

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, MARCH 15, 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** – February 8
- 3. COVID-19 UPDATE** – Dr. Dana McGuire and Dr. Andrew Williams
- 4. PUBLIC HEALTH – DANA MCGUIRE**
 - A. Proclaiming March as COVID-19 Memorial Month in St. Lawrence County and Extending the Appreciation of the County to all Involved in the COVID-19 Response (Res)
 - B. Proclaiming April 5th – 11th, 2021 as National Public Health Week (Res)
 - C. Authorizing the Chair to Sign an Amendment to the Immunization Action Plan Grant with the New York State Department of Health for the Public Health Department (Res)
 - D. Modifying the 2021 Budget for Public Health to Accept Performance Incentive Achievement Award Funds (Res)
 - E. Approval of Rates for Related Services for the Preschool Special Education Program (Res)
- 5. SOCIAL SERVICES – CINDY ACKERMAN**
 - A. Authorizing the Chair to Sign a Contract with Volunteer Transportation Center, Inc. for Management of Non-Emergency Transportation for Child Welfare and Adult Services (Res)
 - B. Modifying the 2020 Budget for Social Services for State Training Schools (Res)
- 6. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign Adirondacks ACO Compliance Program Guidelines Provider Attestation (Res)

- B. Authorizing the Chair to Sign Amended Contracts and Modifying the 2021 Budget for Community Services for Funding Received from NYS OASAS to St. Lawrence County as Pass Through Funding to Approved Agencies (Res)
- C. Authorizing the Chair to Sign Amended Contracts and Modifying the 2021 Budget for Community Services for Funding Received from NYS OMH to St. Lawrence County as Pass Through Funding to Approved Agencies (Res)
- D. Clinic Update (Info)
- E. Opioid Response Initiatives (Discussion)

7. LEGISLATOR MARGARET HAGGARD

- A. Authorizing the Creation of the St. Lawrence County Employee Professional Development and Tuition Reimbursement Program for the Training and Retention of Skilled Employees (Res)

8. VACANCY REVIEW COMMITTEE

- A. Social Services
 - 1. Create and Fill Senior Caseworker/CPS (815000003)
 - 2. Fill Clerk/Legal (002300051)
 - 3. Fill Social Welfare Examiner/TA/SNAP (814200052)
 - 4. Fill Caseworker/Children's Services (815000007)
 - 5. Create and Fill Keyboard Specialist/ Children's Services (0031000103)
 - 6. Create and Fill Caseworker/ Children's Services (815000061)
 - 7. Create and Fill Caseworker/ Children's Services (815000062)
 - 8. Create and Fill Caseworker/ Children's Services (815000063)
 - 9. Create and Fill Caseworker/ Children's Services (815000064)
 - 10. Create and Fill Caseworker/ Children's Services (815000065)
 - 11. Create and Fill Caseworker/ Children's Services (815000067)
 - 12. Create and Fill Caseworker Supervisor, Grade B/ Children's Services (816100009)

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

- A. Aquatic Plant Control Program in Black Lake (Discussion)

11. EXECUTIVE SESSION

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

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

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**PROCLAIMING MARCH AS COVID-19 MEMORIAL MONTH
IN ST. LAWRENCE COUNTY AND EXTENDING THE APPRECIATION OF THE
COUNTY TO ALL INVOLVED IN THE COVID-19 RESPONSE**

WHEREAS, the first case of COVID-19 was identified in New York State on March 1, 2020, and in St. Lawrence County on March 25, 2020, and

WHEREAS, since these historic dates, coronavirus has claimed the lives of thousands of New Yorkers, including 91 people in St. Lawrence County, and

WHEREAS, many families could not be with their loved ones in hospitals and nursing homes, even during their final moments, due to risk of contracting and spreading the highly contagious virus, leaving patients lonely and family members heartbroken, and

WHEREAS, the Public Health Department has worked countless hours, evenings and weekends, and holidays to mitigate the spread of the virus in St. Lawrence County by diligently carrying out case investigation, contact tracing, and providing guidance to the community and to those in isolation and quarantine, and

WHEREAS, healthcare workers and other essential workers have continued to work throughout the pandemic at significant risk to their own health, in order to provide lifesaving medical care, and necessary services to the citizens of St. Lawrence County, and

WHEREAS, partnerships between staff from County departments, hospitals, schools, colleges, businesses, religious institutions, non-profit organizations, and community members aided the Public Health Department in the fight against the pandemic by offering their valuable time, resources, and skills to assist with case investigation, contact tracing, isolation and quarantine support, and modifying daily practices to prevent the transmission of COVID-19, and

WHEREAS, the COVID-19 Vaccine Points of Distribution (PODs), located at various locations throughout St. Lawrence County could not have been possible without the assistance of County employees, area hospitals and nursing homes, and a host of dedicated volunteers from the community,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims March as COVID-19 Memorial Month in St. Lawrence County and extending the appreciation from the County for all who have been involved with the COVID-19 Response , and

BE IT FURTHER RESOLVED that the Board of Legislators calls on Governor Andrew Cuomo and the New York State Legislature to name March as COVID-19 Memorial Month as an annual and ongoing commemoration to collectively recognize all the lives lost to COVID-19, the grief and loss New Yorkers have felt, and the sacrifices of those on the front line throughout the pandemic,

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Andrew Cuomo, Senator Joseph Griffo, Senator Patricia Ritchie, Senator Dan Stec,

April 5, 2021

Assemblyman Ken Blankenbush, Assemblyman Billy Jones, Assemblyman Robert Smullen, and Assemblyman Mark Walczyk.

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

PROCLAIMING APRIL 5th – 11th, 2021 AS NATIONAL PUBLIC HEALTH WEEK

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is observing National Public Health Week April 5th – 11th, 2021 and 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, during this week we will celebrate the power of prevention, advocate for healthy and fair policies, share strategies for successful partnerships and champion the role of a strong public health system,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims April 5th – 11th, 2021 as National Public Health Week.

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN AMENDMENT TO THE IMMUNIZATION ACTION PLAN GRANT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Department of Health has amended the Immunization Action Plan Grant to include supplemental flu funding, and

WHEREAS, the term of the grant will be June 5, 2020, through June 30, 2021, with the total grant amount of \$24,038 (PP034752 56000 IMM), and

WHEREAS, these funds will be utilized to expand and enhance influenza vaccine outreach of local health departments, promotion, and mass vaccination activities for the 2020-2021 flu season,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an amendment to the Immunization Action Plan Grant with the New York State Department of Health for the Public Health, upon approval of the County Attorney.

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR PUBLIC HEALTH TO ACCEPT
PERFORMANCE INCENTIVE ACHIEVEMENT AWARD FUNDS**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department has received a Performance Incentive Achievement Award from the New York State Department of Health in the amount of \$21,893, and

WHEREAS, the 2020 achievement award is based on the completion of the expedited partner therapy for the treatment of infection response portion of the initiative of the Local Health Department (LHD), and submitting the required documentation for this performance incentive project, and

WHEREAS, this achievement award must be used to support costs associated with Article 6 eligible services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Public Health to accept performance incentive achievement award funds, as follows:

INCREASE APPROPRIATIONS:

PP040104 43007	P PREV Other Fees and Services	\$21,893
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INCREASE REVENUE:

PP034015 56000	P SA Public Health Prevent and Clinic	\$21,893
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April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

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

By Mr. Lightfoot, 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 for the period July 1, 2021 through June 30, 2022,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the rates for Related Services for the Pre-School Special Education Program, as follows:

<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 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH VOLUNTEER
TRANSPORTATION CENTER, INC. FOR MANAGEMENT OF NON-EMERGENCY
TRANSPORTATION FOR CHILD WELFARE AND ADULT SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Department of Social Services wants to obtain a qualified agent for coordination and management of non-emergency transportation trip requests for Child Welfare and Adult Services recipients, and

WHEREAS, the Department of Social Services would like to enter into a contract with the Volunteer Transportation Center, Inc. (DSC61094 445VD; DSC61194 445VD ADFC; DSC61194 445VD ADJD; DSC61194 445VD CC; and DSG60704 445VD) to commence January 1, 2021 through December 31, 2023, and

WHEREAS, in accordance with the Department of Social Services, Volunteer Transportation Center, Inc. will manage and supervise transportation requests by the Department of Social Services for non-emergency Child/Adult Service trips, and

WHEREAS, Volunteer Transportation Center, Inc. will utilize volunteer drivers using their own vehicles, along with Volunteer Transportation Center agency-owned vehicles,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Volunteer Transportation Center, Inc. for management of Non-Emergency Transportation for Child Welfare and Adult Services, upon approval of the County Attorney.

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**MODIFYING THE 2020 BUDGET FOR SOCIAL SERVICES
FOR STATE TRAINING SCHOOLS**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, due to higher than anticipated costs in State Training Schools it is necessary to modify the 2020 Budget for Social Services,

WHEREAS, State Training School supports the Division of Juvenile Justice and Opportunities for Youth, and are considered a Residential Center for court-ordered juveniles,

WHEREAS, 2018 and 2019 state training school expenses were underestimated by \$38,534 and \$269,910, respectively, and

WHEREAS, the 2020 appropriation of \$400,000 will also not be sufficient to cover the estimated 2020 cost of \$568,909, therefore, a budget modification is needed to properly record these expenses,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Treasurer to modify the 2020 Budget for Social Services for State Training Schools, as follows:

INCREASE APPROPRIATIONS:

DSS61294 46500	D STS Other Payment	\$477,353
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DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$477,353
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April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN ADIRONDACKS ACO COMPLIANCE
PROGRAM GUIDELINES PROVIDER ATTESTATION**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Centers for Medicare & Medicaid Services (CMS) and the NYS Department of Health require First Tier, Downstream, and Related Entities that provide administrative and/or health care services for Medicaid, Medicare Parts C and D plans meet specific CMS and NYS compliance program expectations, and

WHEREAS, Community Services is committed to complying with the CMS and NYS Department of Health requirements,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the Adirondacks ACO Compliance Program Guidelines Provider Attestation, upon approval of the County Attorney.

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AMENDED CONTRACTS
AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR
FUNDING RECEIVED FROM NYS OASAS TO ST. LAWRENCE COUNTY AS PASS
THROUGH FUNDING TO APPROVED AGENCIES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services has received an updated NYS OASAS state aid funding authorization to St. Lawrence County as pass through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one hundred percent (100%) pass through funding for contract agencies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign amended contracts, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED the Treasurer is authorized to modify the 2021 Budget for Community Services for funding received from NYS OASAS to St. Lawrence County as pass through funding to approved agencies, as follows:

INCREASE APPROPRIATIONS:

A2142304 46500	A St. Joe’s Rehab Center	\$5,169
A2342504 46500	A NCFH Canton Other Advances	1,607
A2442504 46500	A SEACAP Other Advances	<u>1,465</u>
		\$8,241

INCREASE REVENUE:

A2134865 56000	A SA St. Joe’s Rehab Center	\$5,169
A2334865 56000	A SA NCFH Canton Alcohol Addiction	1,607
A2434865 56000	A SA SEACAP Alcohol Addiction	<u>1,465</u>
		\$8,241

April 5, 2021

Services Committee: 3-15-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AMENDED CONTRACTS AND MODIFYING
THE 2021 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED
FROM NYS OMH TO ST. LAWRENCE COUNTY AS PASS THROUGH FUNDING
TO APPROVED AGENCIES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services has received an updated NYS OMH state aid funding authorization to St. Lawrence County as pass through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one hundred percent (100%) pass through funding for contract agencies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign amended contracts, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for Community Services for funding received from NYS OMH to St. Lawrence County as pass through funding to approved agencies, as follows:

INCREASE APPROPRIATIONS:

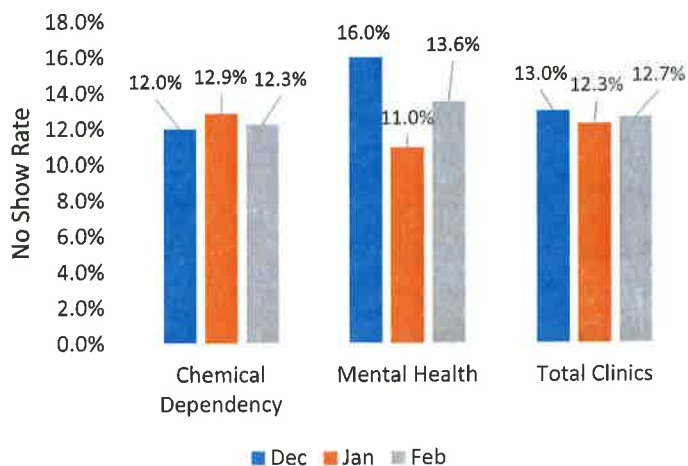
A4143224 465AR	A CSS Arc	\$703
A4143224 465SS	A CSS Step By Step Advances	13,171
A4243224 465AR	A CRV ARC Advances	3,997
A4243224 465RO	A CRV Reachout Advances	11,855
A4243224 465SS	A CRV Step By Step Advances	1,564
A4243224 465UH	A CRV United Helpers Advances	35
A4343224 465RO	A CPP Reachout Advances	1,140
A4443224 465AR	A OFS ARC Advances	2,314
A4443224 465NR	A OFS NRCIL Advances	12,241
A4443224 465TL	A OFS NCTLS Advances	56
A4443224 465UH	A OFS United Helpers Advances	<u>2,557</u>
		\$49,633

INCREASE REVENUE:

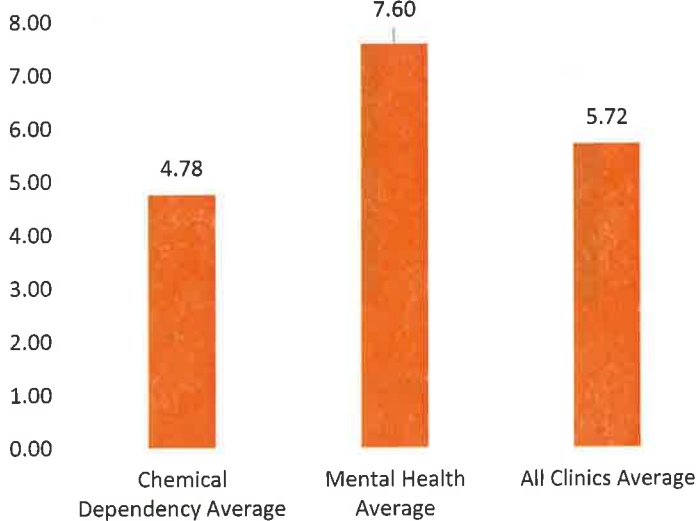
A4134905 56000	A SA CSS Mental Health	\$13,874
A4234905 56000	A SA CR Other Mental Health PR	17,451
A4334905 56000	A SA CPP Other Mental Health P	1,140
A4434905 56000	A SA OFS Other Mental Health P	<u>17,168</u>
		\$49,633

Community Services Update February 2021

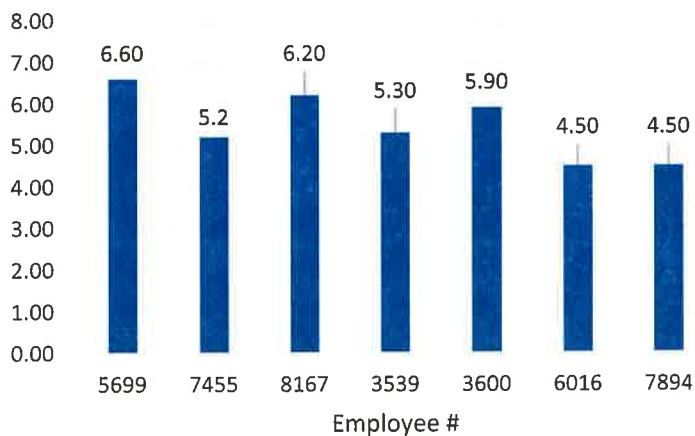
No Show Rates By Month (23.3% Before Call Reminders)



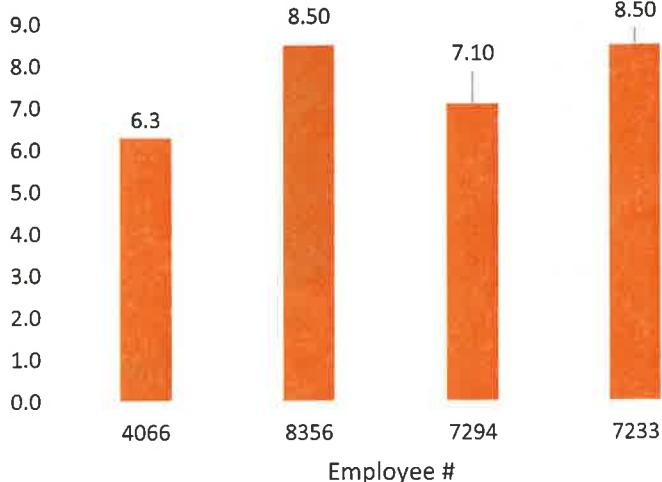
Clinic Counselor Visits Average



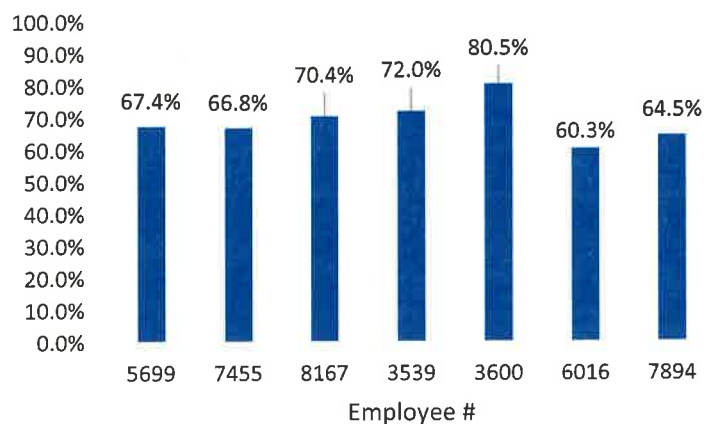
Chemical Dependency Visits Per Seven Hours



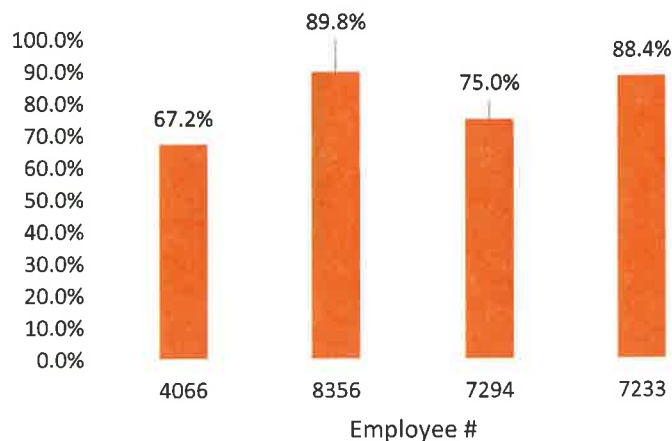
Mental Health Visits Per Seven Hours



Chemical Dependency Weighted Face to Face %



Mental Health Weighted Face to Face %



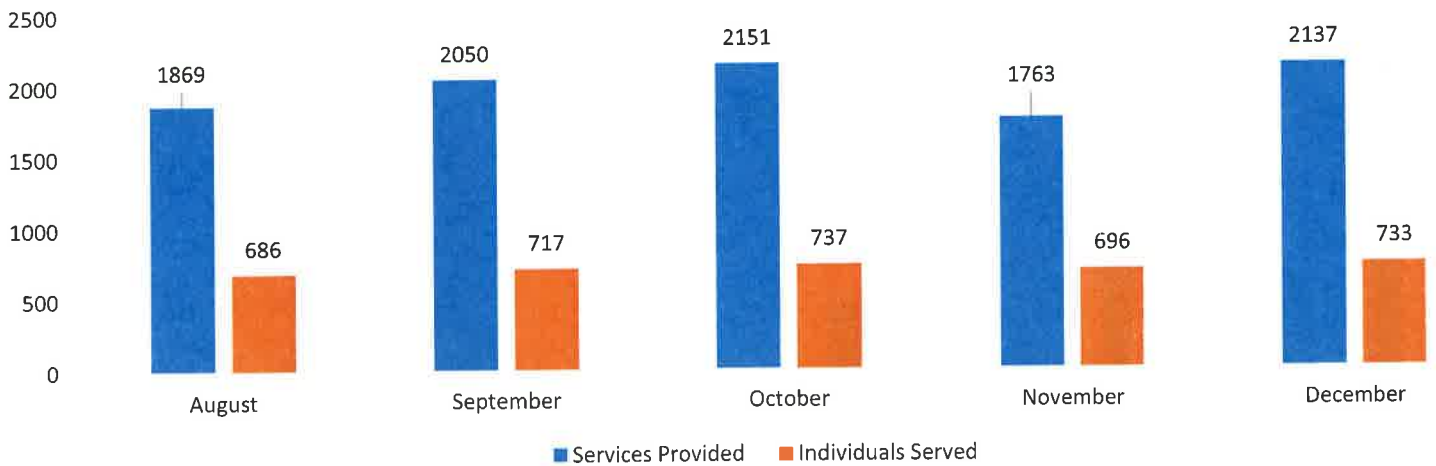
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

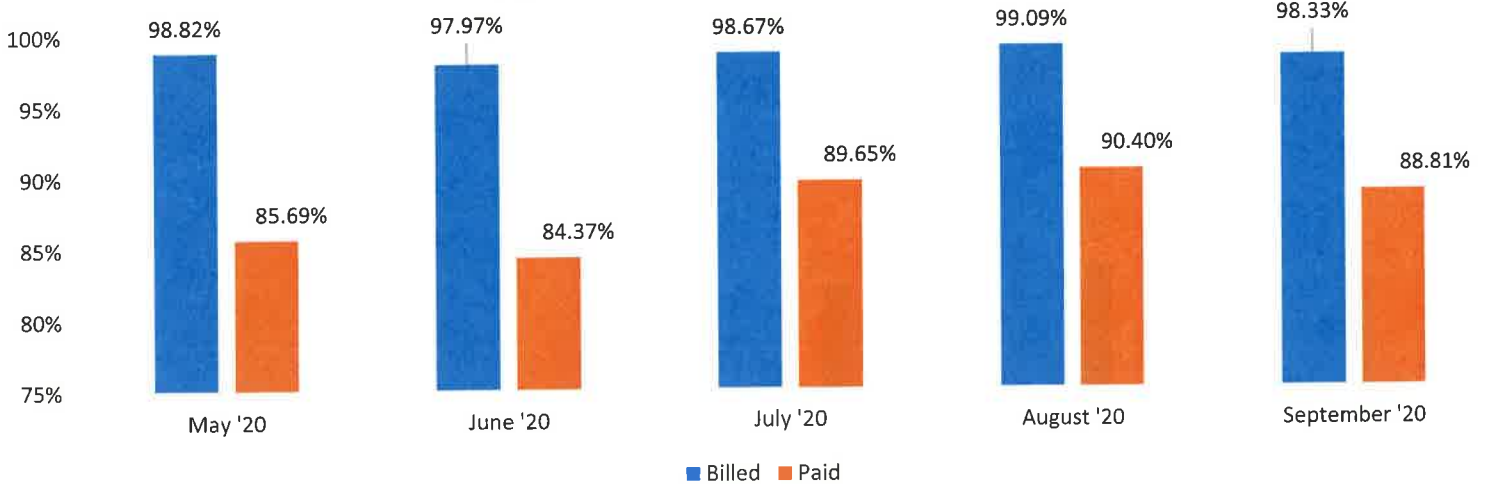


Waiting Lists	Number
Canton CD	2
Gouverneur CD	0
Massena CD	0
Ogdensburg CD	0
Addiction Services Total	2
Mental Health Total	0

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



April 5, 2021

Services Committee: 3-15-2020

RESOLUTION NO. _____

AUTHORIZING THE CREATION OF THE ST. LAWRENCE COUNTY EMPLOYEE PROFESSIONAL DEVELOPMENT AND TUITION REIMBURSEMENT PROGRAM FOR THE TRAINING AND RETENTION OF SKILLED EMPLOYEES

By Mr. Lightfoot, Chair, Services Committee
Co-Sponsored by Ms. Haggard, District 10

WHEREAS, St. Lawrence County employs approximately 800 employees, establishing it as one of the largest employers in the North Country Region, and

WHEREAS, the County is routinely challenged when attempting to attract and retain positions and specialized employment titles to assume and maintain long tenured employment, and

WHEREAS, in a 2019 survey, by the National Federation of Independent Businesses, a quarter of those surveyed reported that their single biggest problem is finding workers with the skillset employers need, and

WHEREAS, the development of an employer-sponsored employee education or tuition reimbursement program is a tool that may assist in both the ability to develop and encourage existing staff, while also acting as a recruiting tool to incentivize new staff, and

WHEREAS, while paying for college costs for an employee can be expensive, tuition-reimbursement programs can be an effective way to ensure commitment to the program, and to recruit and retain good workers while also fostering employee job satisfaction, improving productivity, and contributing to the overall success of the County, and

WHEREAS, education assistance and tuition reimbursement offers a significant return on investment, and according to various studies helps to motivate and make employees more capable of completing tasks necessary for the organization to be successful, and

WHEREAS, employers who have established an employee education/tuition reimbursement program report to have established a more flexible pool of workers, which can attract more talent by recognizing the value of employees by supporting education opportunities to develop their careers, and

WHEREAS, the Human Resources Director and the County Administrator are best suited to analyze the options and make recommendations to the Board regarding impact and funding of the establishment of an employer-based professional development and tuition reimbursement program, and

April 5, 2021

WHEREAS, while the Board of Legislators may provide for the creation of such a benefit for the employees of the County, who may be eligible for educational reimbursement; what type of educational resource the County has the capacity to reimburse (Class Type. e.g.// vocational, technical, or academic); and how much of said education will be reimbursed are among several questions that the County Administrator and County Human Resources Director are uniquely suited to review and advise the Board of Legislators,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the establishment of the St. Lawrence Employee Professional Development and Tuition Reimbursement Program, as established and designed by the County Administrator, in consultation with the Human Resources Director, and

BE IT FURTHER RESOLVED that the County Administrator shall promulgate rules and policies establishing the Program and advising the Board of Legislators on appropriate funding required to continue the offering to eligible employees, and

BE IT FURTHER RESOLVED that the Program will be available to qualified county employees who beginning in the fall of 2021.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Senior Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 2/23/2021

Reason Vacated: New Position

Position Number: 815400003

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$52,797

Revenue Generating: No 0 %

Benefits: Yes \$25,422

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$52,797

Budget Mod Attached, If Required?

Grade: 27

Net County Cost: \$22,136

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 senior caseworker position is essential to provide on-going in-house training for all new caseworker staff. This training curriculum will include all mandated OCFS training requirements, which includes bi-weekly in-house trainings on material provided by OCFS. In addition, the curriculum will include best practices, services forms, Connections and database training, as well as cultural competency, strength-based and trauma-informed practices. The senior caseworker will train new staff on federal, state and local policies, procedure and practices in order to be in compliance with all regulatory requirements. The senior caseworker will provide training in the field and in role playing case scenarios to best prepare and mitigate the potential for safety concerns. The senior caseworker will also create and train current staff in best practices and new regulatory requirements on an on-going basis.

Department Head: *[Signature]*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Clerk

Subunit (If Applicable): Legal

Date Submitted: 2/23/2021

Reason Vacated: Promotion

Position Number: 002300051

Date Vacated: 2/19/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 9/23/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$33,365

Revenue Generating: No 0 %

Benefits: Yes \$16,065

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$32,358

Budget Mod Attached, If Required?

Grade: 13

Net County Cost: \$9,392

Detailed Justification

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

This position is needed to make sure that essential clerical work is being completed timely so that the office can avoid potentially costly delays and interruptions and to ensure that children are protected by the timely filing of petitions and motions. The person in this position is responsible for activities such as entering information related to petitions and affidavits; scheduling court dates; communicating by telephone with clients, the Sheriff's Civil Office, attorneys, and others; processing mail; retrieving and copying records for court and other purposes; calling for copier repair service; filing; checking affidavits of service and contacting process servers when corrections are needed; communicating with and delivering documents to Family Court; and other clerical work as needed. If this position were not filled, workers in other positions would attempt to carry out this work while sacrificing other necessary work.

Department Head: *[Signature]*

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: 2/23/2021

Reason Vacated: Resignation

Position Number: 814000052

Date Vacated: 2/19/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/4/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$43,669

Revenue Generating: No 0 %

Benefits: Yes \$21,027

Reimbursed by State or Federal Funds: Yes 68 %

Base Salary: \$42,133

Budget Mod Attached, If Required?

Grade: 21

Net County Cost: \$21,026

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.

If this position were not filled, State mandated deadlines for processing applications and recertifications would be missed, and clients would not receive all the benefits to which they are entitled in a timely manner. Additional errors also would occur resulting in payments for inaccurate amounts that would require significant staff time to correct. Examiners are responsible for interviewing clients applying for Supplemental Nutrition Assistance Program (SNAP). They determine eligibility, complete recertifications, maintain ongoing SNAP cases to meet State mandated deadlines for processing SNAP applications and recertifications, and ensure our clients receive all the benefits to which they are entitled in a timely manner. It would be impossible to have the remaining examiners absorb the work of this position without missing deadlines and failing to ensure that clients receive the accurate amounts of benefits. On average this examiner is responsible for interviewing, documenting, determining eligibility for approximately 30 applications monthly and almost 500 transactions monthly. This examiner position currently is responsible for maintaining approximately 549 SNAP cases, serving approximately 983 individuals.

Department Head: *[Signature]*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 2/23/2021

Reason Vacated: Resignation

Position Number: 815000007

Date Vacated: 2/16/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/22/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,001

Revenue Generating: No 0 %

Benefits: Yes \$23,112

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$20,125

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 children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each preventive caseworker is currently 13 with the highest preventive caseload at 19. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation.

Department Head: *Cynthia M. Williams*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Keyboard Specialist

Subunit (If Applicable): Children's Services

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 0031000103

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: \$34,371

Revenue Generating: No 0 %

Benefits: Yes \$16,550

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$34,371

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$14,411

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 individual in this position completes all clerical duties for a Preventive/Foster Care Unit, which is comprised of 5 Foster Care Preventive Caseworkers. The person in this position is responsible for Service Plan Review letters; court cards; reminders for all legal activity for the Unit; foster care placement documentation; movements of children in foster care; special payment for foster parents; clothing allowance payments for foster parents; caseloads and case logs; tracking case requirements; opening and closing of cases on the New York State Welfare Management System for foster care and preventive cases and the accurate recording of placement dates to ensure proper payment to providers; foster care subsidies; mailing; copying; and typing. Without this essential position, it would be impossible to comply with or successfully participate in Office of Children and Family Services audits. Further, DSS would receive sanctions for not being timely with service plan review letters to clients. Legal paperwork that is not completed and processed timely can result in children remaining in care longer than is necessary, at an increased expense to the Department. Keyboards in Child Welfare not only complete their own duties, they also ensure that all required documentation is completed by the caseworkers and communicate with the supervisor to ensure that work is being completed timely. Because caseloads are significantly higher than the numbers that the Office of Children and Family Services recommends, supervisors are also supervising substantially more cases than is recommended. It is impossible for Child Welfare supervisors to monitor all of the documentation that is required; they rely on the Keyboard to assist with this vital quality assurance role. This position will handle approximately 70+ foster youth with foster care placements, kinship placements as well as preventive youth placed in relative care.

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: 815000061

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 children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 14 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 25 cases and over 50 youth/worker. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head: *Erin M. [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: 815000062

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 children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 14 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 25 cases and over 50 youth/worker. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head: *Erin M. Holman*

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: 815000063

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 children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 14 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 25 cases and over 50 youth/worker. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

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: 815000064

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 children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 14 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 25 cases and over 50 youth/worker. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

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: 815000065

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 children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 14 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 25 cases and over 50 youth/worker. Because the amount of training for new workers spans approximately 6 months and includes several weeks of away training, newer workers must have lower caseloads. A lack of sufficiently trained Caseworkers can create situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

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: 815000067

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: *Cynthia M. Johnson*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Case Supervisor, Grade B

Subunit (If Applicable): Children's Services

Date Submitted: 1/26/2021

Reason Vacated: New Position

Position Number: 816100009

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: \$54,926

Revenue Generating: No 0 %

Benefits: Yes \$26,447

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$54,926

Budget Mod Attached, If Required?

Grade: 28

Net County Cost: \$23,029

Detailed Justification

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

This supervisory position would be responsible for a unit comprised of 5 Foster Care/Preventive Caseworkers. This unit trains and certifies St. Lawrence County foster parents; identifies family resources for children who need placement and completes home studies for Family Court; recruits new foster families; and manages cases including children who are placed with relatives and children who are transitioning to adoption. The Grade B Supervisor reviews and approves all court work prior to filing, reviews and approves service plans, creates adoption and kinship guardianship subsidy cases and payment resource contacts, conducts bi-weekly case conferences with Caseworkers to discuss safety and permanency on all cases, creates and updates the foster home recruitment and retention plan and Kinship Guardianship plan, reviews dictation, correspondence, and service authorization forms for accuracy, tracks court orders, dates, and annual subsidy letters, and assists with and reviews court-ordered home studies. If this position were not filled, it would not be possible to administer the St. Lawrence County Foster Home program and the timeliness and accuracy of adoptions would be negatively impacted. Caseworkers would not have the supervisory guidance needed to make appropriate case decisions and the safety and permanency of children in the custody of the Commissioner of the Department of Social Services and children placed with relatives would be adversely affected. This position is necessary to ensure we maintain the current workload levels and ensure OCFS regulatory processes/mandates are being adhered to, as well as compliance with the legal statutes for child welfare. This position will be instrumental in ensuring the mandates of the federal legislation in the Family First Preventive Services Act."

Department Head: *[Signature]*

Approved?
Yes No

County Administrator:

Resolution #: