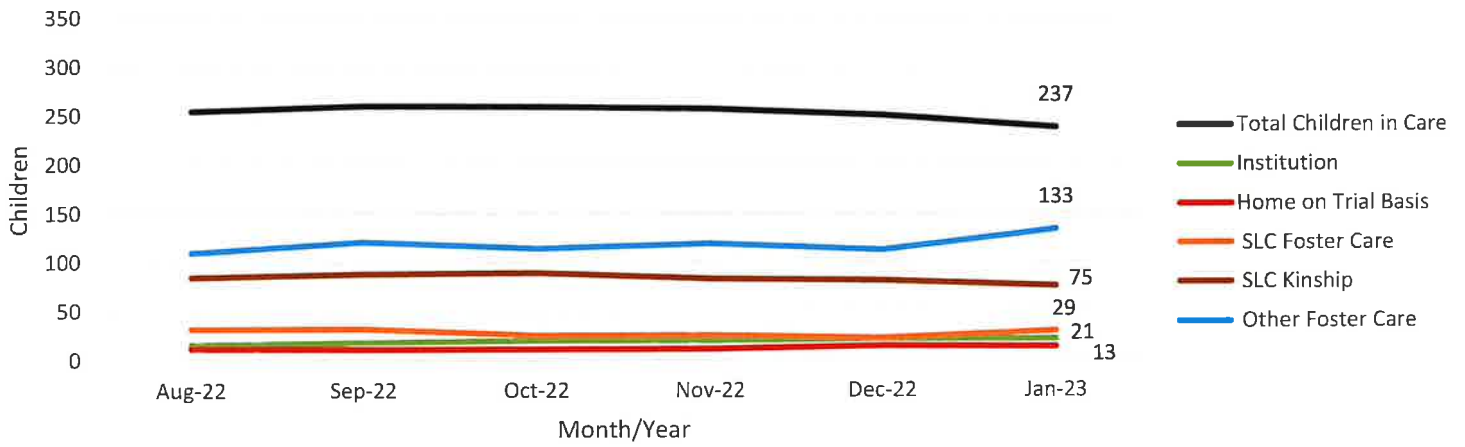


### Unit Average Cases Closed Average: 3



# Foster Care/Preventive Services

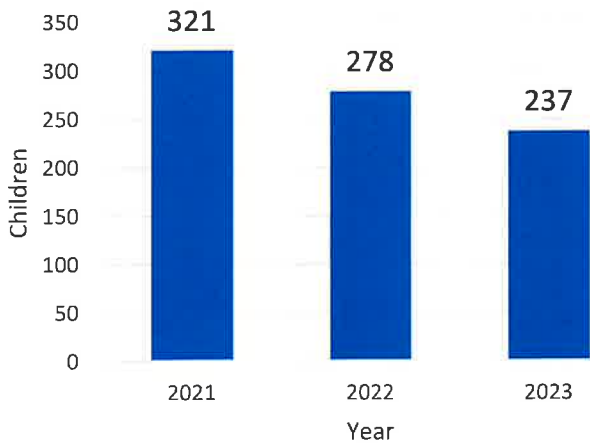
## Children In Care



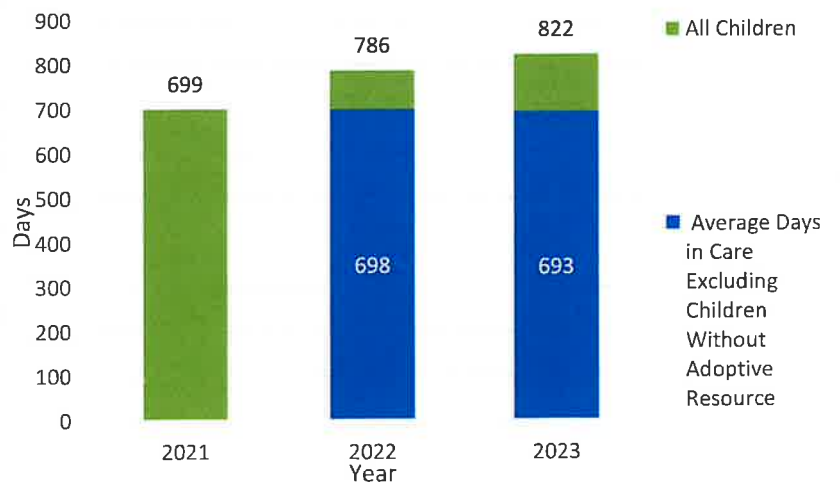
## Net Change to Children in Care



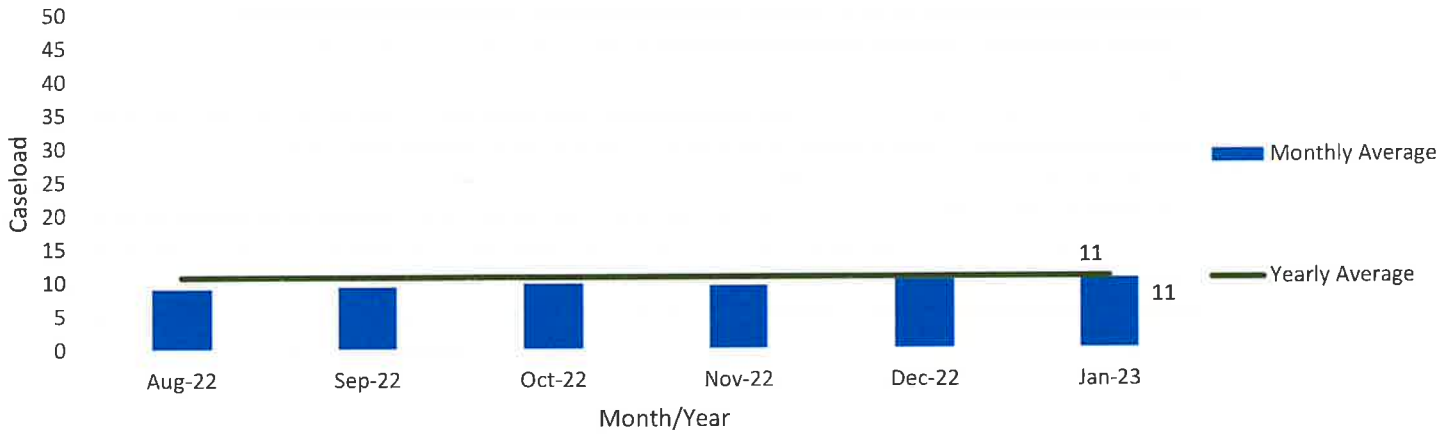
## Average Number of Children in Care



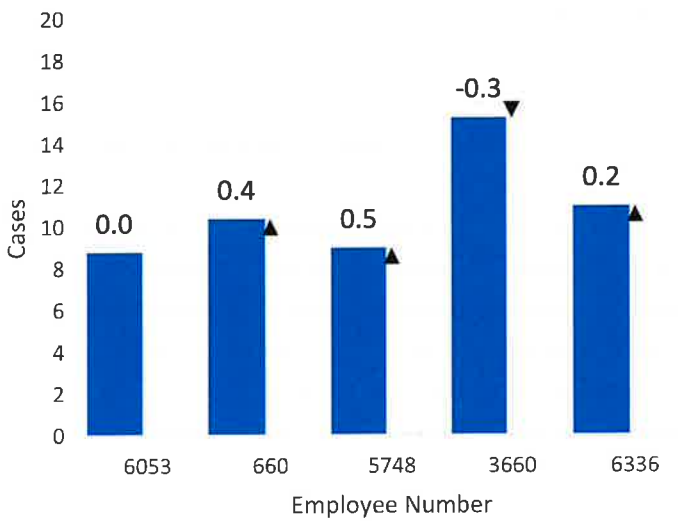
## Average Days Children Have Been in Care



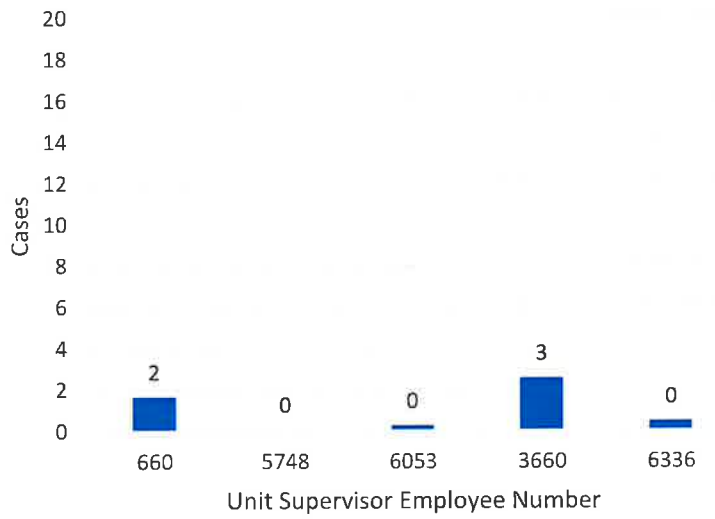
### Average Foster Care/Preventive Caseload



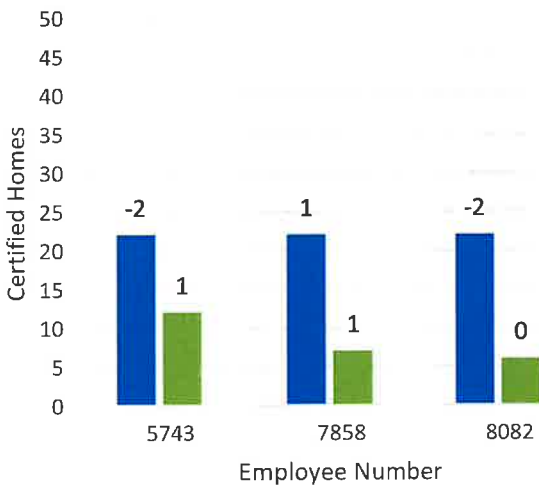
### Unit Average Cases Per Month Average: 11



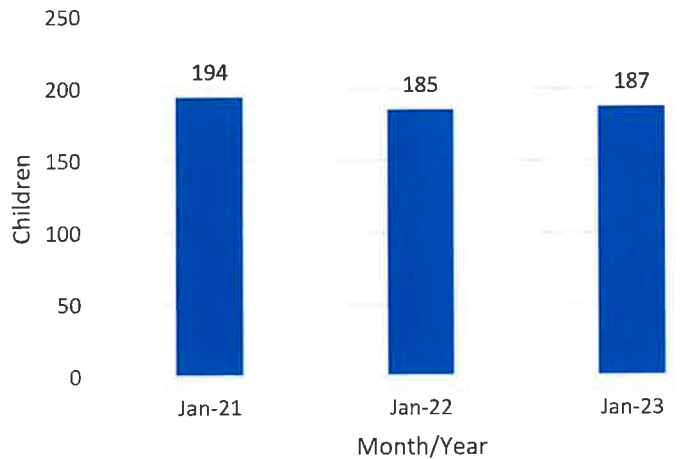
### Unit Average Cases Closed Average: 1



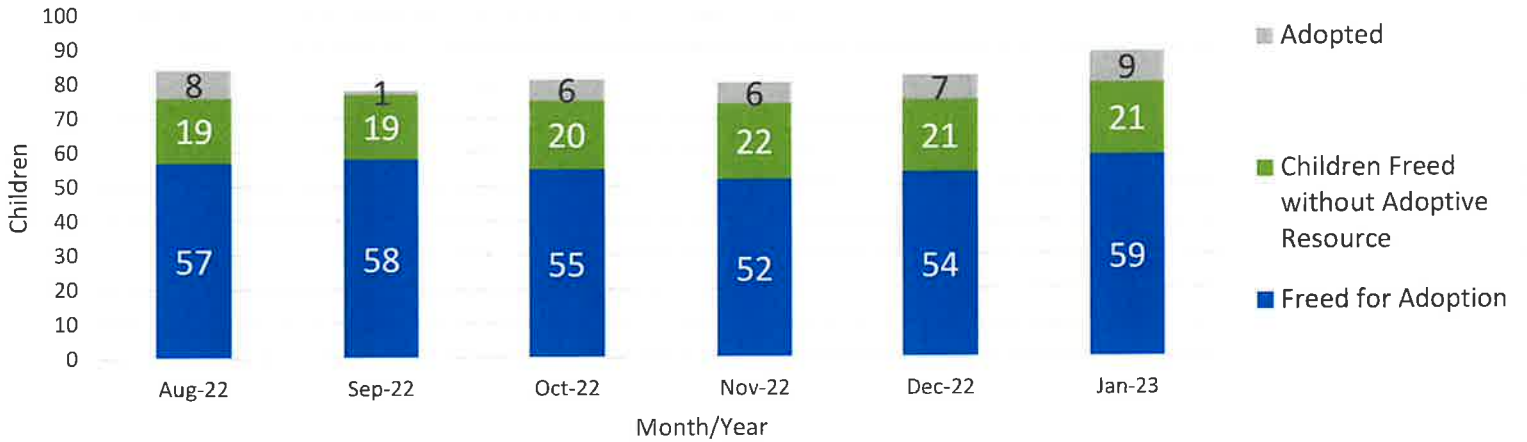
### Home Finder Unit Total Change: -1



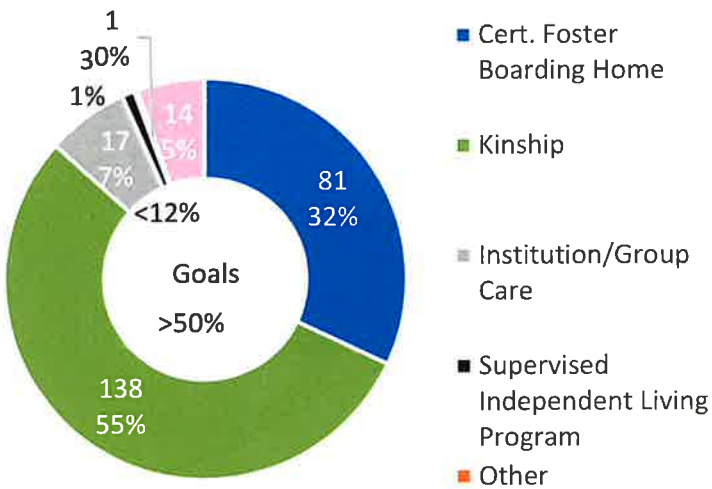
### Average Number of Children in Home Receiving Services



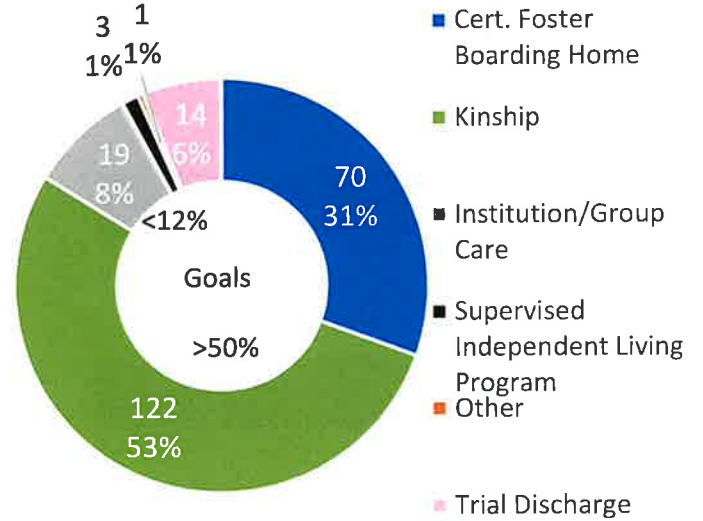
## Adoption Activity



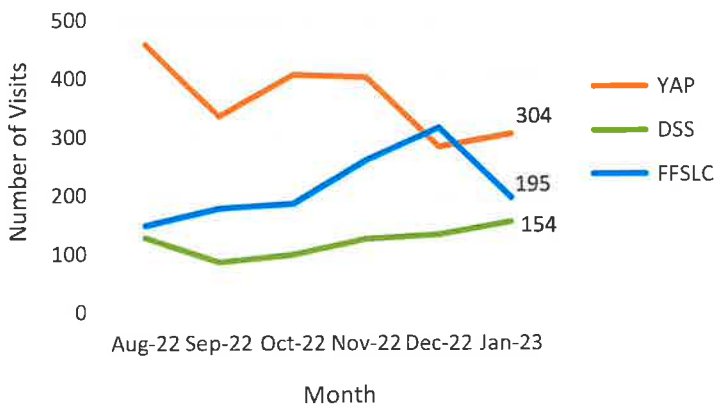
## Average Foster Care Placements



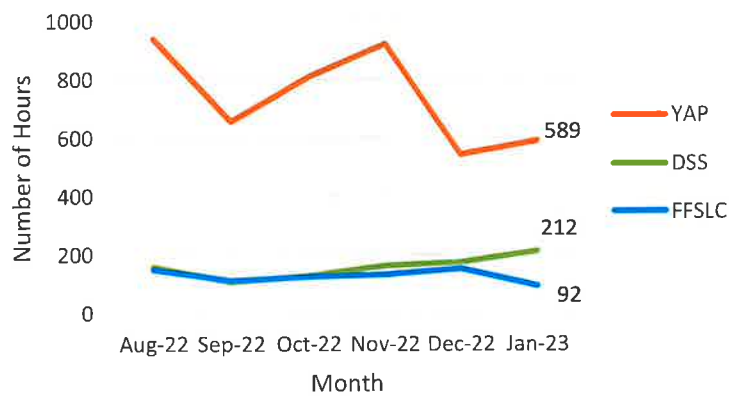
## Foster Care Placements



## Number of Supervised Visits for 199 Cases

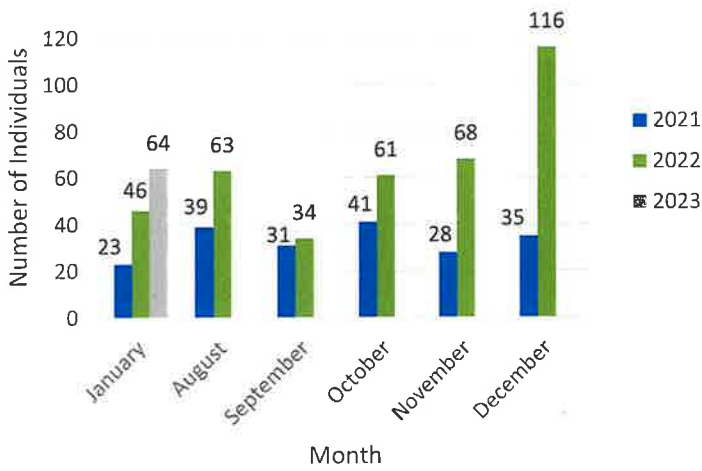


## Number of Supervised Visitation Hours for 199 cases

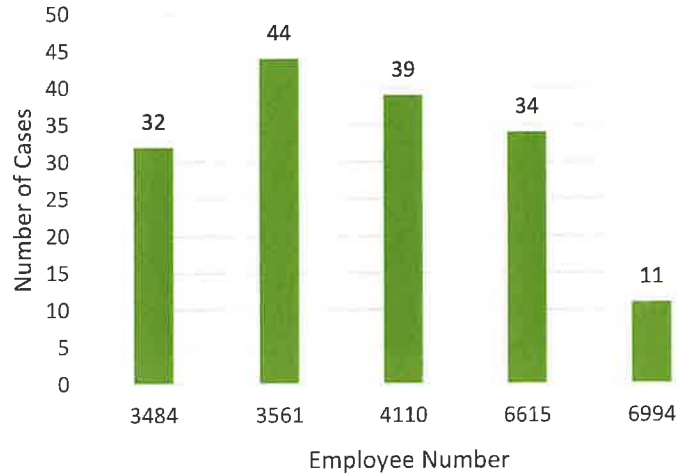




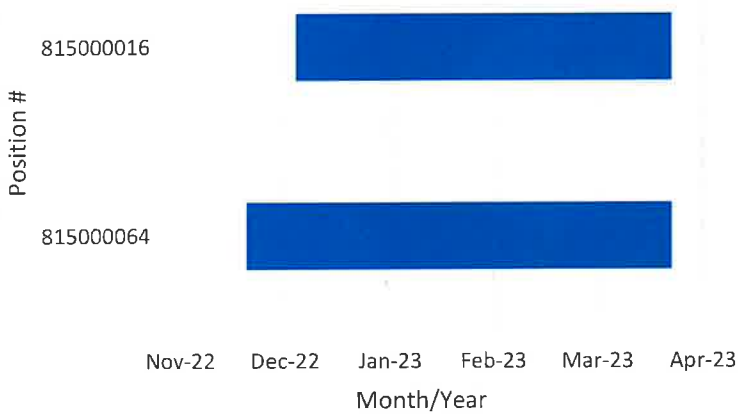
### New Homeless Placements



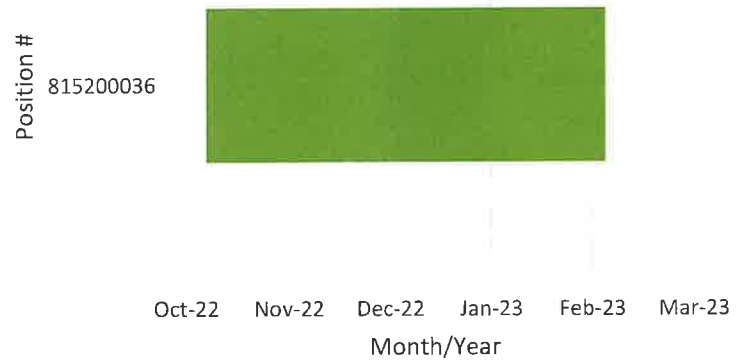
### Adult Protective Cases - Totals: 160



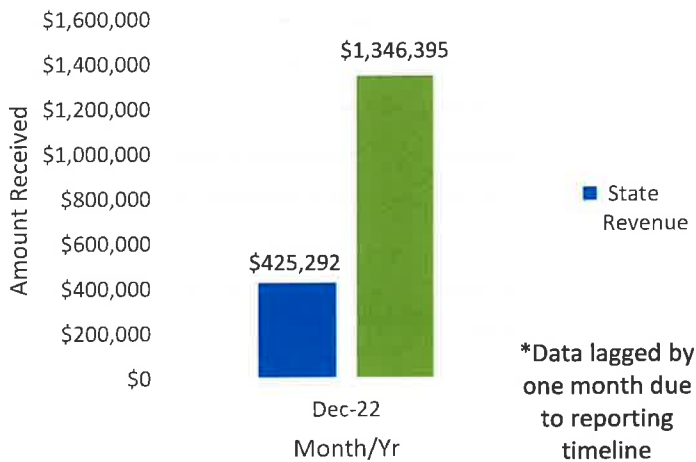
### Caseworker Trainee Period - Foster Care/Preventive



### Caseworker Trainee Period - CPS

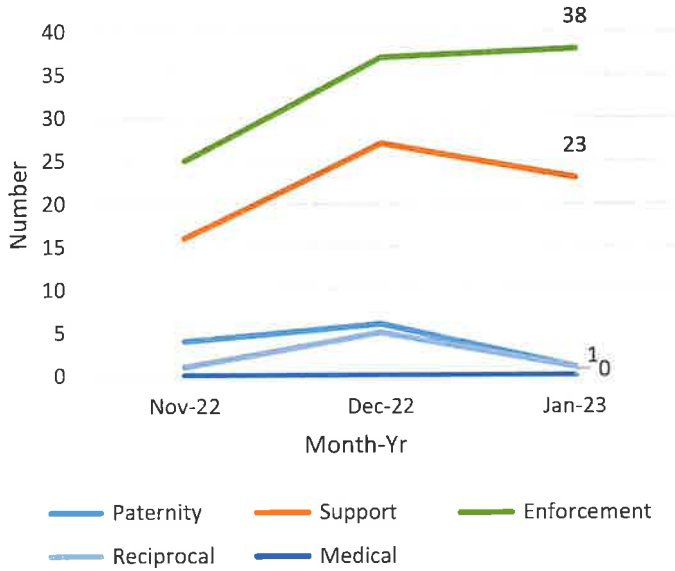


### Foster Care Revenue by Month

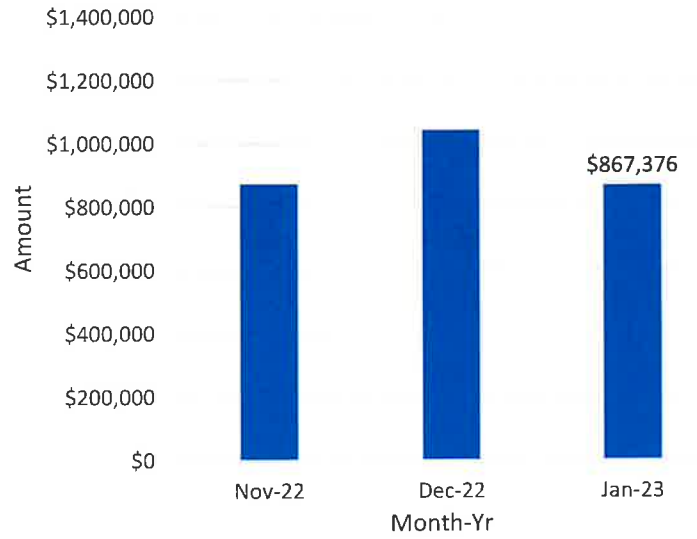


# Child Support

## Child Support Petitions

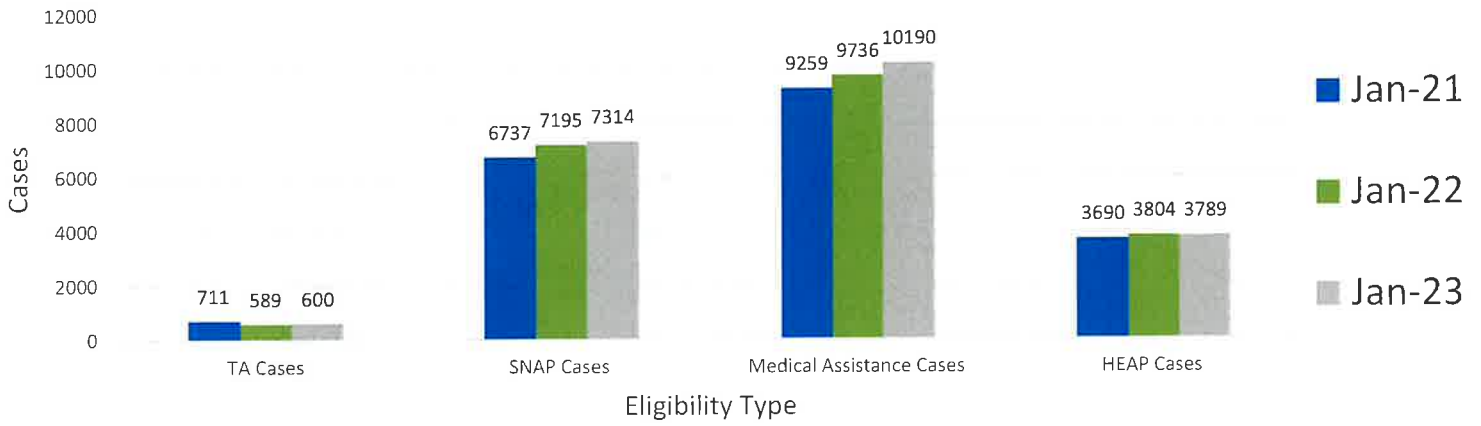


## Child Support Collections

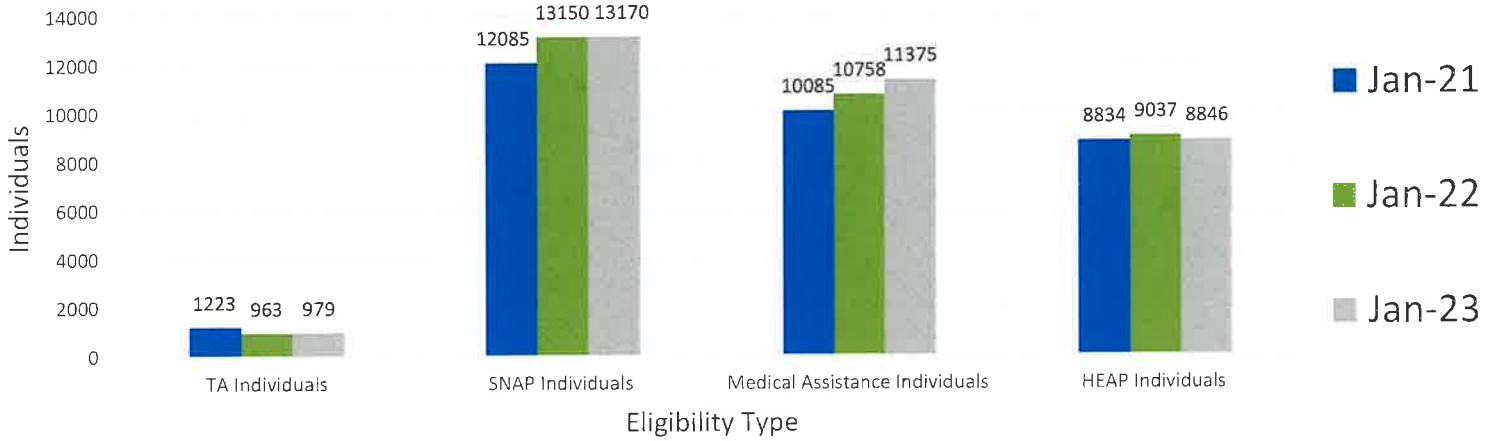


# Eligibility Programs

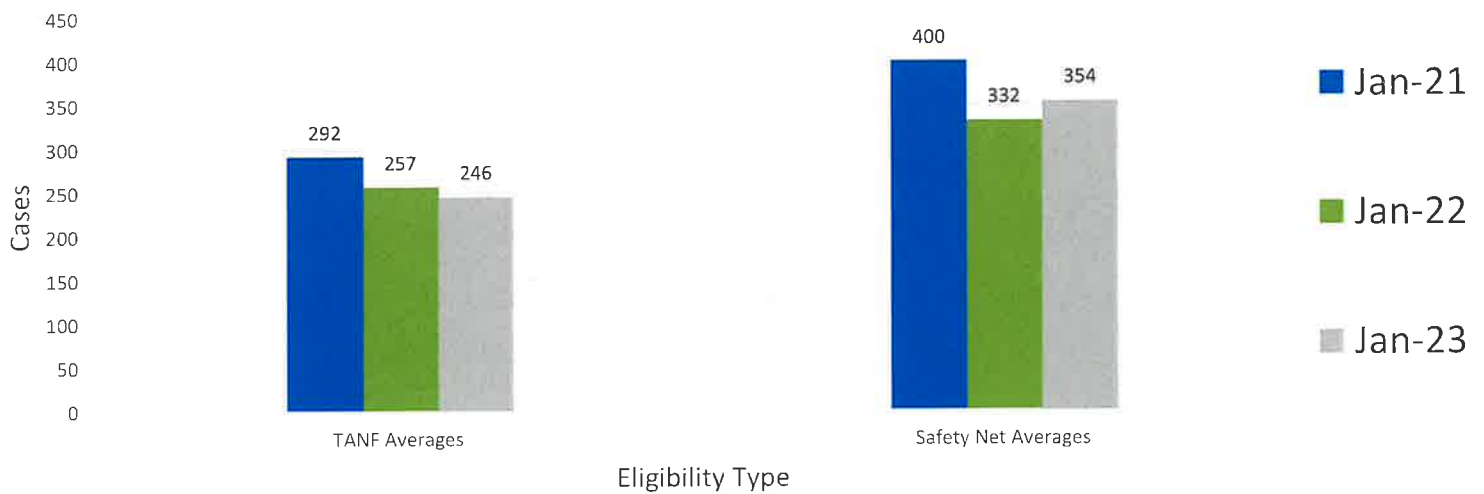
Cases



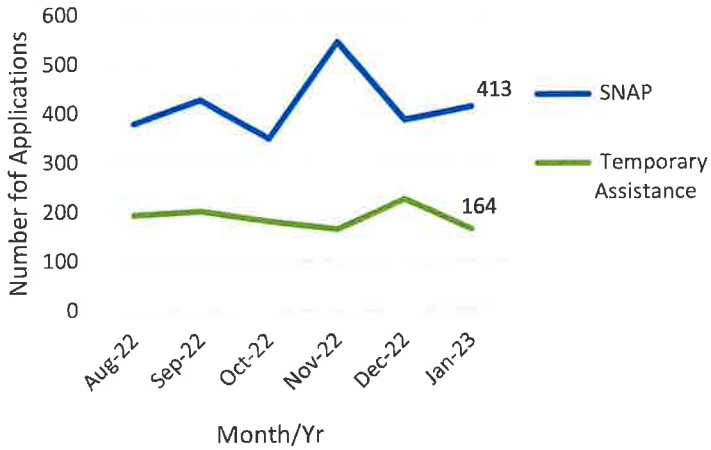
Individuals



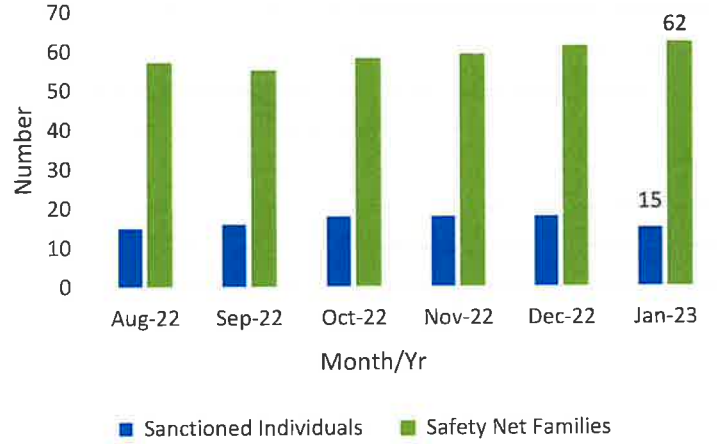
TANF & Safety Net Averages



### Program Applications

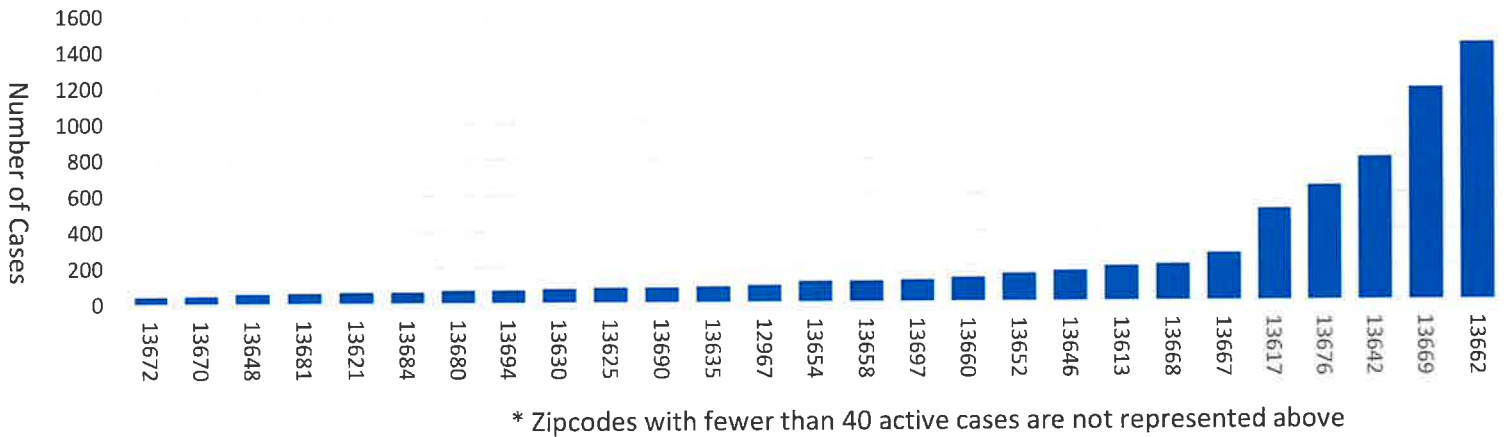


### Safety Net Families



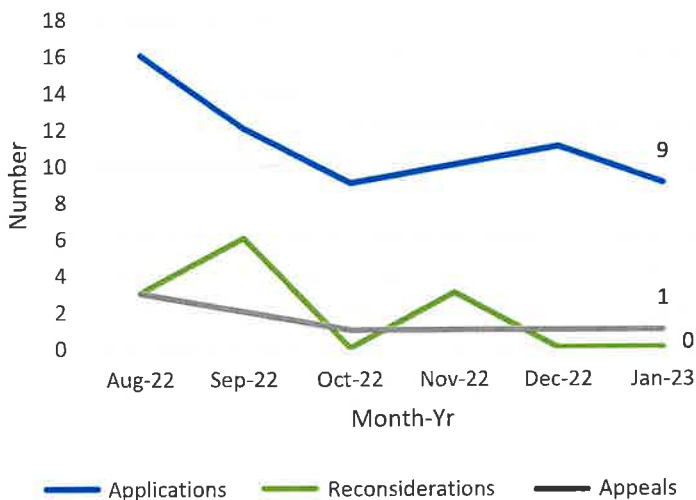
### Supplemental Nutritional Assistance Program (SNAP) by Zipcode January 2023

Total: 6998

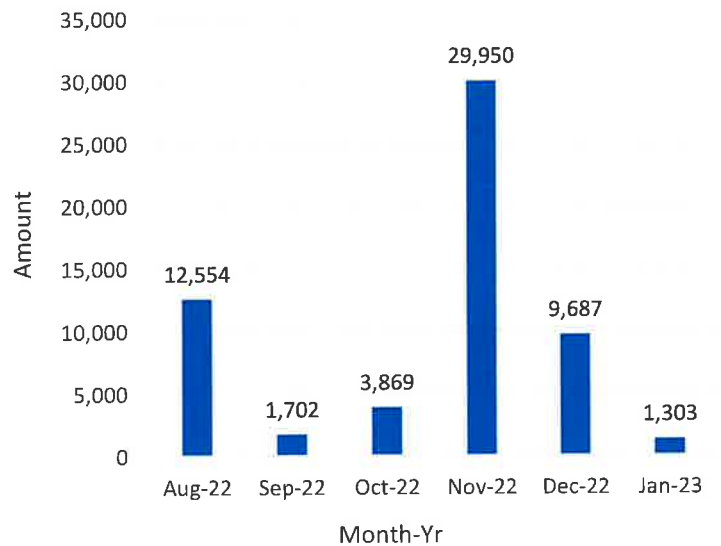


\* Zipcodes with fewer than 40 active cases are not represented above

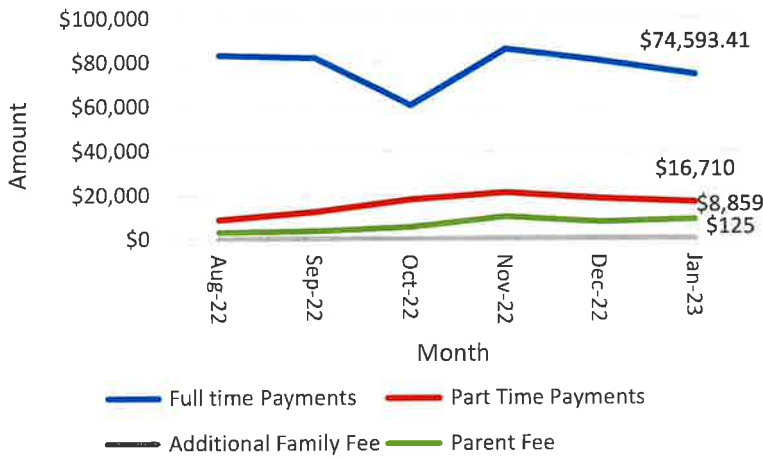
### Disabled Client Assistance Program (DCAP)



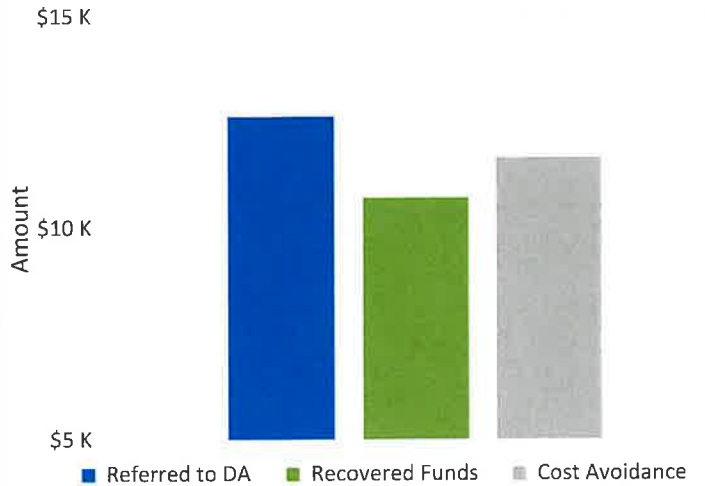
### DCAP Interim Assistance Reimbursed



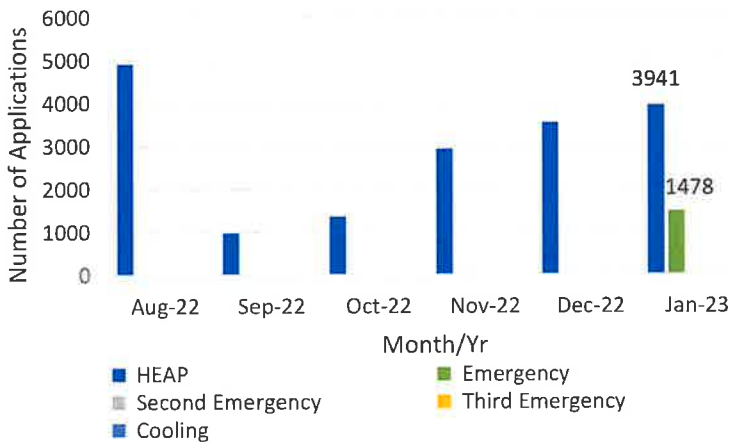
### Child Care Assistance Payments 60 Providers



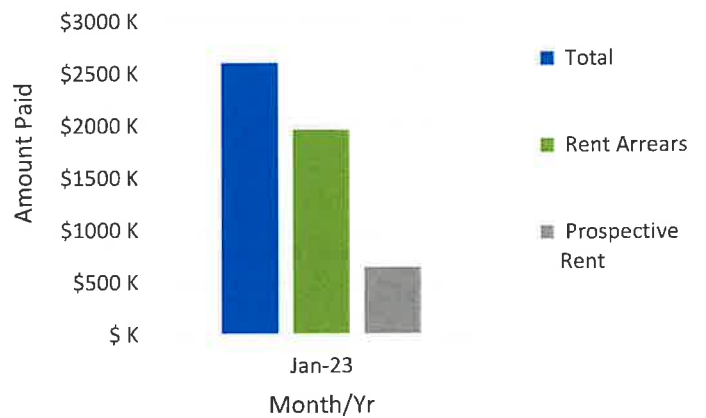
### Fraud Investigation Unit (YTD)



### Home Energy Assistance Program (HEAP)



### Emergency Rental Assistance Program (6/1/21- 1/20/23)

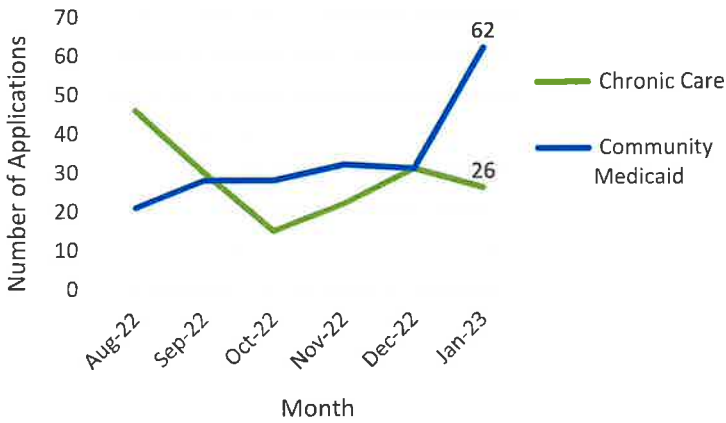


### Home Energy Repair/Replacement Costs

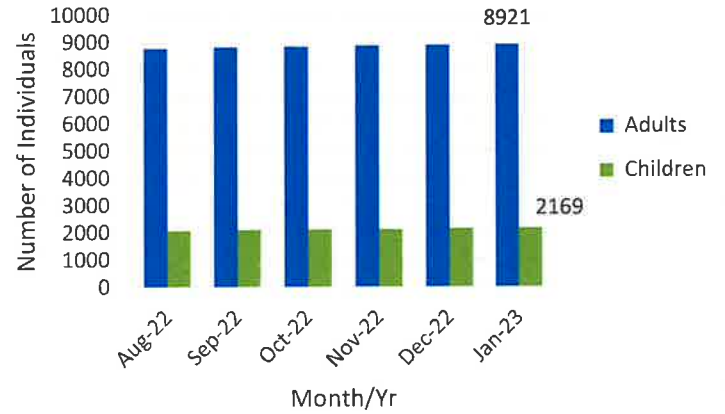


\*Data Lagged by One Month Due to Reporting Timeline

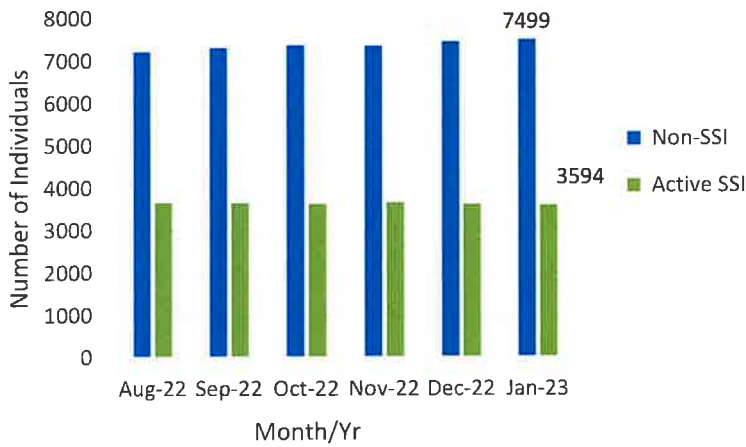
### Medicaid Applications



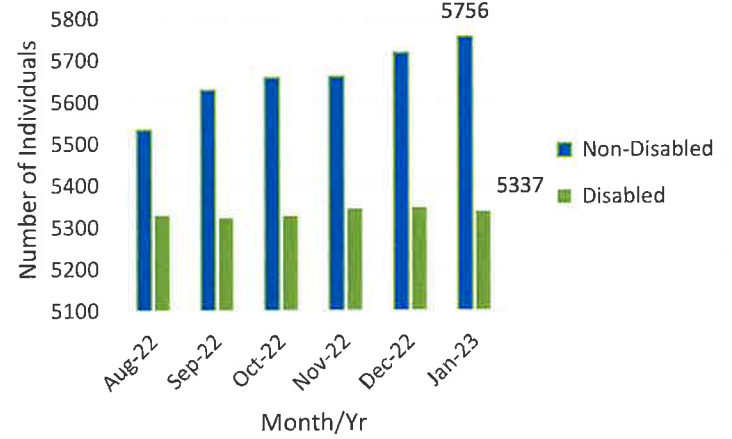
### Active Medicaid by Age



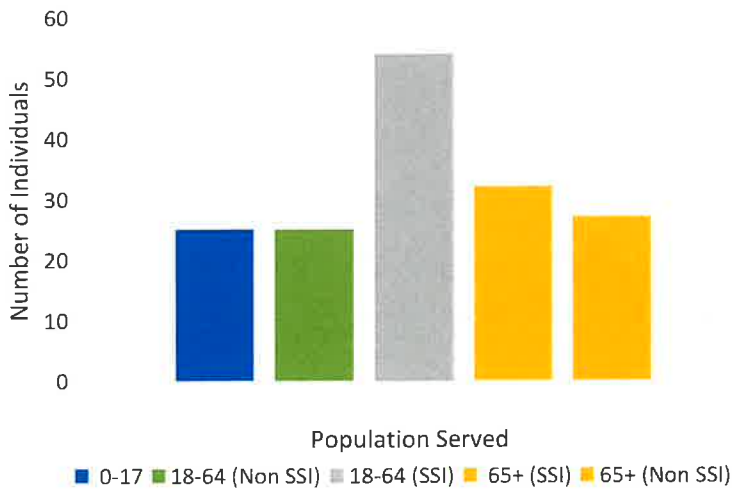
### Active Medicaid SSI v. Non-SSI



### Active Medicaid Disabled v. Non-Disabled



### Personal Care Medicaid



# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Abolish & Create                      **Special Programs Coordinator**

Subunit (If Applicable): Special Programs                      Date Submitted: 1/31/2023

Reason Vacated: Retirement                      Position Number: 510500002

Date Vacated: 05/31/2023                      Position # Abolished: 510500001

Position Will Be: Fulltime                      Last Fill Date: 02/07/2002

Jurisdictional Class: Competitive                      Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$65,502	Fill Request Timeline: Immediately
Benefits: Yes (51.44%)                      \$33,694	Revenue Generating:    Yes    75    %
Base Salary: \$53,614	Reimbursed by Local, State or Federal Funds:    Yes    17    %
Base Hourly: \$29.46	
Grade: 26	

**Net County Cost: \$7,936**

\*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 involves responsibility for planning and administering the county Special Traffic Options Programs Driving While Intoxicated, STOP-DWI (State Mandated Program); the Traffic Safety Program (grant funded), the Impaired Driver Program, ignition interlock supervision for conditional discharge cases, Victim Impact Program, and Disability Parking Education. The work is performed under the general administrative supervision of the Director of Community Services. Supervision is exercised by the Coordinator over subordinate personnel assigned to the program.

Revenue generated for this position comes from fines and fees associated with DWI convictions as well as Impaired Driver Program fees. The goal of STOP-DWI is reduce injuries, fatalities and arrests associated with driving under the influence of drugs and alcohol.

The current Coordinator is slated to retire May 31, 2023. The Department is requesting an immediate fill so that the new hire can shadow and be provided training for the entire month of May. Position 510500001 will be abolished upon its vacancy.

Department Head: **Approved?**  
Yes  No

County Administrator: \_\_\_\_\_ Resolution #: \_\_\_\_\_

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill **Clerk**

Subunit (If Applicable): Reception Date Submitted: 1/31/2023

Reason Vacated: Promotion Position Number: 002300018

Date Vacated: 1/20/2023 Position # Abolished:

Position Will Be: Fulltime Last Fill Date: 6/9/2014

Jurisdictional Class: Competitive Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$39,966 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$20,559 Revenue Generating: No 0 %

Base Salary: \$34,162 Reimbursed by Local, State or Federal Funds: Yes 81 %

Base Hourly: \$18.77

Grade: 13

**Net County Cost: \$11,500**

\*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 participate in greeting and directing an average of 1,148 clients/visitors per month to the appropriate units at the Department; answering an average of 6,173 phone calls per month; issuing an average of 285 Common Benefit Identification Cards (CBIC) a month which are needed to allow clients access to benefits; logging in and directing an average of 491 pieces of mail a month; mailing an average of 139 applications a month; and looking up and making changes to re-mail an average of 41 returned CBICs a month. Other duties include making packets for client handouts; assigning case numbers; and assisting clients with assigning PIN numbers to CBICs. As time permits, this position (1 FTE) and the other Clerks (3.5 FTEs) in Reception are needed to assist other units with duties such as imaging, filing, and delivering mail throughout the Agency. If this position were not filled, it would severely hinder the Department's ability to adequately serve clients.

Department Head:

County Administrator:

**Approved?**

Yes  No

Resolution #:



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Clerk

Subunit (If Applicable): Children's Services

Date Submitted: 1/31/2023

Reason Vacated: Resignation

Position Number: 002300008

Date Vacated: 1/13/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/26/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$34,691

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$17,845

Revenue Generating:    No    0    %

Base Salary: \$34,162

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

Base Hourly: \$18.77

Grade: 13

**Net County Cost: \$14,868**

\*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 Clerk position is essential and necessary to serve all of child welfare. The duties of this position would include answering the phone; backup for the in-house mail run; research records on imaging and print out old information for staff; filing; copying; scanning; organization of records; logging, packaging and mailing of drug tests; data entry; stocking supplies that are needed for children's services; prepping cases for imaging, copying cases for transfer; pick up and delivery of department mail; other duties as needed. This position is essential to support the entire child welfare in the coordination, organization and maintenance of daily office duties and processes.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Case Supervisor, Grade B

Subunit (If Applicable): Children's Services

Date Submitted: 1/31/2023

Reason Vacated: Retirement

Position Number: 816100006

Date Vacated: 2/17/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/7/2011

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$71,137

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$36,593

Revenue Generating:    No    0    %

Base Salary: \$57,988

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

Base Hourly: \$31.86

Grade: 28

**Net County Cost: \$30,488**

\*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 supervisory position would be responsible for a unit comprised of 5 to 6 Foster Care/Preventive Caseworkers carrying an average of 11 cases/worker. This unit works with families identified by child protective services as high risk based upon abuse or neglect concerns. The unit helps to identify family resources, services and planning for children and parents in need of community based services. The unit helps to identify resources should a placement outside of the home be necessary for health/safety. The Grade B Supervisor reviews and approves all court work prior to filing, reviews and approves service plans, creates adoption and kinship guardianship subsidy cases and payment resource contacts, conducts bi-weekly case conferences with Caseworkers to discuss safety and permanency on all cases, reviews dictation, correspondence, and service authorization forms for accuracy, tracks court orders, dates, and annual subsidy letters, and assists with and reviews caseworker compliance with connections. If this position were not filled, it would not be possible to administer the St. Lawrence County Foster Home program and the timeliness and accuracy of services to families would be negatively impacted. Caseworkers would not have the supervisory guidance needed to make appropriate case decisions and the safety and permanency of children in the custody of the Commissioner of the Department of Social Services and children placed with relatives would be adversely affected. This position is necessary to ensure we maintain the current workload levels and ensure OCFS regulatory processes/mandates are being adhered to, as well as compliance with the legal statutes for child welfare. This position will be instrumental in ensuring the mandates of the federal legislation in the Family First Preventive Services Act.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Account Clerk**

Subunit (If Applicable): Daycare

Date Submitted: 1/31/2023

Reason Vacated: Resignation

Position Number: 100100008

Date Vacated: 1/6/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 3/26/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$39,309

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$20,221

Revenue Generating:    No    0    %

Base Salary: \$37,469

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

Base Hourly: \$20.59

Grade: 16

**Net County Cost: \$11,311**

\*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 an accounting/support staff in the Child Care Assistance unit. Duties of this position include reviewing of reimbursement sheets and cases, completing calculations for Child Care reimbursements, preparing notices to clients, sorting mail, handle incoming phone calls for the Unit, keep packets up to date, mail applications to clients and outreach providers. There have been \$91275.56 of reimbursements made to families last month. The unit has been receiving an average of 19 applications a month for processing. Child Care Assistance is being received by 156 families for a total of 307 children. Due to the recent increase of eligibility from 200% of the area median income to 300% has shown a explosive increase in applications and families served. Not filling this position would lead to delayed reimbursements and response to clients and providers served.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Social Welfare Examiner**

Subunit (If Applicable): TA/SNAP

Date Submitted: 1/31/2023

Reason Vacated: Resignation

Position Number: 002300018

Date Vacated: 2/3/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/31/2018

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 (51.44%)    \$24,617

Revenue Generating:    No    0    %

Base Salary: \$44,483

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

Base Hourly: \$24.44

Grade: 21

**Net County Cost: \$23,553**

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

### Detailed Justification

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

If this position were not filled, State mandated deadlines for processing applications and recertifications would be missed, and clients would not receive all the benefits to which they are entitled in a timely manner. Additional errors also would occur resulting in payments for inaccurate amounts that would require significant staff time to correct. Examiners are responsible for interviewing clients applying for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP). They determine eligibility, complete recertifications, maintain ongoing TA and SNAP cases to meet State mandated deadlines for processing TA and SNAP applications and recertifications, and ensure our clients receive all the benefits to which they are entitled in a timely manner. It would be impossible to have the remaining examiners absorb the work of this position without missing deadlines and failing to ensure that clients receive the accurate amounts of benefits. This examiner is responsible for interviewing, documenting, determining eligibility for 32 applications monthly for ongoing Family Assistance, Safety Net Assistance, and Emergency Assistance (Temporary Housing Assistance or Shelter/Energy Emergencies) and SNAP. This examiner position currently is responsible for maintaining approximately 27 TA cases and 330 SNAP cases, serving approximately 592 individuals.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

### Social Welfare Examiner

Subunit (If Applicable): HEAP

Date Submitted: 1/31/2023

Reason Vacated: Other

Position Number: 814000073

Date Vacated: N/A

Position # Abolished: 814700001

Position Will Be: 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 (51.44%)    \$22,882

Revenue Generating:    No    0    %

Base Salary: \$44,483

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

Base Hourly: \$24.44

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.

The Home Energy Assistance Program (HEAP) involves the issuing of fuel and utility payments to eligible families with low incomes. Social Welfare Examiners make the financial eligibility determinations, and staff in other units could not adequately absorb the duties. Not filling these positions would be extremely difficult since there is a very strong need for service once the colder weather is upon us and lack of staffing would place County residents at unnecessary risk. The 2021-2022 HEAP season started October 1, 2021 and applications for regular benefits ended April 29, 2022 and emergency benefits continued to be accepted until July 20, 2022. As of 8/26/2022, HEAP has received 4915 regular applications (up 11.7%); 7,380 Emergency applications (up 79%); and 465 Cooling applications (up 360%). Most seasons, households can potentially apply for up to 5 benefits with separate applications (regular, 1st emergency fuel, 1st emergency utility, 2nd emergency fuel, 2nd emergency utility) as well as Cooling Assistance, Clean & Tune, and Repair/Replacement. During the 2021/2022 season a 3rd emergency benefit became available for eligible households experiencing a crisis or life-threatening heat or heat-related emergency. This increased the potential applications to 7 per household. There was also a Regular Arrears Supplement (RAS) benefit added for the 2021/2022 season with 1678 benefits with a total of \$2,391,487.88 paid to local energy providers. For 2021/2022 there has been 9,113 regular HEAP benefits, 4932 Emergency benefits, 144 Furnace repairs and replacements benefits, and 285 Cooling benefits authorized as of June 2022.

A temporary Social Welfare Examiner Position within HEAP will be abolished upon the filling of this position.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

### Social Welfare Examiner

Subunit (If Applicable): HEAP

Date Submitted: 1/31/2023

Reason Vacated: Other

Position Number: 814000074

Date Vacated: N/A

Position # Abolished: 814700009

Position Will Be: 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 (51.44%)    \$22,882

Revenue Generating:    No    0    %

Base Salary: \$44,483

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

Base Hourly: \$24.44

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.

The Home Energy Assistance Program (HEAP) involves the issuing of fuel and utility payments to eligible families with low incomes. Social Welfare Examiners make the financial eligibility determinations, and staff in other units could not adequately absorb the duties. Not filling these positions would be extremely difficult since there is a very strong need for service once the colder weather is upon us and lack of staffing would place County residents at unnecessary risk. The 2021-2022 HEAP season started October 1, 2021 and applications for regular benefits ended April 29, 2022 and emergency benefits continued to be accepted until July 20, 2022. As of 8/26/2022, HEAP has received 4915 regular applications (up 11.7%); 7,380 Emergency applications (up 79%); and 465 Cooling applications (up 360%). Most seasons, households can potentially apply for up to 5 benefits with separate applications (regular, 1st emergency fuel, 1st emergency utility, 2nd emergency fuel, 2nd emergency utility) as well as Cooling Assistance, Clean & Tune, and Repair/Replacement. During the 2021/2022 season a 3rd emergency benefit became available for eligible households experiencing a crisis or life-threatening heat or heat-related emergency. This increased the potential applications to 7 per household. There was also a Regular Arrears Supplement (RAS) benefit added for the 2021/2022 season with 1678 benefits with a total of \$2,391,487.88 paid to local energy providers. For 2021/2022 there has been 9,113 regular HEAP benefits, 4932 Emergency benefits, 144 Furnace repairs and replacements benefits, and 285 Cooling benefits authorized as of June 2022.

A temporary Social Welfare Examiner Position within HEAP will be abolished upon the filling of this position.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

**Keyboard Specialist**

Subunit (If Applicable): HEAP

Date Submitted: 1/31/2023

Reason Vacated: Other

Position Number: 003100111

Date Vacated: 10/11/2022

Position # Abolished: 003100098

Position Will Be: 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 (51.44%)    \$18,666

Revenue Generating:    No    0    %

Base Salary: \$36,287

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

Base Hourly: \$19.94

Grade: 15

**Net County Cost: \$0**

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

### Detailed Justification

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

The Home Energy Assistance Program (HEAP) involves the issuing of fuel and utility payments to eligible families with low incomes. Social Welfare Examiners make the financial eligibility determinations, and staff in other units could not adequately absorb the duties. Not filling these positions would be extremely difficult since there is a very strong need for service once the colder weather is upon us and lack of staffing would place County residents at unnecessary risk. The 2021-2022 HEAP season started October 1, 2021 and applications for regular benefits ended April 29, 2022 and emergency benefits continued to be accepted until July 20, 2022. As of 8/26/2022, HEAP has received 4915 regular applications (up 11.7%); 7,380 Emergency applications (up 79%); and 465 Cooling applications (up 360%). Most seasons, households can potentially apply for up to 5 benefits with separate applications (regular, 1st emergency fuel, 1st emergency utility, 2nd emergency fuel, 2nd emergency utility) as well as Cooling Assistance, Clean & Tune, and Repair/Replacement. During the 2021/2022 season a 3rd emergency benefit became available for eligible households experiencing a crisis or life-threatening heat or heat-related emergency. This increased the potential applications to 7 per household. There was also a Regular Arrears Supplement (RAS) benefit added for the 2021/2022 season with 1678 benefits with a total of \$2,391,487.88 paid to local energy providers. For 2021/2022 there has been 9,113 regular HEAP benefits, 4932 Emergency benefits, 144 Furnace repairs and replacements benefits, and 285 Cooling benefits authorized as of June 2022.

A temporary Keyboard Specialist position within HEAP will be abolished upon the filling of this position.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #: