

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

**RUTH A. DOYLE**  
County Administrator

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

**SERVICES COMMITTEE AGENDA**  
**MR. JOSEPH LIGHTFOOT, CHAIR**  
**MONDAY, FEBRUARY 8, 2021**  
**\*\*\* BOARD ROOM AND LIVE VIA YOUTUBE\*\*\***  
**\*\*\* 5:30 P.M. \*\*\***

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

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – January 11
- 3. COVID-19 UPDATE** – Dr. Dana McGuire and Dr. Andrew Williams
- 4. PUBLIC HEALTH – DANA MCGUIRE**
  - A. Authorizing the Chair to Sign a Contract with St. Lawrence Health Systems for the Tuberculosis (TB) Program in the Public Health Department (Res)
- 5. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2021 Budget for Community Services for Funding from the Office of Justice Programs (Res)
  - B. Authorizing the Chair to Sign a Contract with Matthews Specialty Vehicles for a Mobile Treatment Clinic (Res)
  - C. Authorizing the Renaming of Community Services Chemical Dependency Clinics to St. Lawrence County Addiction Services (Res)
  - D. Authorizing the Chair to Sign a Contract with TenEleven Group for Behavioral Health Electronic Health Records and Billing Software (Res)
  - E. Authorizing the Chair to Sign a Contract with Seaway Valley Prevention Council for Coordinated Peer Services (Res)
  - F. Clinic Update (Info)
- 6. SOCIAL SERVICES – CINDY ACKERMAN**
  - A. Family First Program (Discussion)
- 7. LEGISLATOR KEVIN ACRES**
  - A. Appealing to Section X and St. Lawrence County School Districts to “Let Them Play” (Res)

## **8. VACANCY REVIEW COMMITTEE**

- A. Summary (Info)
- B. Community Services
  - 1. Abolish Account Clerk, Create and Fill Keyboard Specialist (003100102)
  - 2. Create and Fill Chemical Dependency Aide (510300004)
- C. Social Services
  - 1. Fill Social Welfare Examiner (814000024)
  - 2. Abolish Community Services Worker and Create and Fill Grade B Supervisor (816000005)
  - 3. Abolish Social Welfare Examiner and Create and Fill Caseworker/CPS (815200030)
  - 4. Create and Fill Caseworker/CPS (815200031)
  - 5. Create and Fill Caseworker/CPS (815200032)
  - 6. Create and Fill Caseworker/CPS (815200033)
  - 7. Create and Fill Caseworker/CPS (815200034)
  - 8. Create and Fill Caseworker/Children's Services (815000066)
  - 9. Create and Fill Caseworker/Children's Services (815000068)
  - 10. Create and Fill Caseworker/Children's Services (815000069)
  - 11. Fill Case Supervisor, Grade A/CPS (817200001)

## **9. COMMITTEE REPORTS**

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

## **10. OLD/NEW BUSINESS**

## **11. EXECUTIVE SESSION**

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

## **12. ADJOURNMENT – If there is no further business.**

March 1, 2021

Services Committee: 2-8-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ST. LAWRENCE  
HEALTH SYSTEMS FOR THE TUBERCULOSIS (TB) PROGRAM  
IN THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Public Health Department is required to have a physician consultant to review Tuberculosis (TB) Program practices, provide evaluation, and treat TB program clients, and a contract is needed to obtain this service, and

**WHEREAS**, St. Lawrence Health Systems will evaluate, diagnose and prescribe treatment in the office, and the Public Health Department will provide the NYSDOH guidance regarding the latest guidelines for diagnosis and treatment for Tuberculosis (TB) and Latent Tuberculosis Infections (LBTI), and testing and treatment shall be authorized by a designee of the Public Health Department, and

**WHEREAS**, the financial responsibility of the Public Health Department for TB and LBTI treatment is limited, and a patient who has Medicaid, Medicare, health insurance coverage or any other third party payer, St. Lawrence Health Systems must first attempt to bill the insurer prior to submitting any invoices to the Public Health Department, as the Public Health Department should be the payer of last report, and

**WHEREAS**, the Public Health Department will provide payment for services up to the New York State Medicaid rate for services and the invoice amount for immune globulin and vaccine (PP040104 43007 TB), and

**WHEREAS**, the term of this contract will be January 1, 2021 through December 31, 2024,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with St. Lawrence Health Systems for the Tuberculosis (TB) Program in the Public Health Department, upon approval of the County Attorney.

March 1, 2021

Services Committee: 2-8-2021

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

**MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES  
FOR FUNDING FROM THE OFFICE OF JUSTICE PROGRAMS**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Resolution No. 314-2020 authorized the acceptance of the Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program Grant, and

**WHEREAS**, there is need for a liaison between the St. Lawrence County Community Services Board and the Organizations that are receiving funding under the Grant, and

**WHEREAS**, a portion of these funds will be used hire a Fiscal Manager to facilitate the organizations that are sub-award recipients of the Grant, as per Resolution No. 330-2020,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services for funding from the Office of Justice Programs, as follows:

**INCREASE APPROPRIATIONS:**

A1542201 12000	A Opioid Supervisory/ Administration	\$176,887
A1542204 407HS	A Opioid Human Services Bldg Rent	2,673
A1542204 408HS	A Opioid Human Services Bldg Main	2,884
A1542204 41401	A Opioid Liability & Other Insurance	750
A1542204 42000	A Opioid Office Supplies & Expense	300
A1542204 42001	A Opioid Computer Supplies	1,000
A1542204 42101	A Opioid I/D Copying Equipment	150
A1542204 42303	A Opioid I/D Phone Charges	270
A1542204 42402	A Opioid I/D Postage Expense	75
A1542204 44000	A Opioid I/D Automotive Expenses	300
A1542204 44100	A Opioid E/D Fuel Charges	300
A1542208 81000	A Opioid Retirement	24,800
A1542208 83000	A Opioid Social Security	12,364
A1542208 84000	A Opioid Workmens Comp	5,413
A1542208 84500	A Opioid Group Life Insurance	265
A1542208 86000	A Opioid Hospital & Medical Insurance	44,469
A1542208 86500	A Opioid Dental Insurance	1,840
A1542208 89000	A Opioid Vision Insurance	867
		<u>\$275,607</u>

**DECREASE APPROPRIATIONS:**

A1542204 46500	A Opioid Recovery Program Payments	\$275,607
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**BE IT FURTHER RESOLVED** that any remaining funds be rolled over to future budgets until the grant is fully expended.

March 1, 2021

Services Committee: 2-8-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH MATTHEWS  
SPECIALTY VEHICLES FOR A MOBILE TREATMENT CLINIC**

By Mr. Lightfoot, Chair, Services Committee

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

**WHEREAS**, Community Services has received funding modifications from New York State Opioid Response (SOR), and

**WHEREAS**, these funds will be used for the purchase of a mobile treatment vehicle to increase access to treatment for Opioid Use Disorder (A1Z42502 23000),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Matthews Specialty Vehicles for the purchase of a Mobile Treatment Clinic, upon approval of the County Attorney.

March 1, 2021

Services Committee: 2-8-2021

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

**AUTHORIZING THE RENAMING OF COMMUNITY SERVICES CHEMICAL  
DEPENDENCY CLINICS TO ST. LAWRENCE COUNTY ADDICTION SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services strives to reduce harmful stereotypes about addiction, improve access to care and support people that are affected by this disease, and

**WHEREAS**, Community Services knows that stigma isolates people, and discourages people from engaging in treatment, and

**WHEREAS**, stigma can be reduced by changing the language used to talk about addiction and treatment for substance use disorders, and

**WHEREAS**, St. Lawrence County Chemical Dependency Clinics would like to rename its services to St. Lawrence County Addiction Services, and

**WHEREAS**, this name change represents an effort to shift in the way addictive disorders are viewed, and reimages of our approach to treatment and recovery efforts Countywide,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the renaming of Community Services Chemical Dependency Clinics to St. Lawrence County Addiction Services.

March 1, 2021

Services Committee: 2-8-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH  
TENELEVEN GROUP FOR BEHAVIORAL HEALTH ELECTRONIC  
HEALTH RECORDS AND BILLING SOFTWARE**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services has received funding modifications from New York State Opioid Response (SOR), and

**WHEREAS**, Community Services has recognized the need for enhanced services for individuals with an Opioid Use Disorder (OUD) in St. Lawrence County, and

**WHEREAS**, Community Services intends to utilize funds from SOR Grants towards the purchase of a new Electronic Health Records and Billing System (A1Z42504 47801),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with TenEleven Group for Behavioral Health Electronic Health Record and Billing System, upon approval of the County Attorney.

March 1, 2021

Services Committee: 2-8-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH SEAWAY VALLEY  
PREVENTION COUNCIL FOR COORDINATED PEER SERVICES**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Seaway Valley Prevention Council (SVPC) co-locates a Certified Peer Recovery Advocate (CRPA) or a Certified Peer Recovery Advocate Provisional (CRPA-P) with Community Services, which is an important response to the increasing evidence of the need for the recovery services in the addiction treatment system to improve access to care and treatment outcomes, and

**WHEREAS**, the CRPA/CRPA-P Position will be funded through the SOR II Network Regional Approach to Prevention Treatment and Recovery, and the funds are allocated through SVPC who will retain the CRPA/CRPA-S as an employee, and

**WHEREAS**, SVPC and Community Services wants to continue to demonstrate and evaluate the effectiveness of coordinated peer services for persons impacted by substance use in order to improve quality of care, daily living skills, recovery outcomes and overall quality of life along with appropriate early access to sober supports and linkage to the recovery community, and

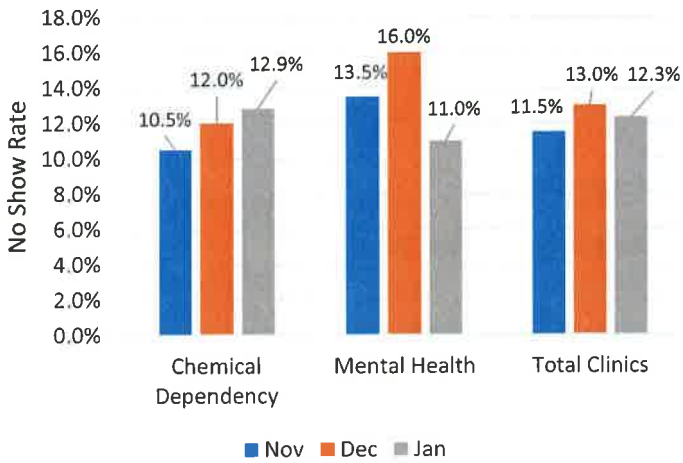
**WHEREAS**, the term of the agreement will run from February 1, 2021 through September 30, 2021,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Seaway Valley Prevention Council for Coordinated Peer Services, upon approval of the County Attorney.

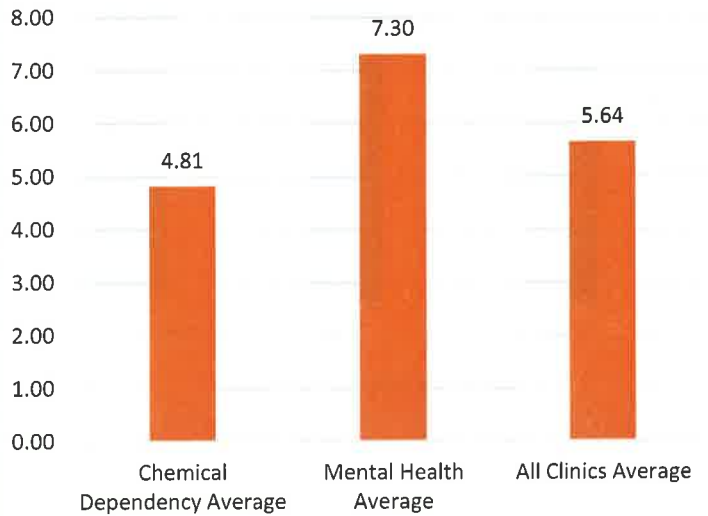


# Community Services Update January 2021

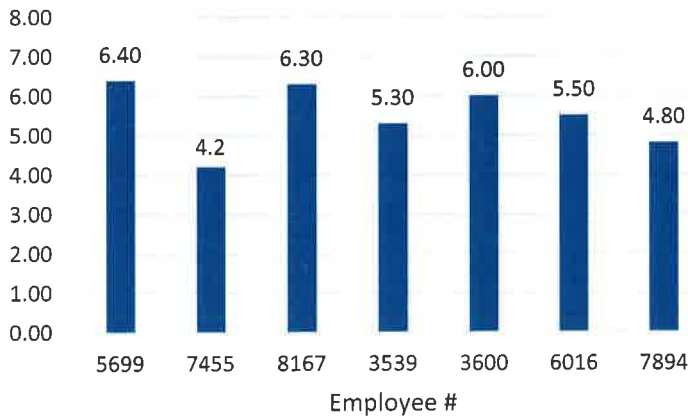
### No Show Rates By Month (23.3% Before Call Reminders)



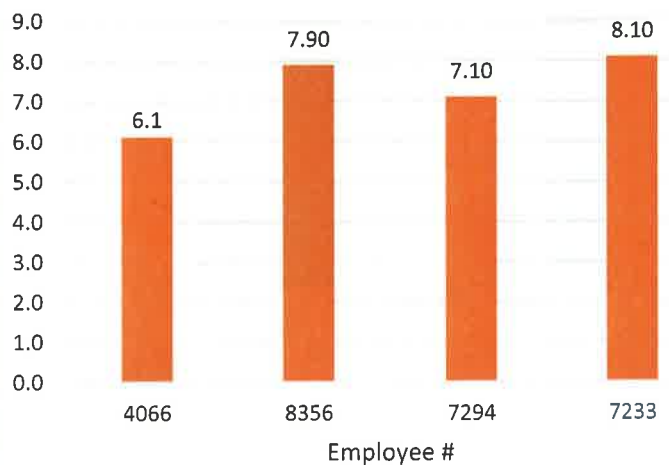
### Clinic Counselor Visits Average



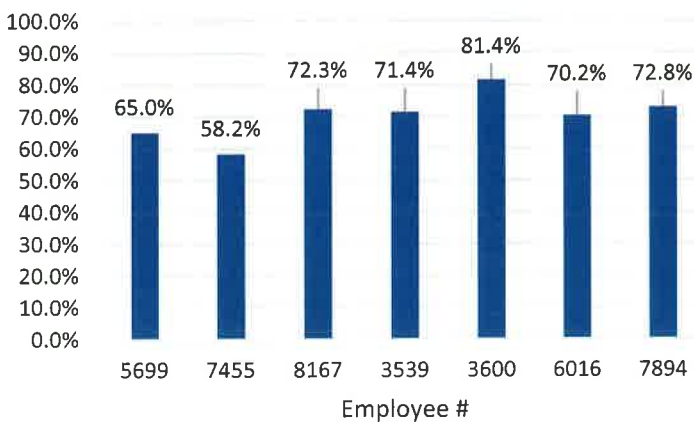
### Chemical Dependency Visits Per Seven Hours



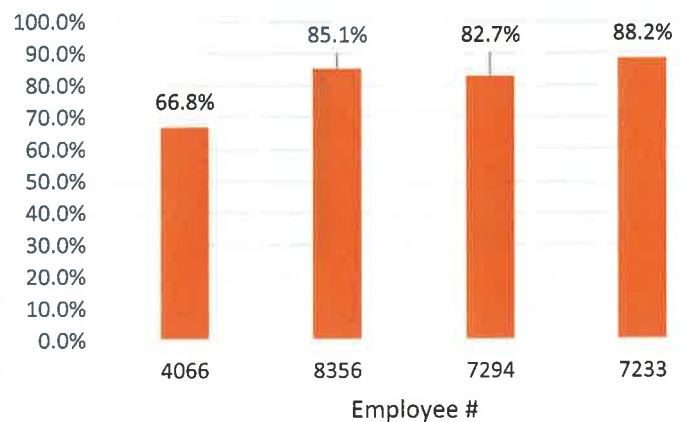
### Mental Health Visits Per Seven Hours



### Chemical Dependency Weighted Face to Face %

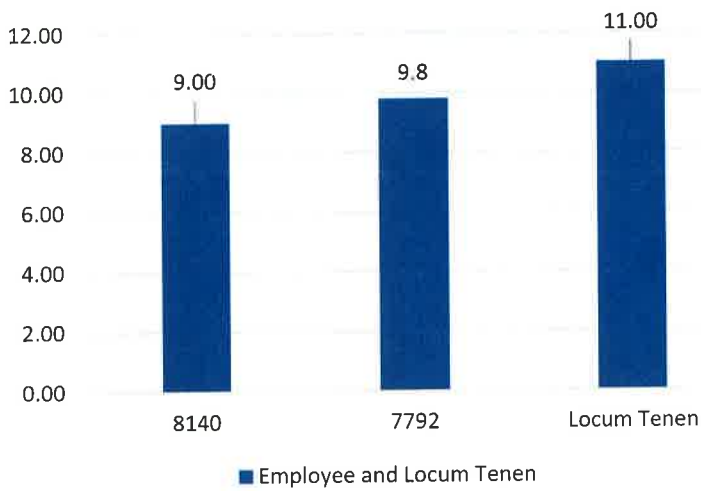


### Mental Health Weighted Face to Face %



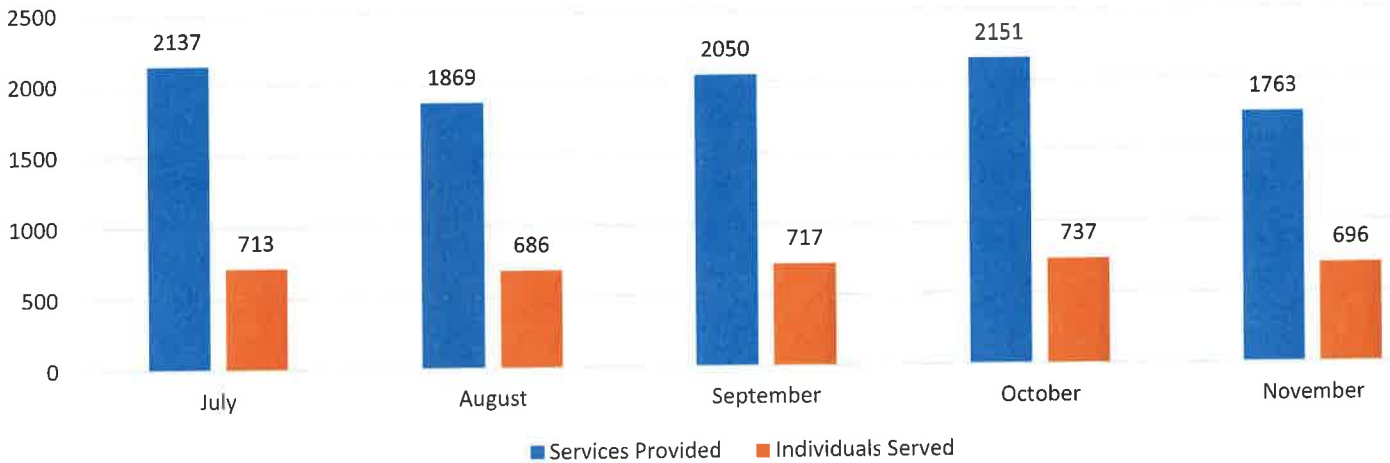
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

### Prescriber Visits Per Seven Hours

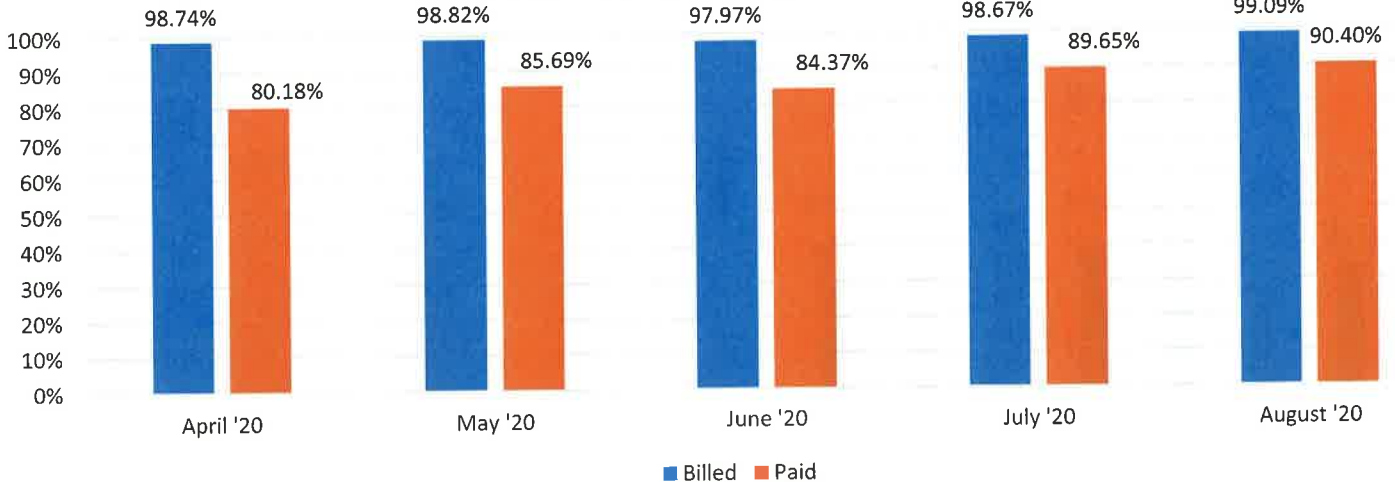


Waiting Lists	Number
Canton CD	12
Gouverneur CD	0
Massena CD	0
Ogdensburg CD	0
<b>Addiction Services Total</b>	<b>12</b>
<b>Mental Health Total</b>	<b>52</b>

### Services Provided - All Clinics



### Billed/Paid Percentages - All Clinics



March 1, 2021

Services Committee: 2-8-2021

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

**APPEALING TO SECTION X AND ST. LAWRENCE COUNTY SCHOOL DISTRICTS  
TO "LET THEM PLAY"**

By Mr. Lightfoot, Chair, Services Committee  
Co-Sponsored by Mr. Acres, District 8

**WHEREAS**, on March 7, 2020 Governor Cuomo issued Executive Order 202 declaring a State disaster emergency for the entire State of New York, and

**WHEREAS**, thus far 92 additional executive orders have been issued to protect New Yorkers and foster a safe environment that would slow the spread of COVID-19, and

**WHEREAS**, as a result of COVID-19 restrictions and evaluation measures, sports have been categorized into low, medium, and high risk by the State, and

**WHEREAS**, all school sponsored sports were canceled for the spring of 2020, then an abbreviated league schedule for medium and low risk sports in the fall of 2020 was provided with no sectionals or state final opportunities, and

**WHEREAS**, Governor Cuomo issued a statement on Friday, January 22<sup>nd</sup> indicating that high risk sports could resume activities on Monday, February 1, 2021 at the discretion of local county health departments and schools, and

**WHEREAS**, on Friday, January 28<sup>th</sup>, St. Lawrence County released guidance to the schools and provided an opportunity for feedback for their districts, and

**WHEREAS**, also on Friday, January 28<sup>th</sup>, Section X (ten) released a decision in concert with School Districts in St. Lawrence and Franklin Counties that high risk sports would not begin on February 1<sup>st</sup> and have not yet made indications of when they would be scheduled to begin, and

**WHEREAS**, knowing the risks associated with COVID-19, many athletes and families in St. Lawrence County have expressed a great interest in resuming the high risk sports schedule and have noted their interest in adhering to the guidance shared by Public Health that would permit these activities to occur in a safe manner, and

**WHEREAS**, there are many variables to be considered in the decision to allow any activity which increases the potential exposure and opportunity for transmission or spread of COVID-19, and

**WHEREAS**, the increase in positive cases in St. Lawrence County has impacted the ability of the school districts, who continue operating in a hybrid model, to remain open with staffing at critical levels and students being quarantined as a result of an exposure to COVID-19, and

March 1, 2021

**WHEREAS**, Sections across New York State in 35 (thirty-five) counties and many States across the Country have moved ahead with high risk sports, and

**WHEREAS**, St. Lawrence County currently has a positivity rate of 5.5% (five and a half percent), student athletes should have the opportunity to move forward with high risk sports as well and return to activities that fosters improved mental health and fitness,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators appeals to Section X and the School District Leadership to let them play, and

**BE IT FURTHER RESOLVED** that understanding the risks of COVID-19 in a high risk sport season is important and supporting a safe environment for the students in St. Lawrence County is essential for their overall health and well-being, and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to Section X Executive Director Carl Normandin, BOCES Superintendent Tom Burns, and all School District Superintendents in St. Lawrence County.

**VACANCY REVIEW SUMMARY**  
County Administrator's Office – VIA ZOOM  
February 2, 2021  
12:00 P.M.

**Summary:** January 5<sup>th</sup> – February 2<sup>nd</sup>

Requests: 34  
Approved: 16  
Denied: 0  
Request/Hold: 9  
Withdrawn: 1

**Summary:** February 2<sup>nd</sup>

Requests: 25  
Approved: 16  
Denied: 0  
Request/Hold: 9  
Withdrawn: 1

Positions reviewed:

**District Attorney:**

Request: 1

Request: Fill, Assistant District Attorney  
Position No. 026800005, Immediately

Recommendation: Fill, Immediately

**Sheriff:**

Request: 2

Request: Fill, Deputy Sheriff  
Position No. 605000027, 30 Days

Recommendation: Fill, 30 Days

Request: Fill, Correction Officer  
Position No. 603000018, Immediately

Recommendation: Fill, Immediately

**Community Services:**

Request: 2

Request: Abolish Account Clerk, Create and Fill, Keyboard Specialist  
Position No. 003100102, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Chemical Dependency Case Aide – Collocation Program  
Position No. 510300004, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Request: 20

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP  
Position No. 814000024, Immediately

Recommendation: Fill, Immediately

Request: Abolish Community Services Worker, Create and Fill, Case Supervisor,  
Grade B – Unit/CPS  
Position No. 816000005, Immediately

Recommendation: Fill, Immediately

Request: Abolish Social Welfare Examiner, Create and Fill, Caseworker – Unit/CPS  
Position No. 815200030, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/CPS  
Position No. 815200031, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/CPS  
Position No. 815200032, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/CPS  
Position No. 815200033, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/CPS  
Position No. 815200034, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000066, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000068, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000069, Immediately

Recommendation: Fill, Immediately

Request: Fill, Case Supervisor, Grade A – Unit/CPS  
Position No. 817200001, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker  
Position No. 815000061, Immediately

Recommendation: Hold

Request: Create and Fill, Caseworker  
Position No. 815000062, Immediately

Recommendation: Hold

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000063, Immediately

Recommendation: Hold

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000064, Immediately

Recommendation: Hold

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000065, Immediately

Recommendation: Hold

Request: Create and Fill, Caseworker – Unit/Children’s Services  
Position No. 815000067, Immediately

Recommendation: Hold

Request: Create and Fill, Case Supervisor, Grade B – Unit/Children’s Services  
Position No. 816100009, Immediately

Recommendation: Hold

Request: Create and Fill, Case Supervisor, Grade B – Unit/Children’s Services  
Position No. 816100010, Immediately

Recommendation: Hold

Request: Keyboard Specialist – Unit/Children Services  
Position No. 0031000103, Immediately

Recommendation: Hold

Request: Keyboard Specialist – Unit/Children Services  
Position No. 0031000104, Immediately

Recommendation: Hold

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

- 1.5.20 Larry Denesha and Margaret Haggard
- 2.2.21 John Burke and Rita Curran



# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Create & Fill

**Chemical Dependency Case Aide**

Subunit (If Applicable): Social Services

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 510300004

Date Vacated: N/A

Position # Abolished: N/A

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Provisional

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$40,579

Revenue Generating: No 0 %

Benefits: Yes \$19,539

Reimbursed by State or Federal Funds: Yes 71 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

**Net County Cost: \$17,434**

### 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 enhance the chemical dependency continuum of care through the St. Lawrence County Department of Social Services. This position will provide a much needed chemical dependency case aid to respond in collaboration with Child Protective Services to homes with concerns of alcohol/drug concerns that can impact the risk and safety of children within the home. This position will be supervised by the Senior collocation personnel located in DSS and work collaboratively with the team to address OCFS regulations of Safe Plans of Care for mothers/infants that are positive at birth. This position will help to meet the statutory requirements of the court regarding drug testing respondents daily and weekly, per court orders. As of November 30, 2020 there were 2,865 drug test administered by collocation staff. Those numbers do not include instant testing which are given at a rate of 100 individual tests every three weeks.

Department Head: *[Signature]*

**Approved?**  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Abolish & Create

**Keyboard Specialist**

Subunit (If Applicable):

Date Submitted: 01/26/2021

Reason Vacated: New Position

Position Number: 003100102

Date Vacated:

Position # Abolished: 100100009

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$39,167

Revenue Generating: No 0 %

Benefits: Yes \$18,859

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$34,371

Budget Mod Attached, If Required?

Grade: 15

**Net County Cost: \$58,026**

### 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.

Community Services operates one Mental Health Clinic, and two main Chemical Dependency Clinics, each with a satellite clinic. A total of five clinics. Currently, the Department's two Keyboard Specialist (KBS) positions located in the main Canton Clinic. One is well-seasoned the other was recently hired on 1/26/2021.

In addition to currently having two KBSs, the Department holds four Account Clerks titles. Two of the Account Clerk positions are filled and the Department is in the process of hiring the third. The fourth KBS has a resignation date of 2/12/2021.

The Department is asking to abolish this Account Clerk position and create a KBS. Having three Account Clerks and three KBSs is more in line with the needs of the clinics as most sessions are provided through Telehealth.

The needs of this Department can best be met by abolishing position number 100100009, Account Clerk, and creating and filling position number 003100102, Keyboard Specialist.

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: 1/26/2021

Reason Vacated: Promotion

Position Number: 814000024

Date Vacated: 1/8/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 5/22/2006

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$50,782

Revenue Generating: No 0 %

Benefits: Yes \$24,452

Reimbursed by State or Federal Funds: Yes 68 %

Base Salary: \$42,133

Budget Mod Attached, If Required?

Grade: 21

**Net County Cost: \$24,451**

### 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). They determine eligibility, complete recertifications, maintain ongoing TA cases to meet State mandated deadlines for processing TA 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 80-200 applications monthly for ongoing Family Assistance, Safety Net Assistance, and Emergency Assistance (Temporary Housing Assistance or Shelter/Energy Emergencies). This examiner position currently is responsible for maintaining approximately 81 TA cases, serving approximately 139 individuals.

Department Head: *[Signature]*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

Case Supervisor, Grade B/CPS

Subunit (If Applicable): CPS

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 816000005

Date Vacated: N/A

Position # Abolished: 805500001

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$57,197

Budget Mod Attached, If Required?

Grade: 29

**Net County Cost: \$23,981**

### 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 Grade B Supervisor position would be responsible for directly supervising five Caseworkers in CPS. In December 2020, each Caseworker in CPS averaged 24.1 active cases. The expectation is that the Grade B Supervisor has day to day knowledge of the dynamics of each case and is actively working with the Caseworker to make safety decisions, provides guidance and assistance in initiating legal proceedings and testifying/appearing in family court, assigns new reports and manages the workload, periodically supervises Caseworkers in the field, provides assistance to on-call workers at all hours when needed, ensures that documentation meets standards and is completed timely (there is a 100% case review process in CPS; every document that the Caseworker produces is reviewed by a supervisor during the life of the active case and prior to the case closing), represents the agency in fair hearings, attends mandated trainings and meetings, and provides intensive training to new workers. The Office of Children and Family Services recommends for CPS Caseworkers 12 active investigations per caseworker per month. Because caseloads exceed this recommendation, the Grade B Supervisor provides intensive assistance to Caseworkers in organizing and managing their workload including assisting in drafting court petitions, following up with providers, making referrals to various agencies, attending family court, participating in a variety of case specific meetings, and other day to day activities that the Caseworker is not able to complete. Because of the high caseloads, when a Caseworker is absent it is often impossible for another Caseworker to assist with the additional work, therefore the Grade B Supervisor must complete the absent Caseworker's duties as well as their own. The day to day crises that CPS Caseworkers encounter must be dealt with immediately. Children are in imminent danger and families must be seen and assessed and decisions must be effectuated.

Department Head: *Lynne A. Peterson*

Approved?  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Abolish & Create

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815200030

Date Vacated: N/A

Position # Abolished: 814000072

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,897

Revenue Generating: No 0 %

Benefits: Yes \$23,544

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

**Net County Cost: \$20,501**

### 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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 24 as of January 15, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *Franklin B. Peterson*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815200031

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,897

Revenue Generating: No 0 %

Benefits: Yes \$23,544

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

**Net County Cost: \$20,501**

### 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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 24 as of January 15, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *[Signature]*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

**Caseworker/CPS**

Subunit (If Applicable): CPS

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815200032

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,897

Revenue Generating: No 0 %

Benefits: Yes \$23,544

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

**Net County Cost: \$20,501**

### 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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 24 as of January 15, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *[Signature]*

**Approved?**  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815200033

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,897

Revenue Generating: No 0 %

Benefits: Yes \$23,544

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

**Net County Cost: \$20,501**

### 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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 24 as of January 15, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *Linda J. [Signature]*

Approved?

Yes  No

County Administrator:

Resolution #:



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815200034

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,897

Revenue Generating: No 0 %

Benefits: Yes \$23,544

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

**Net County Cost: \$20,501**

### 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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 24 as of January 15, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *Linda A. Johnson*

Approved?  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815000066

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$47,108

Revenue Generating: No 0 %

Benefits: Yes \$22,683

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

**Net County Cost: \$19,751**

### 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 caseworker position will focus as a kinship navigator/permanency specialist. This position is specific to the federal legislative requirements of the Family First Prevention Act and the regulations of OCFS to maintain youth with familial resources when possible, to investigate relative resources and to support the family in becoming certified to care for relative youth. This caseworker will specifically coordinate and complete family back investigative packets, meet OCFS regulator requirements of notifying and searching for appropriate kin and linking/collaborating/coordinating with other local districts, states and internationally to ensure the least restrictive and appropriate kinship placement occurs. This position will help the agency tune into the needs of families that are providing care for relative youth and provide education to the community and recruitment efforts around relative-based placements as well as the systems that must be navigated to achieve a successful kinship placement and support from within the community. The goal of FFPSA is to have 50% of youth in relative placements. Approximately 47 additional youth need to move into appropriate identified relative placements in order for the local district to meet the federal and state threshold and avoid fiscal sanctions. These positions are necessary to ensure that occurs and the county avoids fiscal sanctions and meet the mandatory requirements under federal statute.

Department Head: *[Signature]*

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

**Caseworker**

Subunit (If Applicable): Children's Services

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815000068

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$47,108

Revenue Generating: No 0 %

Benefits: Yes \$22,683

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

**Net County Cost: \$19,751**

### 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 Caseworker is assigned to work primarily with foster/adoptive families to ensure youth placed into the Department's custody is placed in the least restrictive setting. Home finders certify, train, educate and provide on-going support and monitoring of certified foster families. Home finders must comply with OCFS regulations in certification and training processes to meet the mandatory requirements for reimbursements. Home finders are responsible for recruitment of new foster parents and ongoing recruitment efforts to meet the needs of the number of youth in care to best meet the need of continuity of community and a least restrictive setting. Home finders are critical in meeting the federal regulations and state mandates of 50% family-based placements by September 2021. If these positions are not filled, certification and training for relative care providers will not be possible and the County will suffer fiscal sanctions. Home finders also complete Interstate Compact for the Placement of Children regulatory home study requirements; home studies for adoptions that move youth to permanency and requests for familial home studies that are provided to the court.

Department Head: *[Signature]*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Create & Fill

**Caseworker**

Subunit (If Applicable): Children's Services

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 815000069

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$47,108

Revenue Generating: No 0 %

Benefits: Yes \$22,683

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

**Net County Cost: \$19,751**

### 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 Caseworker is assigned to work primarily with foster/adoptive families to ensure youth placed into the Department's custody is placed in the least restrictive setting. Home finders certify, train, educate and provide on-going support and monitoring of certified foster families. Home finders must comply with OCFS regulations in certification and training processes to meet the mandatory requirements for reimbursements. Home finders are responsible for recruitment of new foster parents and ongoing recruitment efforts to meet the needs of the number of youth in care to best meet the need of continuity of community and a least restrictive setting. Home finders are critical in meeting the federal regulations and state mandates of 50% family-based placements by September 2021. If these positions are not filled, certification and training for relative care providers will not be possible and the County will suffer fiscal sanctions. Home finders also complete Interstate Compact for the Placement of Children regulatory home study requirements; home studies for adoptions that move youth to permanency and requests for familial home studies that are provided to the court.

Department Head: *[Signature]*

Approved?  
Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Case Supervisor, Grade A/CPS**

Subunit (If Applicable): CPS

Date Submitted: 2/3/2021

Reason Vacated: Promotion

Position Number: 817200001

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/2/2018

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$76,275

Revenue Generating: No 0 %

Benefits: Yes \$36,726

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$62,043

Budget Mod Attached, If Required?

Grade: 31

**Net County Cost: \$31,979**

### 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 Case Supervisor Grade A, in Child Protective Services (CPS) supervises the investigations of allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. The Grade A Supervisor accepts reports from the State Central Register and calls in to the State Central Register court ordered investigations that are received from Family Court, acquires additional information if needed and assigns them to caseworkers using a complex process that takes into account rotation, geographical area, type of case, and the expertise of the caseworker. The Grade A Supervisor provides critical supervisory input at a variety of child welfare meetings and spends a significant amount of time preparing for and following up on recommendations from these meetings. The Grade A Supervisor is involved in the Child Advocacy Center initiative with law enforcement agencies in St. Lawrence County to review child sexual abuse, serious physical abuse cases, and child fatalities. The Grade A Supervisor reviews virtually every document that is prepared by Caseworkers and Grade B Supervisors to be submitted to the St. Lawrence County Family Court. The Grade A Supervisor determines program and policy standards and monitors performance, including conducting regular random audits of case records. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. Adequate supervision is essential given the complicated work, large number of cases, and health and safety concerns. The severity of cases and complexity of the work make the filling of this position especially important.

Department Head: *[Signature]*

**Approved?**  
Yes  No

County Administrator:

Resolution #: