

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, MARCH 18, 2024**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – February 12**
- 3. COMMUNITY SERVICES – JAY ULRICH**
  - A. Authorizing the Chair to Sign a Contract with Coordinated Care Services, Inc. for the Preparation of the 2023 Consolidated Fiscal Report and Modifying the 2024 Budget for Community Services (Res)
  - B. Community Services Clinic Update, February 2024 (Info)
- 4. PUBLIC HEALTH – CARLY ZIMMERMANN**
  - A. Approval of Rates for Related Services for the Preschool Special Education Program (Res)
  - B. Authorizing the Chair to Sign Contracts for Services for the Preschool Special Education Program in the Public Health Department (Res)
  - C. Proclaiming April 1-7 as National Public Health Week with the 2024 Theme of “Protecting, Connecting, and Thriving: We are all Public Health” (Res)
  - D. Modifying the 2024 Budget for Public Health for Funding Received from Community Services for the OASAS Opioid Settlement Funds (Res)
  - E. Modifying the 2024 Budget for the Public Health Department for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection (Res)
- 5. SOCIAL SERVICES – JOE SEEBER**
  - A. Eligibility Programs Summary Update, February 2024 (Info)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. Community Services
    1. Fill, Behavioral Health Counselor (LMHC/LSW), Position No. 506500010/512400017
  - B. Public Health
    1. Abolish Keyboard Specialist, Create and Fill, Administrative Assistant, Position No. 005200015
    2. Fill, Secretary I, Position No. 005100026

3. Fill, Senior Account Clerk, Position No. 100200001

**C. Social Services**

1. Fill, Caseworker – Unit/CPS, Position No. 815200005

2. Fill, Caseworker – Unit/CPS, Position No. 815200023

3. Fill, Social Welfare Examiner – Unit/TA/SNAP, Position No. 814000001

4. Fill, Social Welfare Examiner – Unit/TA/SNAP, Position No. 814000023

**7. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE**

**8. 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)

**9. OLD/NEW BUSINESS**

**10. EXECUTIVE SESSION**

A. Litigation

B. Negotiations

C. Personnel

D. Appointments

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

April 1, 2024

Services Committee: 3-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH COORDINATED CARE SERVICES, INC. FOR THE PREPARATION OF THE 2023 CONSOLIDATED FISCAL REPORT AND MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services has a requirement to report to the State annually, and has recognized the need for assistance in preparing the 2023 Consolidated Fiscal Report (CFR), and

**WHEREAS**, Community Services is currently without a designated Local Government Unit (LGU) fiscal staff, and

**WHEREAS**, Coordinated Care Services, Inc. (CCSI) provides support in behavioral health and human services, specifically in financial reporting, claiming, and budgeting for many counties and providers, and

**WHEREAS**, CCSI would assist in the preparation of 2023 CFR, and the rate is \$110 per hour, not to exceed \$20,000 (01TG0691 502A1), and

**WHEREAS**, if approved, the Department will be utilizing revenue from unrestricted DSRIP funds to pay for this work to be completed,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Coordinated Care Services, Inc. for the preparation of the 2023 Consolidated Fiscal Report, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2024 Budget for Community Services, as follows:

**INCREASE APPROPRIATIONS:**

|                     |                                |          |
|---------------------|--------------------------------|----------|
| A3143204 43007 DSRP | A DSRP Other Fees and Services | \$20,000 |
|---------------------|--------------------------------|----------|

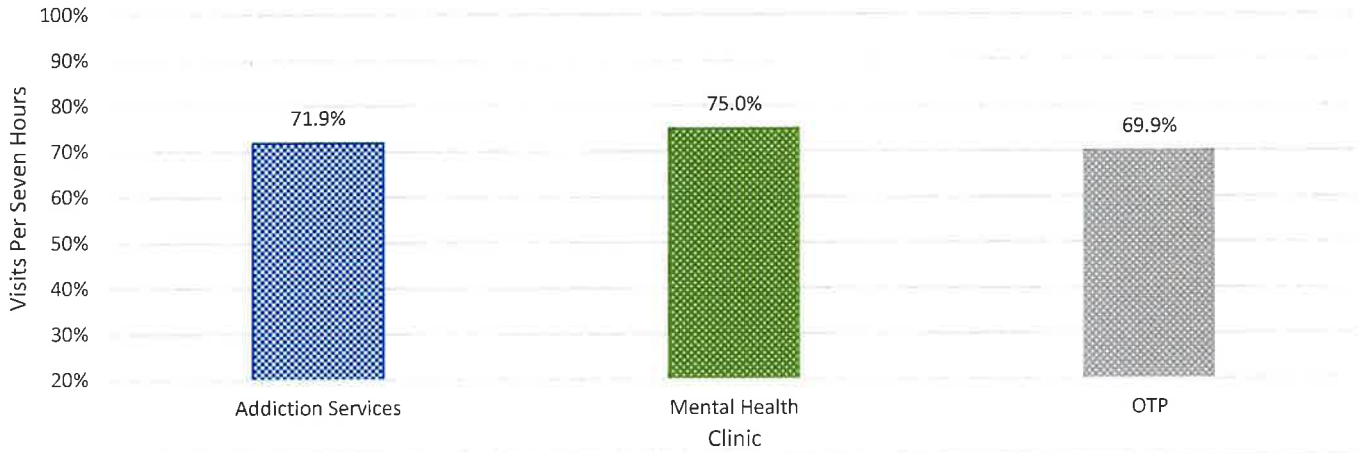
**INCREASE REVENUE:**

|                     |                      |          |
|---------------------|----------------------|----------|
| A3134905 56000 DSRP | A DSRP Mental Health | \$20,000 |
|---------------------|----------------------|----------|

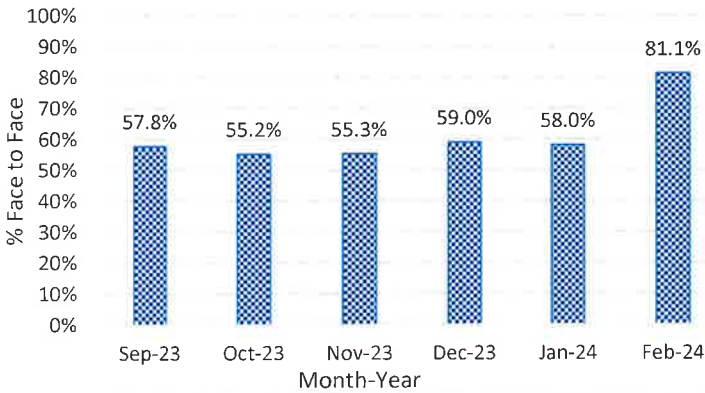
# Community Services Clinic Update

## February 2024

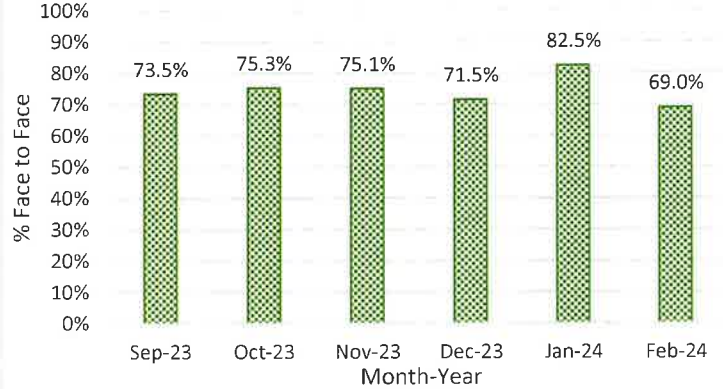
**Monthly Clinic Counselor Visits Average**  
 Average of Clinics: 72%      6 Month Average of Clinics: 63%



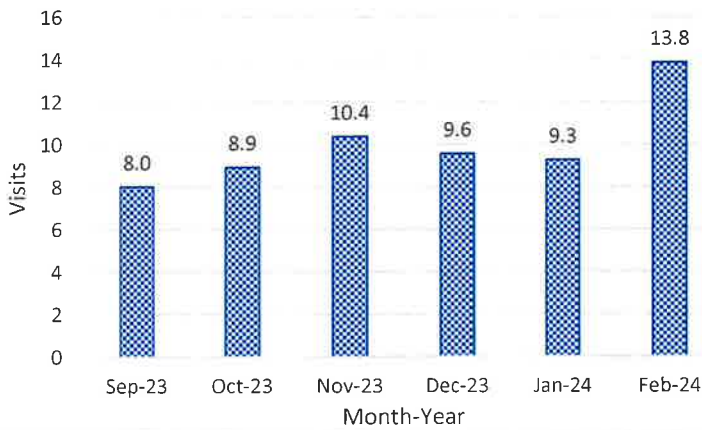
**Addiction Services/OTP Face to Face %**  
 Average 62%



**Mental Health Face to Face %**  
 Average 75.3%

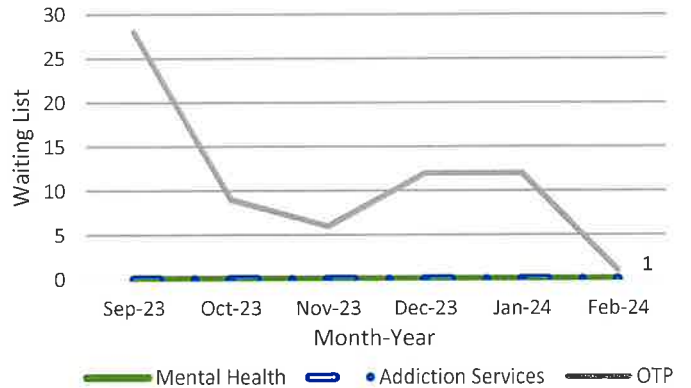


**Prescribers Visits Per Seven Hours**  
 Average 10.1



**Wait Lists**

Six Month Average: 11



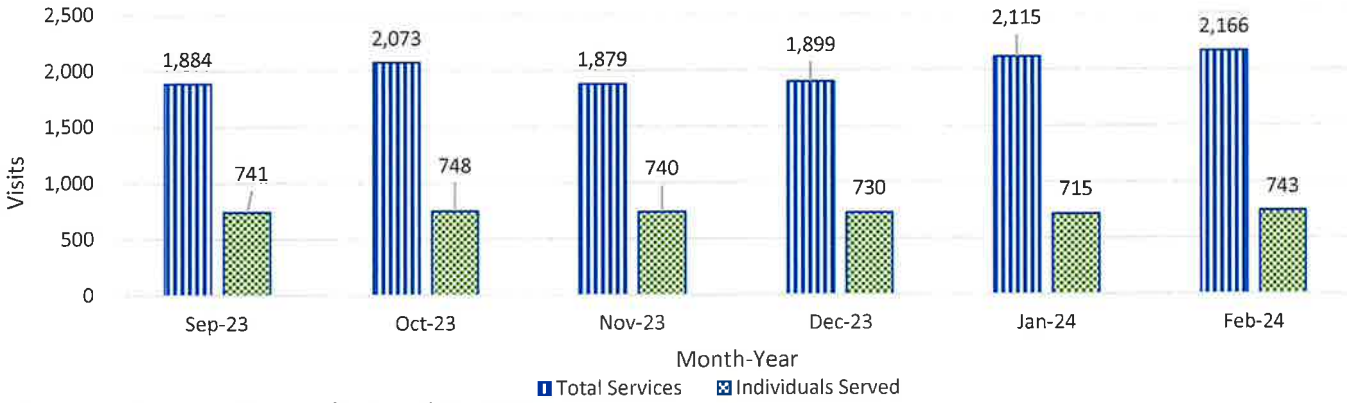
# Community Services Clinic Update

## February 2024

### Services Provided - All Clinics

Total Services Average: 2,003

Individuals Average: 736

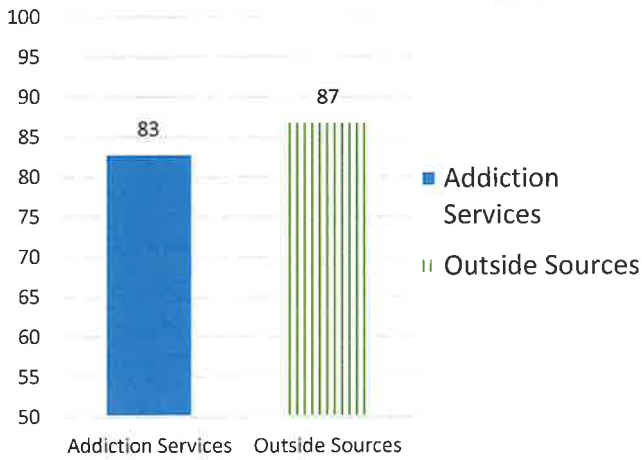


\*This does not include OTP medication dispenses

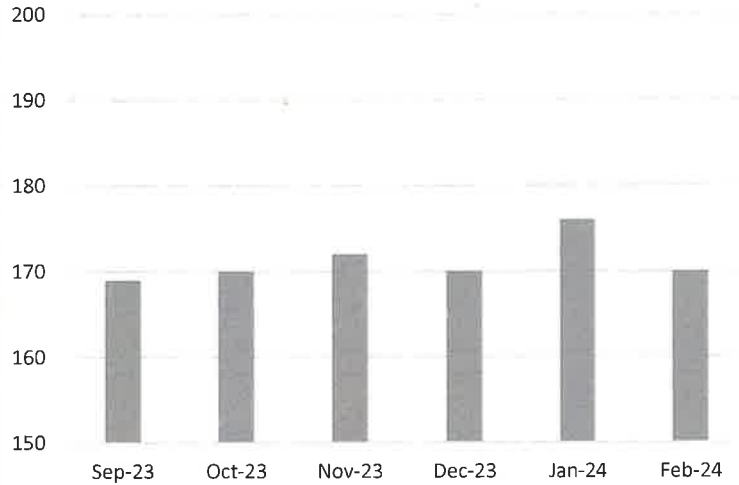
### Opioid Treatment Program (OTP) Population

Source

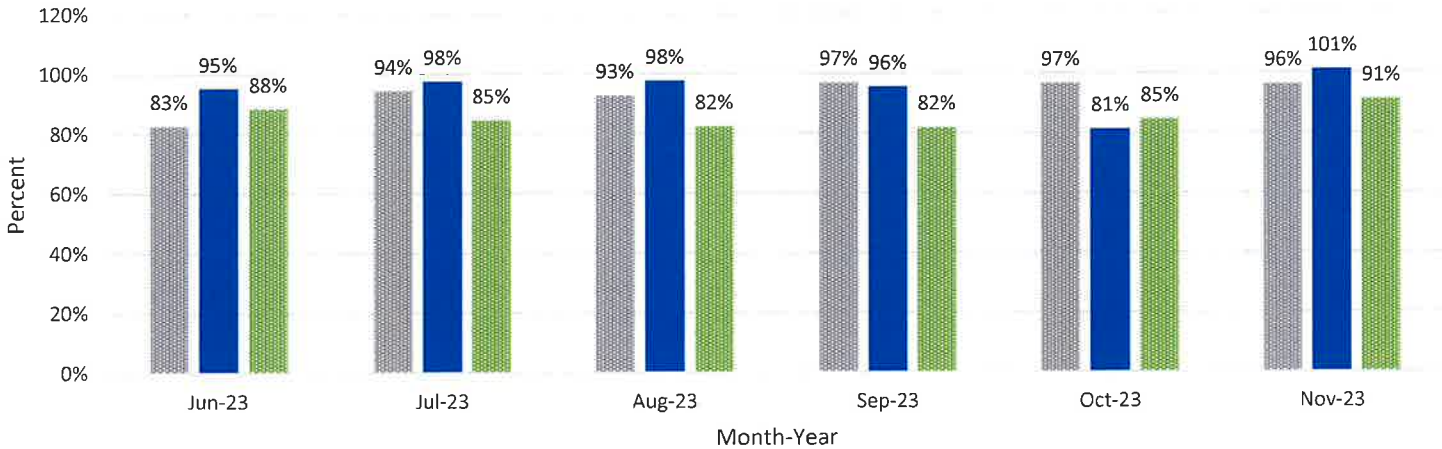
Total: 170



### OTP Monthly Census



### Reimbursement Rate



\*Calculations are made on a 3 month delay to allow insurances pay within contract

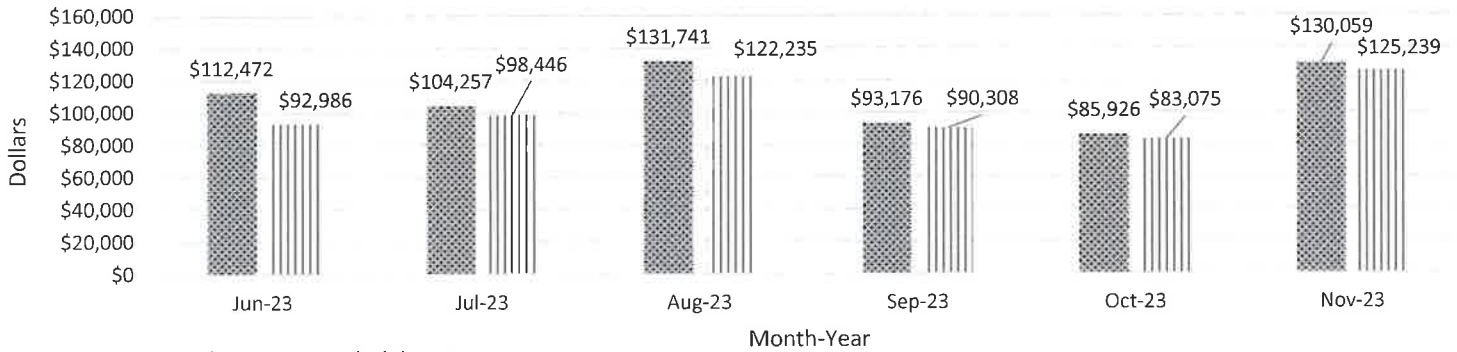
OTP Mental Health Addiction Services

# Community Services Clinic Update

February 2024

## OTP Dollars Billed vs OTP Dollars Paid

\*\*Rebilled claims removed

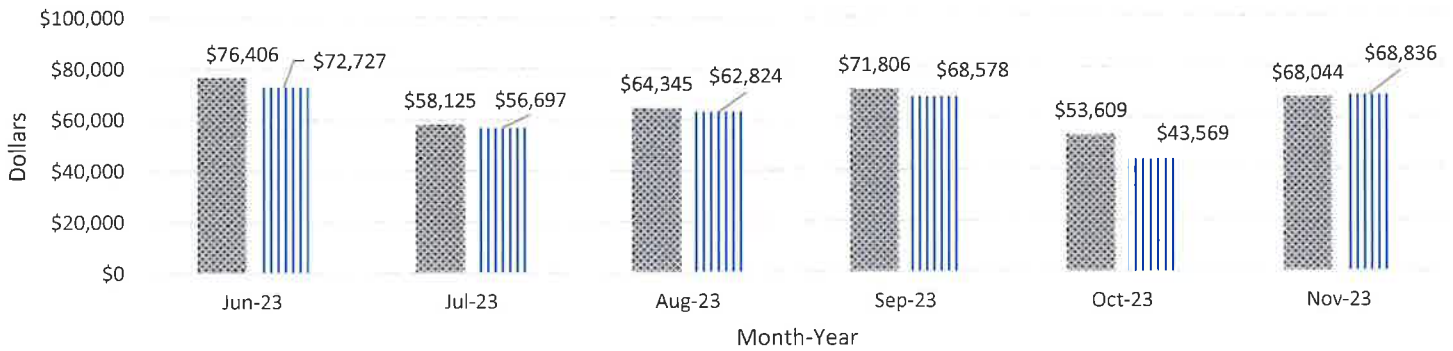


\*Calculations are made on a 3 month delay to allow insurances pay within contract obligations

OTP Billed. | OTP Pd

## MH Dollars Billed vs MH Dollars Paid

\*\*Rebilled claims removed



\*Calculations are made on a 3 month delay to allow insurances pay within contract obligations

Mental Health Billed. | Mental Health Pd

## AS Dollars Billed vs AS Dollars Paid

\*\*Rebilled claims removed



\*Calculations are made on a 3 month delay to allow insurances pay within contract obligations

Addiction Services Billed. | Addiction Services Pd

April 1, 2024

Services Committee: 3-18-2024

RESOLUTION NO.

**APPROVAL OF RATES FOR RELATED SERVICES FOR THE  
PRESCHOOL SPECIAL EDUCATION PROGRAM**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Public Health Department engages the services of several individuals and agencies to provide Preschool Special Education Program needs, and

**WHEREAS**, the rates paid to providers for Related Services (PK040504 47700) are set by the County and reflect cost from the agency providing services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators approves the following rates for Related Services for the Preschool Special Education Program for the period July 1, 2024 through June 30, 2025:

| <u>Service:</u>                         | <u>Maximum Rate per Half Hour:</u> |
|---|------------------------------------|
| Audiology                               | \$75                               |
| Counseling                              | \$64                               |
| Teacher of Hearing Impaired             | \$58                               |
| Occupational Therapy                    | \$69                               |
| Physical Therapy                        | \$61                               |
| Speech Therapy                          | \$63                               |
| Group Rates (OT, PT, ST – per child)    | \$45                               |
| Teacher of Visually Impaired            | \$50                               |
| 1:1 Aide                                | \$14                               |
| Interpreter                             | \$16                               |
| Teaching Assistant                      | \$15                               |
| Psychological Services                  | \$60                               |
| 1:1 Medical Aide                        | \$17                               |
| Orientation & Mobility                  | \$66                               |
| Parent Training                         | \$64                               |
| School Health Services/Nurse            | \$55                               |
| School Social Work                      | \$64                               |
| Coordination 2 or more related services | \$64                               |
| Assisted Technology Service             | \$54                               |
| Nutritional Services Home Visit         | \$60                               |

April 1, 2024

Services Committee: 3-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR SERVICES  
FOR THE PRESCHOOL SPECIAL EDUCATION PROGRAM IN THE  
PUBLIC HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Public Health Department engages the services of several individuals and agencies to provide services for the Preschool Special Education Program, and

**WHEREAS**, the Preschool Special Education Program Contracts cover the following services: Center-Based Program (PK040504 46502), Special Education Itinerant Teacher (SEIT) (PK040504 47700), Evaluation (PK040504 48600) at rates set by the New York State Education Department, and Related Services (PK040504 47700) at rates set by St. Lawrence County, and

**WHEREAS**, the terms of the contracts cover the period July 1, 2024 through June 30, 2025,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts for services for the Preschool Special Education Program in the Public Health Department, upon approval of the County Attorney.



April 1, 2024

Services Committee: 3-18-2024

RESOLUTION NO.

**PROCLAIMING APRIL 1-7 AS NATIONAL PUBLIC HEALTH WEEK  
WITH THE 2024 THEME OF “PROTECTING, CONNECTING, AND THRIVING:  
WE ARE ALL PUBLIC HEALTH”**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Public Health Department is observing National Public Health Week, and is becoming part of a growing movement to create the healthiest nation in one generation, and

**WHEREAS**, rural communities face a range of health disparities, from higher burdens of chronic disease to limited access to primary care and prevention services, and

**WHEREAS**, compared to people living in urban areas, rural Americans face a greater risk of death from the five leading causes of death – heart disease, cancer, unintentional injury, chronic lower respiratory disease and stroke, and

**WHEREAS**, the 2024 National Public Health Week will celebrate the role of collaboration, cooperation and partnership in improving public health, and will bring together public health workers, students, organizations and communities around the theme of “Protecting, Connecting and Thriving: We Are All Public Health,” and

**WHEREAS**, Public Health is more than just health care; it includes making sure our neighborhoods and environments are free from pollution and our food and water are safe for consumption, and together we make a difference to the health of our community, and

**WHEREAS**, during the week, the American Public Health Association brings together communities across the United States to observe National Public Health Week as a time to recognize the contributions of public health and highlight issues that are important to improving the health of our nation,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims April 1-7, 2024, as National Public Health Week.

April 1, 2024

Services Committee: 3-18-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR PUBLIC HEALTH FOR FUNDING RECEIVED FROM COMMUNITY SERVICES FOR THE OASAS OPIOID SETTLEMENT FUNDS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services received funding from the OASAS Opioid Settlement Funding, and

**WHEREAS**, Public Health has been approved to receive \$56,000 in funding from St. Lawrence County Community Services to address the opioid epidemic in the community, and

**WHEREAS**, this funding will be used for interventions, such as to increase access to Naloxone and Fentanyl test strips for community members at high-risk of experiencing an overdose, to provide education on substance use disorder, overdose prevention, stigma, and mental health, and to conduct local harm reduction promotion media campaigns,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Public Health for funding received from Community Services for the OASAS Opioid Settlement Funds, as follows:

**INCREASE APPROPRIATIONS:**

|                    |                                    |                 |
|--------------------|------------------------------------|-----------------|
| PPZ40101 11000 OSF | P OSF Direct Service Workers       | \$9,244         |
| PPZ40101 41901 OSF | P OSF Central Printing             | 500             |
| PPZ40104 41902 OSF | P OSF Commercial Printing          | 4,200           |
| PPZ40104 42402 OSF | P OSF I/D Postage                  | 2,500           |
| PPZ40104 43005 OSF | P OSF Advertising Fees & Expenses  | 23,000          |
| PPZ40104 43007 OSF | P OSF Other Fees & Services        | 7,800           |
| PPZ40104 44500 OSF | P OSF Other Travel Reimbursement   | 4,000           |
| PPZ40108 81000 OSF | P OSF Retirement                   | 1,030           |
| PPZ40108 83000 OSF | P OSF Social Security              | 638             |
| PPZ40108 84000 OSF | P OSF Workers Compensation         | 230             |
| PPZ40108 84500 OSF | P OSF Group Life Insurance         | 17              |
| PPZ40108 86000 OSF | P OSF Hospital & Medical Insurance | 2,697           |
| PPZ40108 86500 OSF | P OSF Dental Insurance             | 108             |
| PPZ40108 89000 OSF | P OSF Vision Insurance             | 36              |
|                    |                                    | <u>\$56,000</u> |

**INCREASE REVENUE:**

|                    |                     |          |
|--------------------|---------------------|----------|
| PPZ27705 55000 OSF | P OSF Local Revenue | \$56,000 |
|--------------------|---------------------|----------|

April 1, 2024

Services Committee: 3-18-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT  
FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19  
ENHANCED DETECTION**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Health Research Inc./New York State Department of Health (HRI/NYSDOH) will be awarding funding to local health departments (LHDs) for enhanced detection, surveillance and prevention of COVID-19, based on county populations plus a supplemental award based on percent of COVID-19 cases, and

**WHEREAS**, this funding is part of a Center for Disease Control (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), CFDS# 93.323, and

**WHEREAS**, Resolution No. 257-2020 authorized the original contract for a two-year period ending June 30, 2022, and Resolution No. 82-2022 extended the contract to March 31, 2023, and Resolution No. 381-2022 extended the contract to December 31, 2023, (PPZ44895 57000 CVD), and this amendment would extend the contract through July 31, 2024, and

**WHEREAS**, on December 20, 2021, Governor Kathy Hochul announced that she is making funding available to counties across New York State to help with costs associated with administering vaccines and boosters and enforcing the mask-or-vaccine mandate for indoor public places, and

**WHEREAS**, the supplemental funding will be expended on the hiring of permanent and temporary staff to assist with POD activities, POD clinic supplies, conducting public education/awareness campaigns and outreach on mask or vaccine protocols, staff mileage to travel to POD sites, triaging inquiries or complaints to partner entities and collaborating on mitigation activities, wrap around services, and deliverables to cover MPOX response along with COVID-19 activities,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Public Health for Epidemiology and Laboratory Capacity (ELC) COVID-19 enhanced detection, as follows:

**INCREASE APPROPRIATIONS:**

|                    |                                   |          |
|--------------------|-----------------------------------|----------|
| PPZ40101 11000 CVD | P ELC CVD Direct Service Worker   | \$74,690 |
| PPZ40104 42004 CVD | P ELC CVD Computer Software       | 11,000   |
| PPZ40104 43007 CVD | P ELC CVD Other Fees and Services | 18,798   |
| PPZ40108 81000 CVD | Retirement                        | 5,971    |

April 1, 2024

PPZ40108 83000 CVD  
PPZ40108 84000 CVD

Social Security  
Workers' Compensation

3,000  
1,135  
\$114,594

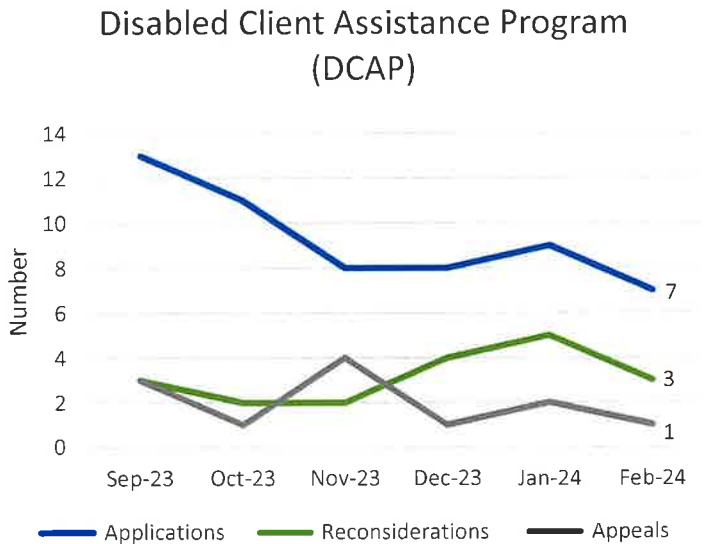
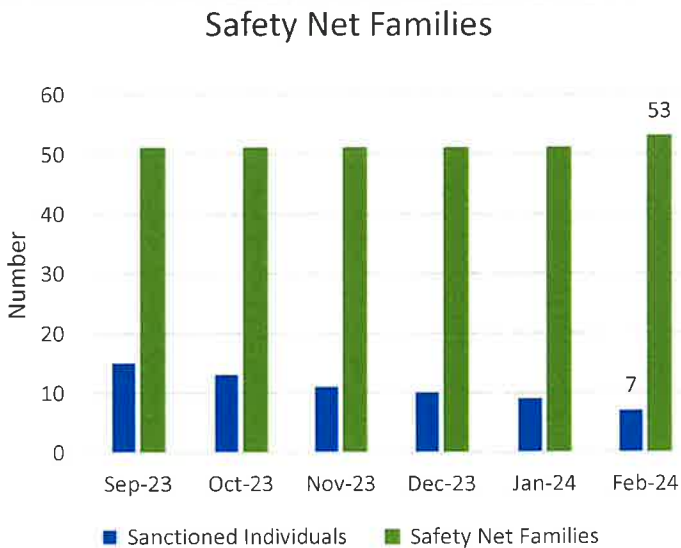
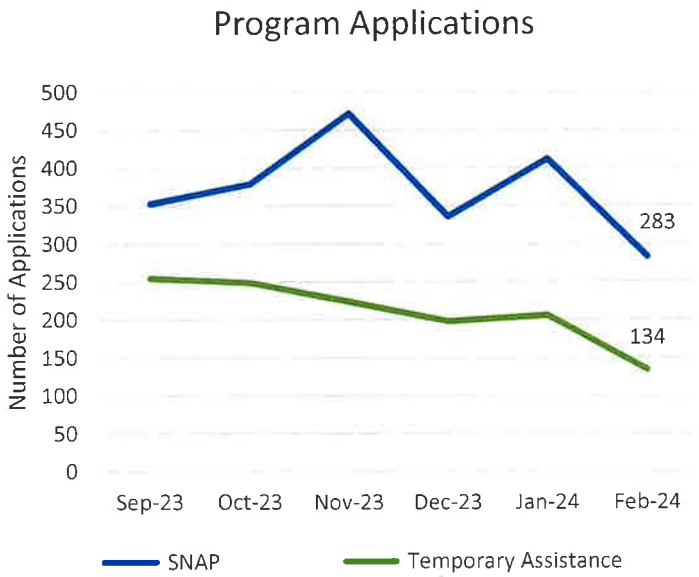
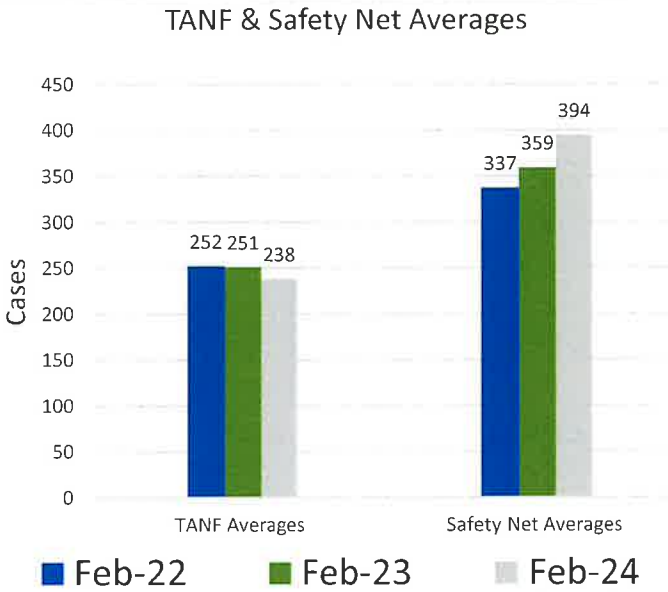
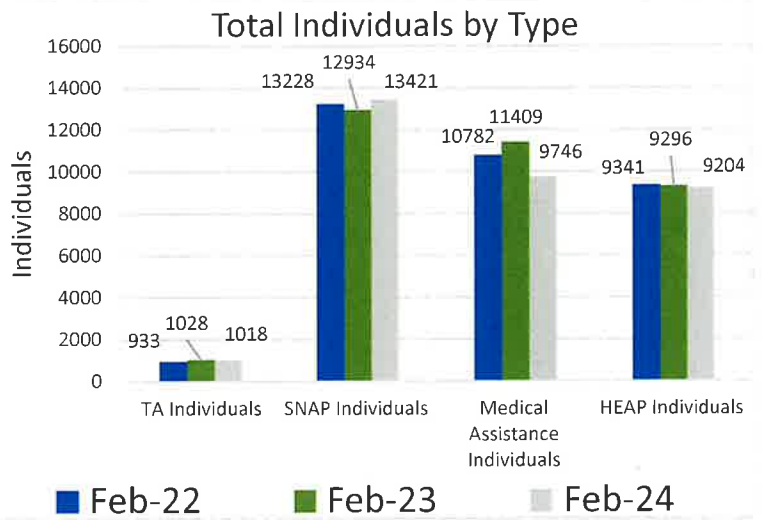
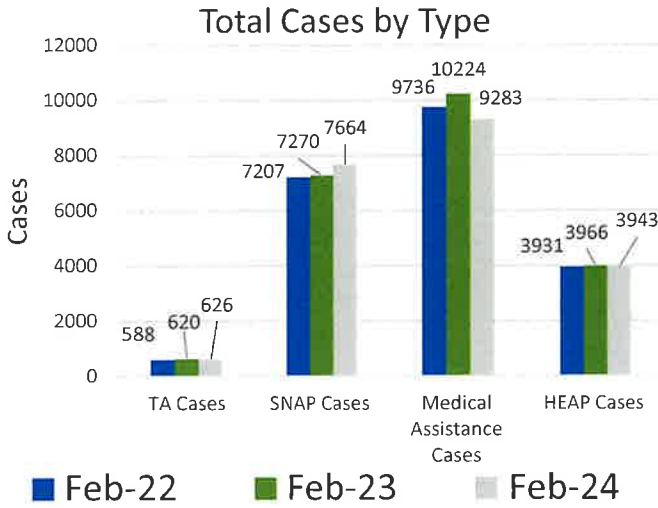
**INCREASE REVENUE:**

PPZ44895 57000 CVD

P ELC CVD Federal Aid

\$114,594

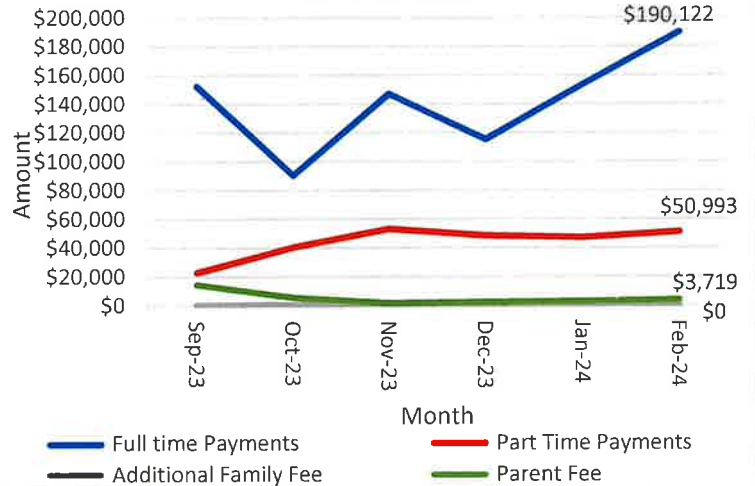
# Social Services Eligibility Programs



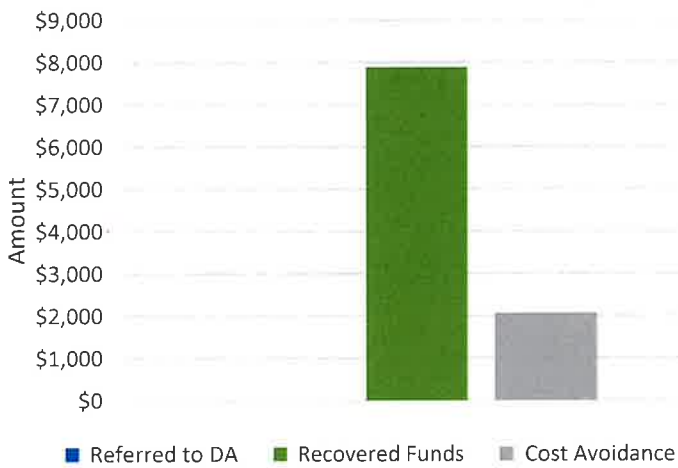
### DCAP Interim Assistance Reimbursed



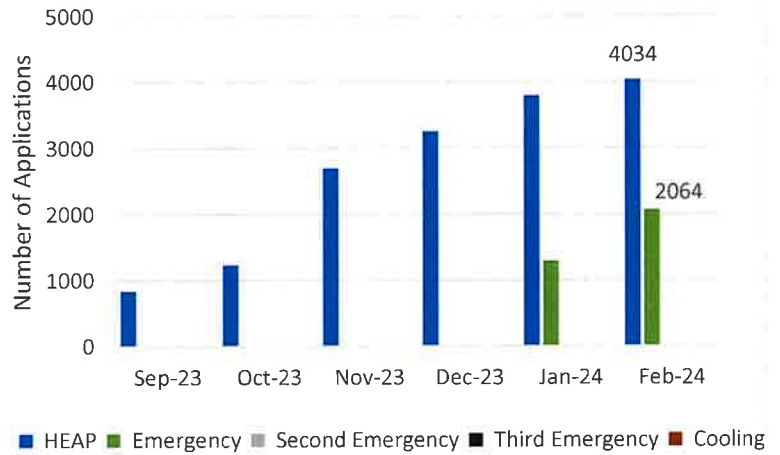
### Child Care Assistance Payments 77 Providers



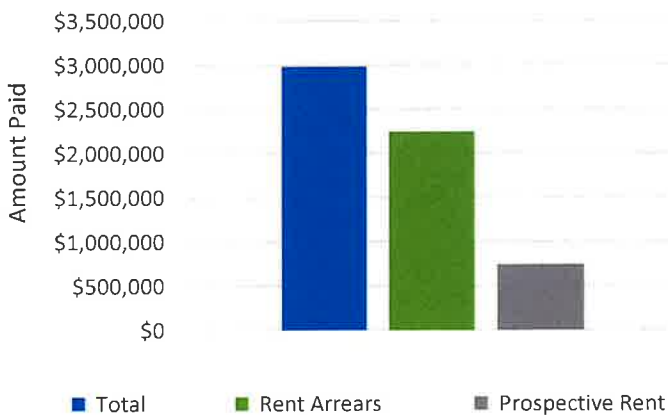
### Fraud Investigation Unit (YTD)



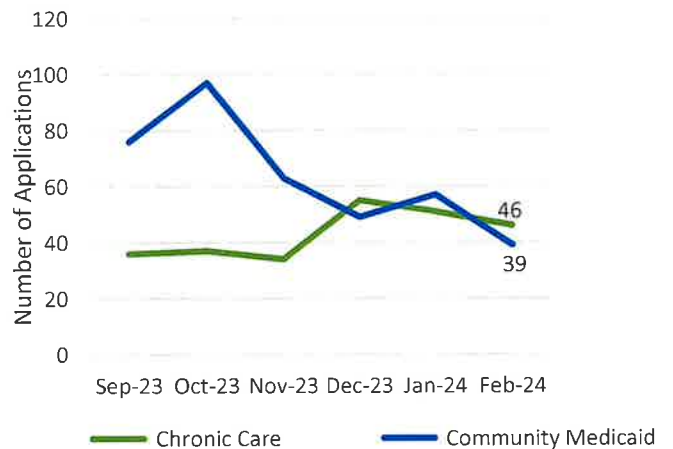
### Home Energy Assistance Program (HEAP)



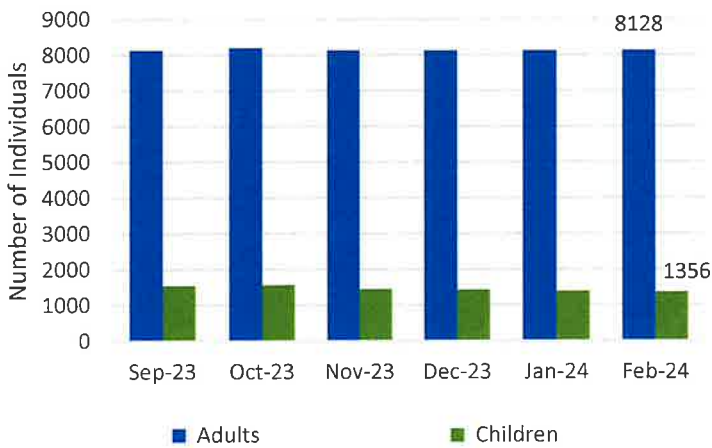
### Emergency Rental Assistance Program (6/1/21- 2/26/24)



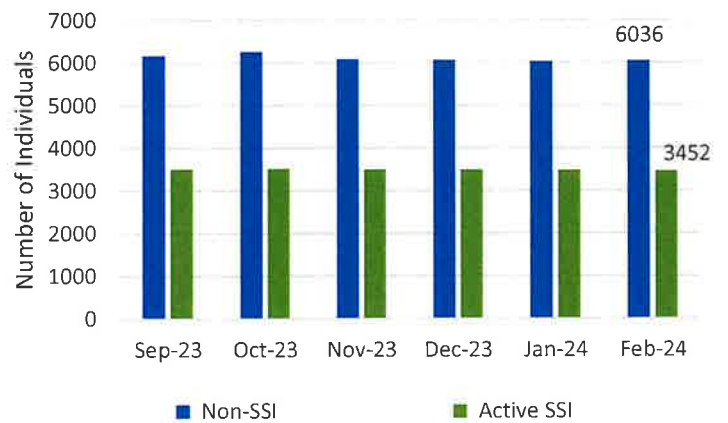
### Medicaid Applications



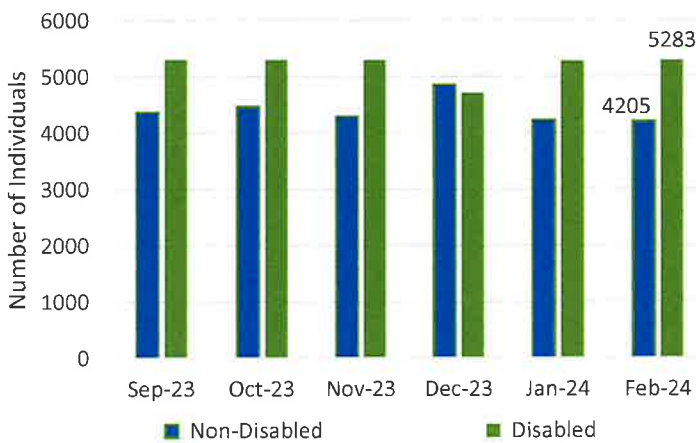
### Active Medicaid by Age



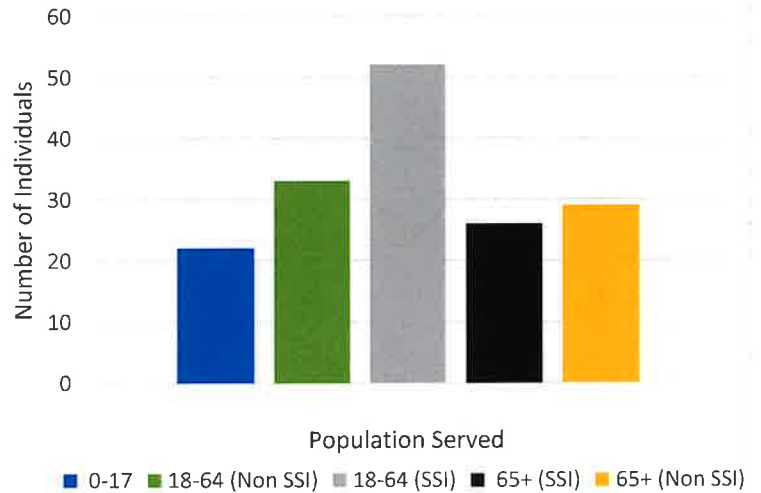
### Active Medicaid SSI v. Non-SSI



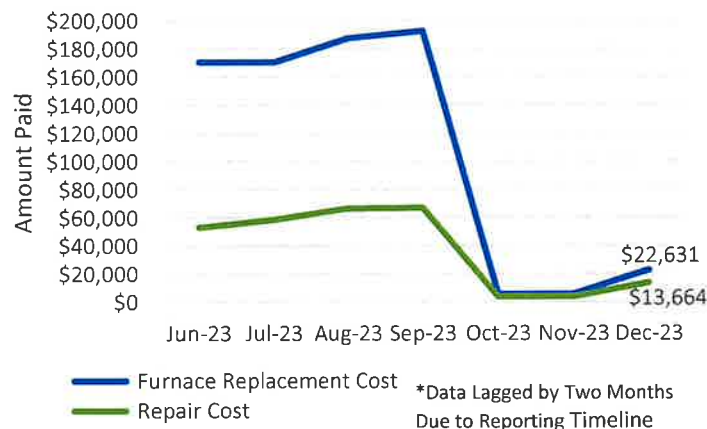
### Active Medicaid Disabled v. Non-Disabled



### Personal Care Medicaid



### Home Repairs/Replacement Costs



# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Fill

Behavioral Health Counselor/LMH Counselor

Subunit (If Applicable): Mental Health Services

Date Submitted: 2/23/24

Reason Vacated: Resignation

Position Number: 506500010/512400017

Date Vacated: 3/2/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 3/21/2022

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$70,143

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)    \$37,134

Revenue Generating:    Yes    0    %

Base Salary: \$64,604

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

Base Hourly: \$35.50

Grade: 30

**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 Child/Family Support Team is a state funded program that was established in July of 2017 and operates under the aegis of the St. Lawrence County Community Services Board. The Child and Family Support Team is a team consisting of a Licensed Therapist and a Family Peer Support Advocate. The overall goals of this team are to support children and families in providing the following: working with children and families in their home environment to provide guidance and support services to other service providers/school districts working with the family; works collaboratively with the family and other service providers/school districts to prevent E.R. admissions, hospitalization, and/or out of home placement; and the Team orchestrate collaborative meetings with all providers involved in the child and family's lives regularly. The Child and Family Support Team provide child/family therapy until the presenting problem has stabilized and other less intensive referral sources have been identified. The filling of this position is paramount to this programs care of its current and future children/families. The average number of families served in a year is 60 with an average of 13 families at a time on their caseload.

The person in this position has resigned. This position/program is funded through OMH State Aid Reinvestment Funds. Because of the current caseload and the high level and intensity of the services provided, the Department is asking for an immediate fill.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:



# Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

## LICENSED SOCIAL WORKER

**MINIMUM QUALIFICATIONS:** Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW or LCSW-R) or Master Social Worker (MSW-P) with Limited Permit.

**SPECIAL REQUIREMENT:** Master Social Workers (MSW-P) with Limited Permits must pass the licensing examination prior to their permit expiring. Failure to obtain licensure prior to the Limited Permit expiring will result in dismissal.

## MENTAL HEALTH COUNSELOR

**MINIMUM QUALIFICATIONS:** Licensure by the New York State Department of Education as a Licensed Mental Health Counselor (LMHC) or Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW or LCSW-R), Mental Health Counselors (MHC-P) with Limited Permits and Master Social Workers (MSW-P) with Limited Permits.

**SPECIAL REQUIREMENT:** Mental Health Counselors (MHC-P) with Limited Permits and Master Social Workers (MSW-P) with Limited Permits must pass the licensing examination prior to their permit expiring. Failure to obtain licensure prior to the Limited Permit expiring will result in dismissal.

# St. Lawrence County Vacancy Authorization Form

## Public Health



Type: Abolish & Create

**Administrative Assistant**

Subunit (If Applicable):

Date Submitted: 2/27/23

Reason Vacated: Resignation

Position Number: 005200015

Date Vacated: 2/20/2024

Position # Abolished: 003100100

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$37,285

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$19,739

Revenue Generating: No  0 %

Base Salary: \$49,172

Reimbursed by Local,  
State or Federal Funds: Yes 14 %

Base Hourly: \$27.02

Grade: 23

**Net County Cost: \$49,326**

\*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 would be placed with Children's Programs. The incumbent will resolve day to day operational problems, prepare required EI and CYSHCN contracts, resolutions, as well as state mandated New York State Early Intervention System (NYSEIS)/Early Intervention Hub documentation. Releases of information would be processed and the logistics of the Local Early Intervention Coordinating Council would be organized by this individual.

The Keyboard Specialist to be abolished would ensure the increase in the complexity of computer tasks required in the Children's Programs would be completed by staff working within their title.

\*Abolish Keyboard Specialist

Department Head: *Coily R Z*

**Approved?**  
Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

Administrative Assistant

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Secretarial Science or related field and two (2) years of clerical experience in an office setting which involved typing or keyboarding primarily for word processing; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience as stated in (A) above.

# St. Lawrence County Vacancy Authorization Form

## Public Health



Type: Fill  Secretary I

Subunit (If Applicable): Date Submitted: 2/27/24

Reason Vacated: Promotion  Position Number: 005100026

Date Vacated: 3/1/2024 Position # Abolished: N/A

Position Status: Fulltime  Last Fill Date: 11/30/2020

Jurisdictional Class: Competitive  Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$48,157 Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$25,495 Revenue Generating: No  0 %

Base Salary: \$44,020 Reimbursed by Local, State or Federal Funds: Yes  11 %

Base Hourly: \$24.19

Grade: 20

**Net County Cost: \$65,550**

\*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 responsible for completing clerical duties and assisting the Service Coordinators in the Early Intervention, Child Find, and Children and Youth With Special Health Care Needs Programs. Additionally, the individual in the position enters all required program data into the New York State Early Intervention System (NYSEIS)/Early Intervention Hub which also enables the department to bill for reimbursement of services provided. This position is essential for all Children's programs within the Public Health Department to meet the State guidelines and required deadlines for submission of paperwork.

Department Head: *Carly R. Z.*

Approved?  
Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

Secretary I

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and one (1) year of clerical experience which involved typing or keyboarding primarily for word processing; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of experience as stated in (A) above.

# St. Lawrence County Vacancy Authorization Form

## Public Health



Type: Fill  Senior Account Clerk

Subunit (If Applicable): \_\_\_\_\_ Date Submitted: 2/27/24

Reason Vacated: Promotion  Position Number: 100200001

Date Vacated: 3/1/2024 Position # Abolished: N/A

Position Status: Fulltime  Last Fill Date: 12/28/2020

Jurisdictional Class: Competitive Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$46,541 Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$24,639 Revenue Generating: Yes 0 %

Base Salary: \$42,488 Reimbursed by Local, State or Federal Funds: Yes 36 %

Base Hourly: \$23.35

Grade: 19

**Net County Cost: \$45,555**

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

### Detailed Justification

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

The Senior Account Clerk position is essential within the Public Health Department for many fiscal activities including, but not limited to: assisting with the tracking and processing of rabies post-exposure treatment fees; assisting with weekly deposits, bi-weekly payroll processing, Early Intervention and Immunization Program billing; and the processing of grant budgets and vouchers. The individual holding this position cross-trains with the other Senior Account Clerk positions to ensure all fiscal responsibilities are covered, including: assisting at immunization clinics to collect patient information at check in/check out and insurance information, contacting clients, making appointments/follow up appointments, collecting/posting payments and processing credit card payments; assisting with the tracking and processing of rabies post-exposure treatment fees and invoices for the coroners program; and the billing and processing of Medicaid payments for the Preschool Program.

Department Head: *Carly R. Z.*

Approved?  
Yes  No

County Administrator:

Resolution #: 304-2022

## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

Senior Account Clerk

MINIMUM QUALIFICATIONS; Either:

A) Possession of an Associate's Degree in Accounting or Business Administration; OR

B) Completion of sixty (60) credit hours at a New York State regionally accredited college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping; OR

C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience maintaining financial accounts and records.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 2/27/2024

Reason Vacated: Reassignment

Position Number: 815200005

Date Vacated: 3/15/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 1/25/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)    \$29,164

Revenue Generating:    Yes    0    %

Base Salary: \$53,044

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

Base Hourly: \$29.15

Grade: 25

**Net County Cost: \$23,843**

\*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.

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 15 active investigations per CPS Caseworker per month, due to 7 current vacancies the average caseload size in CPS is 17 as of January 2024. 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. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:



## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

Caseworker

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree.

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

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Caseworker/CPS**

Subunit (If Applicable): CPS

Date Submitted: 2/27/2024

Reason Vacated: Reassignment

Position Number: 815200023

Date Vacated: 3/15/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/2/2021

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)    \$29,164

Revenue Generating:    Yes    0    %

Base Salary: \$53,044

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

Base Hourly: \$29.15

Grade: 25

**Net County Cost: \$23,843**

\*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.

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 15 active investigations per CPS Caseworker per month, due to 7 current vacancies the average caseload size in CPS is 17 as of January 2024. 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. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

**For Human Resources Use Only:  
Job Qualifications Listed here:**

Caseworker

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree.

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

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

### Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 2/27/2024

Reason Vacated: Reassignment

Position Number: 814000001

Date Vacated: 3/15/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 9/15/2014

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)    \$29,164

Revenue Generating:    Yes    0    %

Base Salary: \$45,706

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

Base Hourly: \$25.11

Grade: 21

**Net County Cost: \$27,382**

\*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 35 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 29 TA cases and 351 SNAP cases, serving approximately 664 individuals.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

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

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

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

### Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 2/27/2024

Reason Vacated: Promotion

Position Number: 814000023

Date Vacated: 2/2/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/19/2018

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$50,139

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)    \$26,544

Revenue Generating:    Yes    0    %

Base Salary: \$45,706

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

Base Hourly: \$25.11

Grade: 21

**Net County Cost: \$24,922**

\*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 35 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 29 TA cases and 351 SNAP cases, serving approximately 664 individuals.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

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

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