

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, APRIL 15, 2024**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – March 18**
- 3. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2024 Budget for Community Services for Funding Received from Opioid Settlement Funds from New York State Office of Addiction Services and Support (OASAS) to Expand Access to the Mobile Treatment Clinic (Res)
  - B. Modifying the 2024 Budget for Community Services to Accept the STOP-DWI Program Aid to Localities Distribution from the State of New York Governor’s Traffic Safety Committee (Res)
  - C. Modifying the 2024 Budget for the Traffic Safety Program to Include the Child Passenger Safety Grant Funding 2023-2024 for Community Services (Res)
  - D. Modifying the 2024 Community Services Budget for an Outreach and Engagement Clinic Model Grant (Res)
  - E. Modifying the 2024 Budget for Community Services for Funding from OASAS SAPT Block Grant Comprehensive Integrated Outpatient Treatment Program (Res)
  - F. Mental Health, Addiction Services, and Opioid Treatment Program (OTP) Services Statistics Updates (Info)
- 4. PUBLIC HEALTH – CARLY ZIMMERMANN**
  - A. Proclaiming May as Lyme and Tick-Borne Disease Awareness Month in St. Lawrence County (Res)
  - B. Authorizing the Chair to Sign a Contract with Northern Area Health Education Center for Domestic Violence Awareness Training (Res)
  - C. Authorizing the Chair to Sign a Contract with MVP Health Care, Inc./MVP Select Care, Inc./MVP Affiliates for the Purposes of Clinic Billing (Res)
- 5. SOCIAL SERVICES – JOE SEEGER**
  - A. Social Services Children’s Services Update (Info)

**6. OFFICE FOR THE AGING – ANDREA MONTGOMERY**

- A. Proclaiming May as Older Americans Month: 2024 Theme is Powered by Connection (Res)

**7. YOUTH BUREAU – ALEXA CHASE**

- A. Authorizing Summer Youth Interns for the Youth Bureau (Res)

**8. VACANCY REVIEW COMMITTEE – RUTH DOYLE**

- A. Vacancy Review Summary (Info)
- B. Social Services
  - 1. Fill a Caseworker, Position No. 815000032
  - 2. Fill a Caseworker, Position No. 815200020
- C. Office for the Aging
  - 1. Fill Account Clerk, Position No. 100100044

**9. COMMITTEE REPORTS**

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

**10. OLD/NEW BUSINESS**

**11. EXECUTIVE SESSION**

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

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

May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM OPIOID SETTLEMENT FUNDS FROM NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORT (OASAS) TO EXPAND ACCESS TO THE MOBILE TREATMENT CLINIC**

By Mr. Hull, Chair, Services Committee

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

**WHEREAS**, on October 3, 2023, the Community Services Board approved the use of OASAS Opioid Settlement Funds to new and existing pass-through agencies for harm reduction, treatment, housing, prevention, and transportation, and

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

**WHEREAS**, these funds will be used for the operating expenses for the mobile treatment clinic to increase access to treatment for Opioid Use Disorder in St. Lawrence County, and

**WHEREAS**, the Opioid Settlement State funding provided will follow the calendar year and can be rolled over to subsequent years and reconciled on an annual basis,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for funding received from Opioid Settlement Funds from New York State Office of Addiction Services and Support (OASAS) to expand access to the Mobile Treatment Clinic, as follows:

**INCREASE APPROPRIATIONS:**

A1142501	11000	MO	A MOB Unit Direct Service Worker	\$39,783
A1142508	81000	MO	Retirement	4,515
A1142508	83000	MO	Social Security	2,887
A1142508	84000	MO	Workers Compensation	997
A1142508	84500	MO	Group Life Insurance	73
A1142508	86000	MO	Hospital & Medical Insurance	11,916
A1142508	86508	MO	Dental Insurance	512
A1142508	89000	MO	Vision Insurance	159
A1142594	41901	MO	Central Printing	100
A1142504	41902	MO	Commercial Printing	100
A1142504	42000	MO	Office Supply & Expenses	307
A1142504	42402	MO	Postage	100

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A1142504 43007 MO	Other Fees & Services	3,051
A1142504 44000 MO	I/D Automotive Expenses	3,500
A1142504 44100 MO	I/D Fuel Charges	11,000
A1142504 45100 MO	Medical Supplies & Expenses	<u>1,000</u>
		\$80,000

**INCREASE REVENUE:**

A1Z34865 56000 MO	A SA Opioid Settlement Funds	\$80,000
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**BE IT FURTHER RESOLVED** that any remaining funds will be reconciled in order to be rolled over to future budget years until the funding is fully expended.

May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES TO ACCEPT THE STOP-DWI PROGRAM AID TO LOCALITIES DISTRIBUTION FROM THE STATE OF NEW YORK GOVERNOR'S TRAFFIC SAFETY COMMITTEE**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Special Traffic Options Program, also known as STOP-DWI, was created in effort to empower counties to coordinate local efforts to reduce alcohol and other illicit substance-related traffic injuries and fatalities within the context of a comprehensive and financially self-sustaining statewide alcohol and highway safety program, as outlined by §VTL 1197, and

**WHEREAS**, on October 2, 2023, Resolution No. 304-2023, authorized the STOP-DWI Program to accept \$16,500 from the Governors' Traffic Safety Committee with a contract period of August 18, 2023 to December 31, 2024, and

**WHEREAS**, of this funding, \$576 was utilized in the 2023 Budget, and

**WHEREAS**, this funding is for equipment, educational materials, services, or training costs which are one hundred percent (100%) related to the reduction of impaired driving in St. Lawrence County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services to accept the STOP-DWI Program Aid to Localities Distribution from the State of New York Governor's Traffic Safety Committee as follows:

**INCREASE REVENUE:**

A7Z33895 56000	A GTSC Grant Revenue	\$15,924
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**INCREASE APPROPRIATIONS:**

A7Z33154 43007	A GTSC Other Fees & Services	\$15,924
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May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE TRAFFIC SAFETY PROGRAM  
TO INCLUDE THE CHILD PASSENGER SAFETY GRANT FUNDING  
2023-2024 FOR COMMUNITY SERVICES**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the New York State Governor's Traffic Safety Committee has determined that the St. Lawrence County Traffic Safety Grant will be funded at \$87,876 with an additional Child Passenger Safety Grant for training and fitting stations in the amount of \$12,300 for a total budget of \$100,176, and

**WHEREAS**, Resolution No. 341-2023 authorized the Chair to sign contracts with New York State Governor's Traffic Safety Committee to accept the 2023-2024 Traffic Safety Program and Child Passenger Safety Grants for Community Services,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Traffic Safety Program to include the Child Passenger Safety Grant Funding 2023-2024 for Community Services, as follows:

**INCREASE APPROPRIATIONS:**

A7233154 430SV	A RTSP Fitting Station-MSS	\$12,300
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**INCREASE REVENUE:**

A7233895 56000	A SA Regional Traffic Safety Program	\$12,300
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May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**MODIFYING THE 2024 COMMUNITY SERVICES BUDGET FOR AN  
OUTREACH AND ENGAGEMENT CLINIC MODEL GRANT**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services has been awarded the OASAS Outreach and Engagement Clinic Model Grant funded through the New York State Opioid Settlement Funds, and

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

**WHEREAS**, Resolution No. 276-2023, adopted September 11, 2023, authorized the Chair to sign a contract with the Office of Alcohol and Substance Abuse Services (OASAS) for an Outreach and Engagement Clinic Model Grant, and

**WHEREAS**, Resolution No. 305-2023, adopted October 2, 2023, accepted the funds and authorized the Treasurer to modify the 2023 Budget for Community Services for this one-time only funding of \$445,104, not including \$44,509 for indirect costs to be utilized during the 24-month award period, beginning October 1, 2023, to September 30, 2025, and

**WHEREAS**, the funding is to be used to support outreach and engagement through care management services designed to reach underserved populations who have Opioid Use Disorder (OUD) across New York State,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for an Outreach and Engagement Clinic Model Grant, as follows:

**INCREASE APPROPRIATIONS:**

A1Z42501 11000 CM	A CM Direct Service Workers	\$123,000
A1Z42501 12000 CM	A CM Supervisory/Admin	3,000
A1Z42508 81000 CM	Retirement	13,702
A1Z42508 83000 CM	Social Security	8,488
A1Z42508 84000 CM	Workers' Compensation	3,062
A1Z42508 84500 CM	Group Life Insurance	222
A1Z42508 86000 CM	Hospital & Medical Insurance	35,880
A1Z42508 86500 CM	Dental Insurance	1,440
A1Z42508 89000 CM	Vision Insurance	480
A1Z42504 407HS CM	A CM Human Services Building Rent	4,242
A1Z42504 408HS CMA	CM Human Services Building Maintenance	4,150
A1Z42504 41401 CM	A CM Liability & Other Insurance	1,832

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A1Z42504 42000 CM	A CM Office Supplies & Expenses	300
A1Z42504 42004 CM	A CM Other Ext Data Process	816
A1Z42504 42101 CM	A CM I/D Copying Equipment	208
A1Z42504 42302 CM	A CM Other Phone Services	768
A1Z42504 44000 CM	A CM I/D Automotive Expenses	9,000
A1Z42504 44100 CM	A CM I/D Fuel Charges	10,000
A1Z42504 41102 CM	A CM Educational Workshops	3,000
A1Z42504 44500 CM	A CM Other Travel Reimbursement	2,000
A1Z42504 423CN CM	A CM Client Service Dollars	<u>24,781</u>
		\$250,371

**INCREASE REVENUE:**

A1Z44865 56000 CM	A SA OSF Grant	\$250,371
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May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR FUNDING FROM OASAS SAPT BLOCK GRANT COMPREHENSIVE INTEGRATED OUTPATIENT TREATMENT PROGRAM**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services has received funding modifications from OASAS Substance Abuse Prevention and Treatment (SAPT) Block Grant Program, and

**WHEREAS**, the SAPT Block Grant Program annually provides funds to states and territories to help plan, implement, and evaluate activities that prevent and treat substance abuse and promote public health, and

**WHEREAS**, Resolution No. 64-2023 authorized a contract for funding from OASAS SAPT Block Grant to be used for developing a new Opioid Treatment Programs that is to be integrated with existing 822 outpatient services in order to provide person-centered comprehensive treatment and Medication for Opioid Use Disorder (MOUD) services, and

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

**WHEREAS**, the original one-time only funding of \$98,742, including \$7,754 for reimbursement of indirect costs, is for the infrastructure and integration of the Canton Addiction Services and OTP clinics to utilize during the award period of January 9, 2023 to March 14, 2023, with a proposed no-cost extension of one year extending the award to March 14, 2024,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for funding from the OASAS SAPT Block Grant Comprehensive Integrated Outpatient Treatment Program, as follows:

**INCREASE APPROPRIATIONS:**

A1Z42502 25000 SA	A Tech Equipment	\$10,792
A1Z42504 42000 SA	A SAPT Office Supplies and Expenses	4,738
A1Z42504 43007 SA	A Other Fees and Services	8,801
A1Z42504 45100 SA	A SAPT Medical Supplies and Expenses	2,639
A1Z42504 423SS SA	A SAPT Security System	<u>9,743</u>
		\$36,713

**INCREASE REVENUE:**

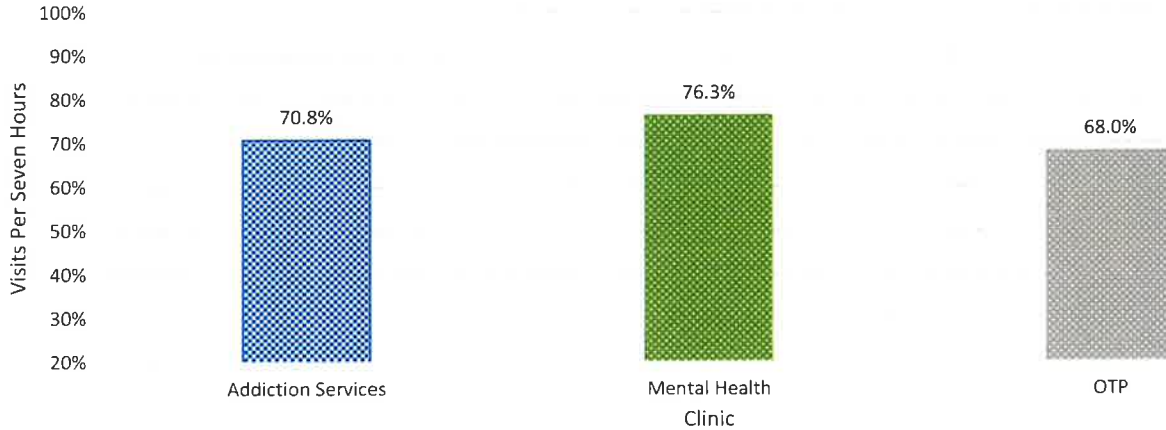
A1Z44865 57000 SA	A SAPT Block Grant Supp 1013	\$36,713
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# Community Services Clinic Update

## March 2024

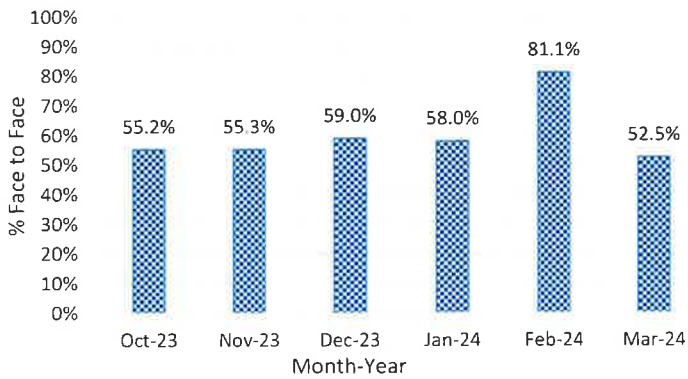
### Monthly Clinic Counselor Visits Average

Average of Clinics: 72%      6 Month Average of Clinics: 63%



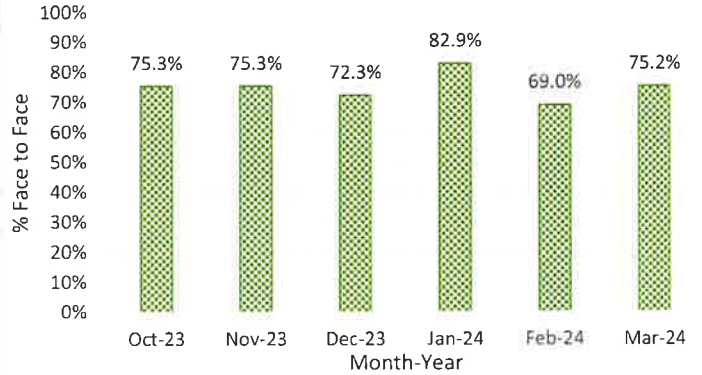
### Addiction Services/OTP Face to Face %

Average 61%



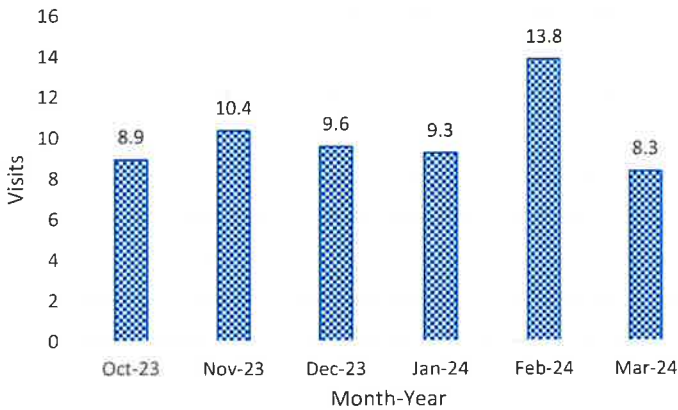
### Mental Health Face to Face %

Average 75.9%



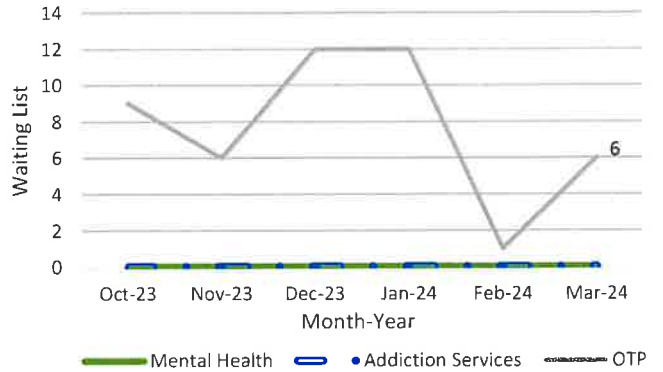
### Prescribers Visits Per Seven Hours

Average 10.1



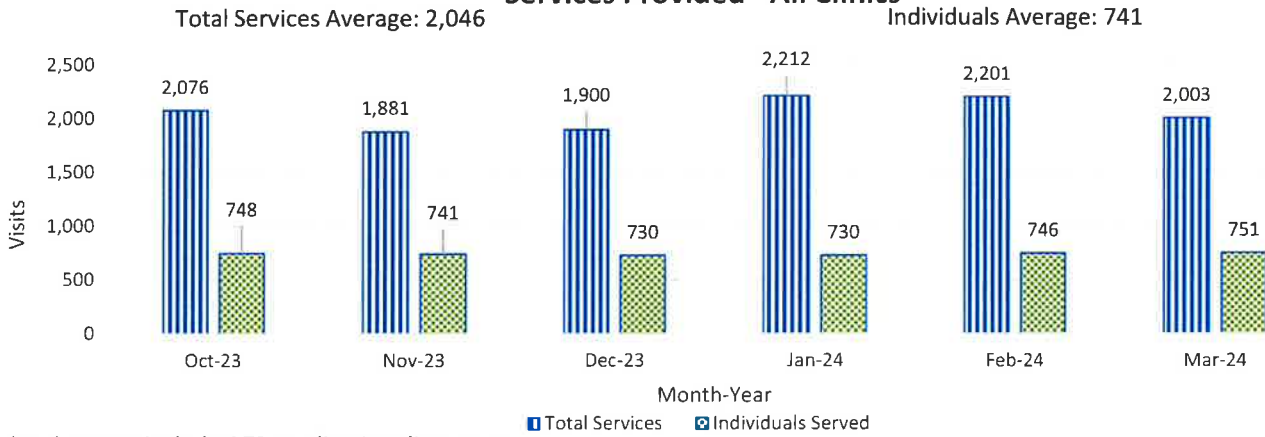
### Wait Lists

Six Month Average: 11



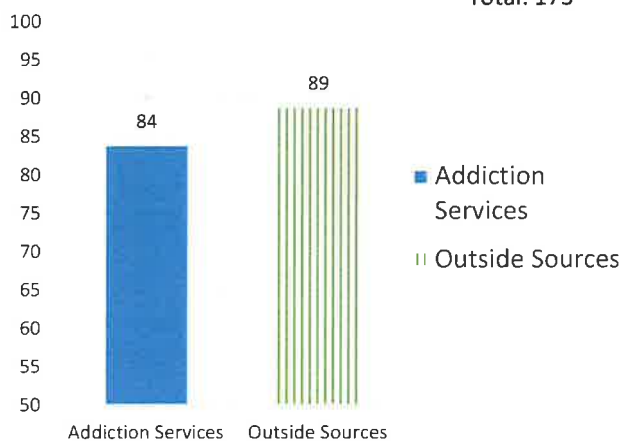
# Community Services Clinic Update March 2024

## Services Provided - All Clinics

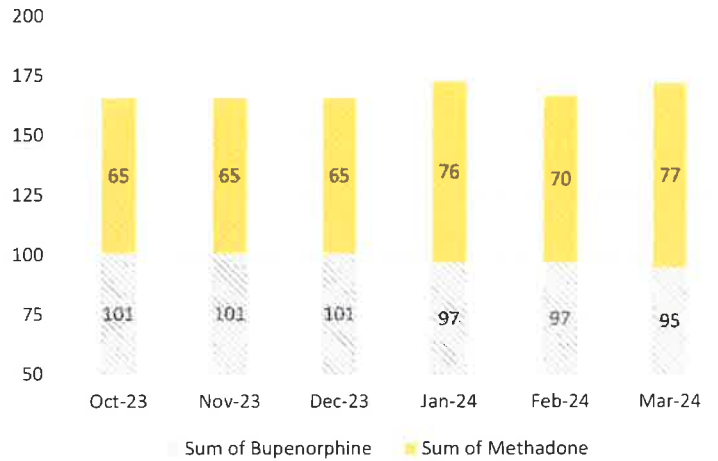


\*This does not include OTP medication dispenses

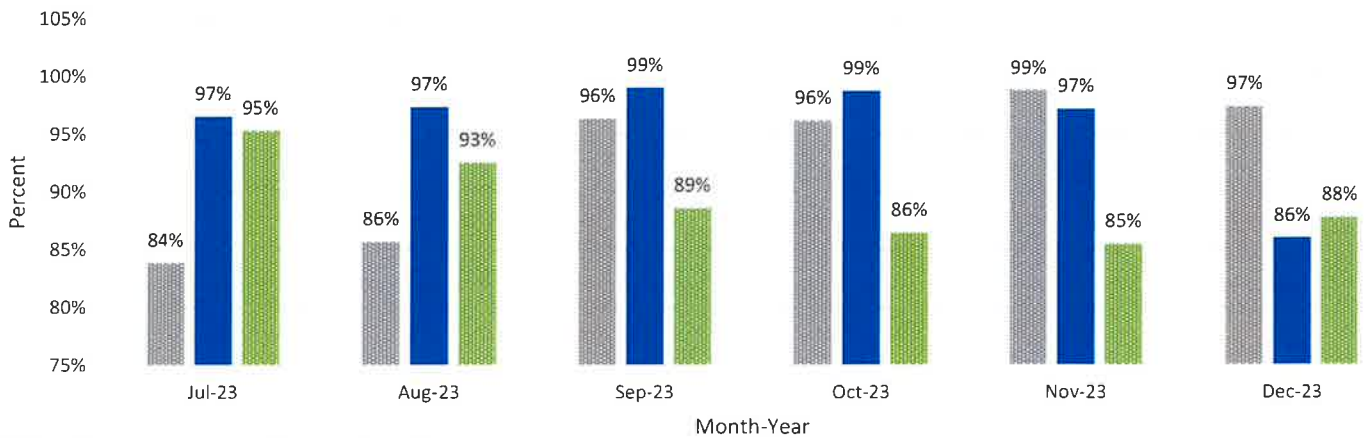
### Opioid Treatment Program (OTP) Population Source



### OTP Monthly Census



### Reimbursement Rate



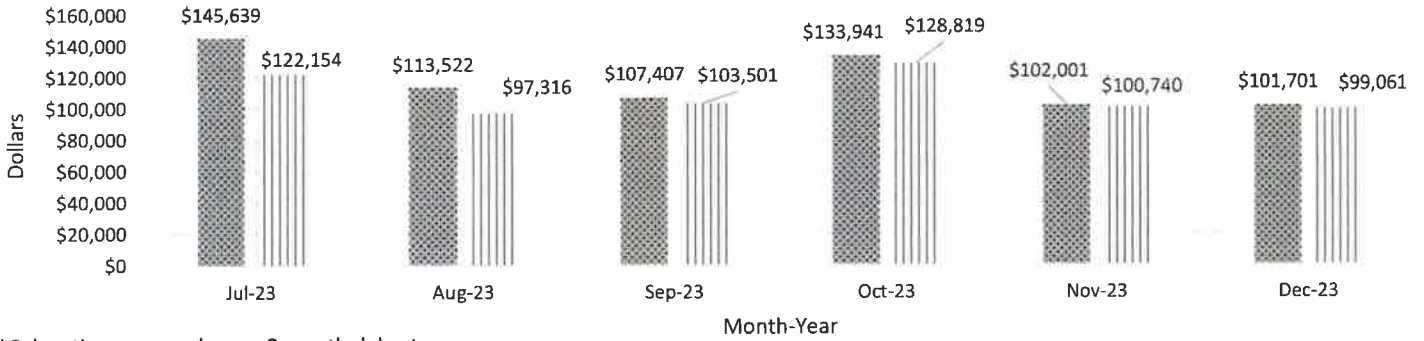
\*Calculations are made on a 3 month delay to allow insurances pay within contract

OTP   Mental Health   Addiction Services

## Community Services Clinic Update March 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

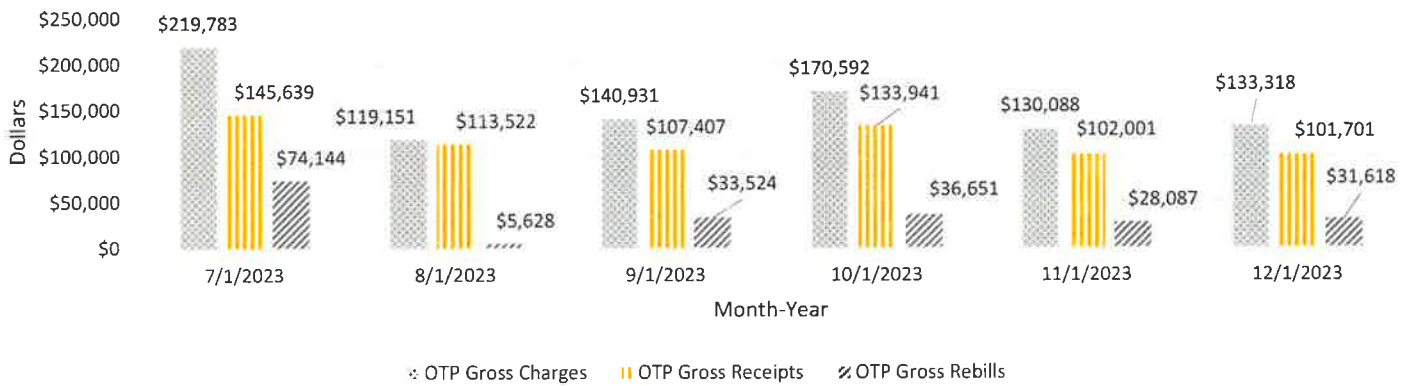


\*Calculations are made on a 3 month delay to allow insurances pay within contract obligations

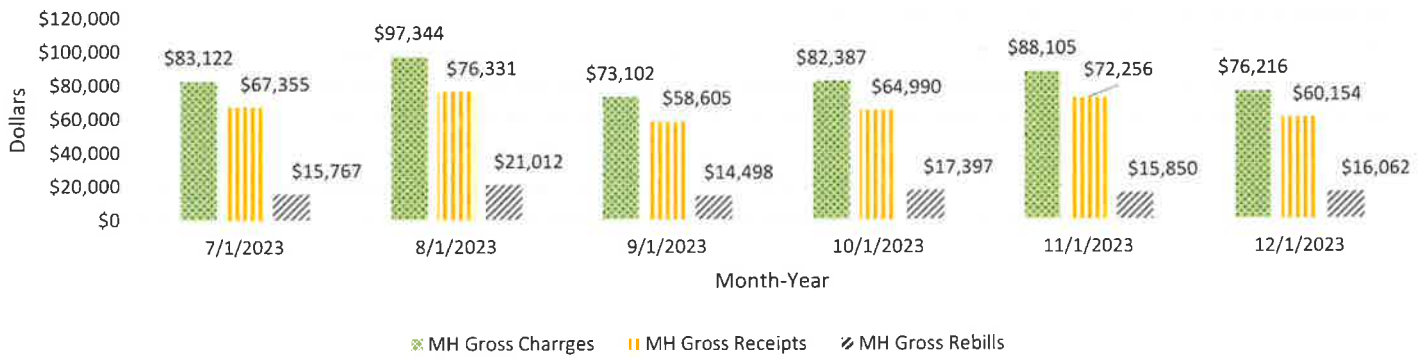
■ Addiction Services Billed. ▨ Addiction Services Pd

## Community Services Clinic Update March 2024

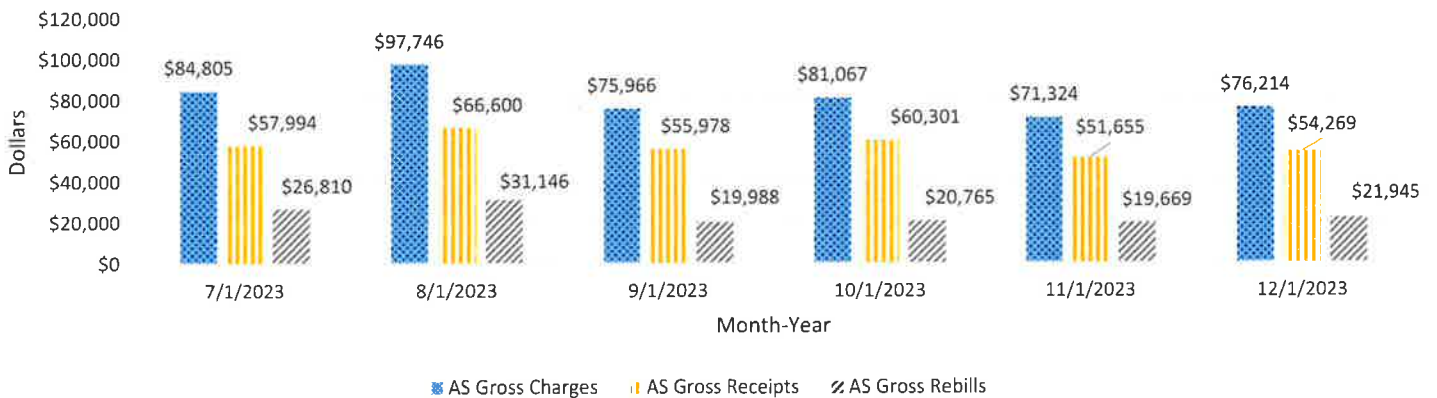
### OTP Charges, Reimbursements, vs Rebills



### MH Charges, Reimbursements, vs Rebills



### AS Charges, Reimbursements, vs Rebills



May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**PROCLAIMING MAY AS LYME AND TICK-BORNE DISEASE  
AWARENESS MONTH IN ST. LAWRENCE COUNTY**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Lyme and other Tick-Borne Disease, transmitted through the bite of an infected tick, are endemic throughout St. Lawrence County and are a nationally recognized health concern, and

**WHEREAS**, the risk of contracting Lyme and other Tick-Borne Disease can be year-round; the warm weather increases outdoor activities and St. Lawrence County residents and visitors work and also enjoy recreation activities in our woods, fields, and open areas that may be inhabited or infested by ticks carried by wildlife, birds, and domestic animals, increasing the risk of infection, and

**WHEREAS**, Lyme and other Tick-Borne Disease infected more than 700 people of all ages in St. Lawrence County during 2023, and

**WHEREAS**, Lyme and other Tick-Borne Disease, when not properly diagnosed or treated, may affect many body systems making proper diagnosis more difficult, and thereby making the need for public information regarding prevention, treatment, and control a priority, and

**WHEREAS**, the Public Health Department and other community partners are taking a lead role by educating the community to safeguard this and future generations against Lyme and other Tick-Borne Disease, and

**WHEREAS**, recognizing the danger and effects of these diseases, St. Lawrence County support efforts designed to raise awareness about the prevention and control of Lyme and other Tick-Borne Disease,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims the month of May as Lyme and Tick-Borne Disease Awareness Month in St. Lawrence County,

**BE IT FURTHER RESOLVED** that all residents are encouraged to learn how to prevent tick bites and understand when to seek treatment.

May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH  
NORTHERN AREA HEALTH EDUCATION CENTER FOR DOMESTIC  
VIOLENCE AWARENESS TRAINING**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Domestic violence impacts twelve (12) million people every year, and

**WHEREAS**, at times field work may include Public Health Staff entering the homes of residents to work with clients in a clinical setting, and staff may encounter those experiencing domestic violence, and

**WHEREAS**, the Northern Area Health Education Center (NAHEC) provides training on domestic violence awareness called “In Her Shoes” training, which is an experiential learning activity, and is based on the experiences of real survivors, and

**WHEREAS**, in this training, participants engage in a simulation in which they walk in the shoes of the various characters experiencing abusive and controlling relationships, and discussion helps participants answer lingering questions, gives the facilitator the opportunity to dispel persistent myths and misunderstandings, and helps participants identify ways to make change individually and locally, and

**WHEREAS**, the cost of the NAHEC training is \$750, calculated at a rate of \$25 each for thirty (30) participants,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Northern Area Health Education Center for Domestic Violence Awareness Training, upon approval of the County Attorney.

May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH MVP HEALTH CARE, INC./MVP SELECT CARE, INC./MVP AFFILIATES FOR THE PURPOSES OF CLINIC BILLING**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Public Health Department bills for a variety of clinic services through clearinghouse Office Ally, and

**WHEREAS**, contracts are required with insurance companies for clinic organizations to be considered in network to bill for services, and

**WHEREAS**, if such contracts are not in place, very little, if any, revenue will be gained from individuals with MPV Insurance for billable services,

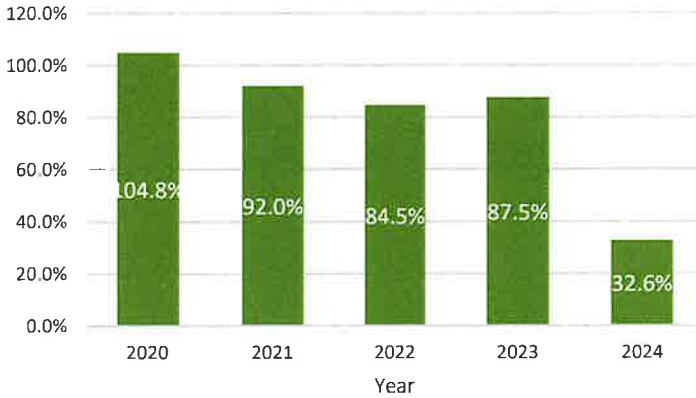
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with MVP Health Care, Inc./MVP Select Care, Inc./MVP Affiliates for the purpose of clinic billing, upon approval of the County Attorney.



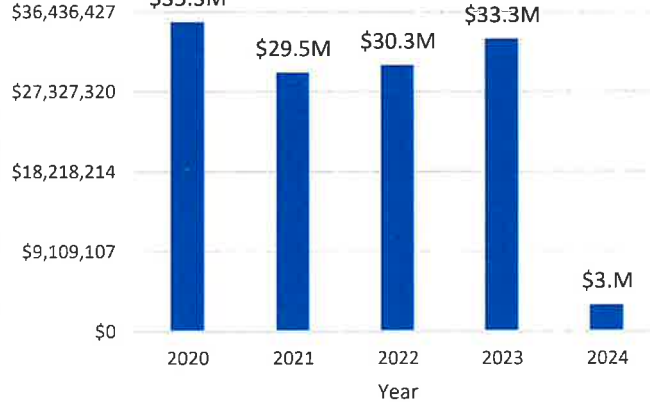
# 2024 Social Services Quarterly Update

## Financials - Quarter 1

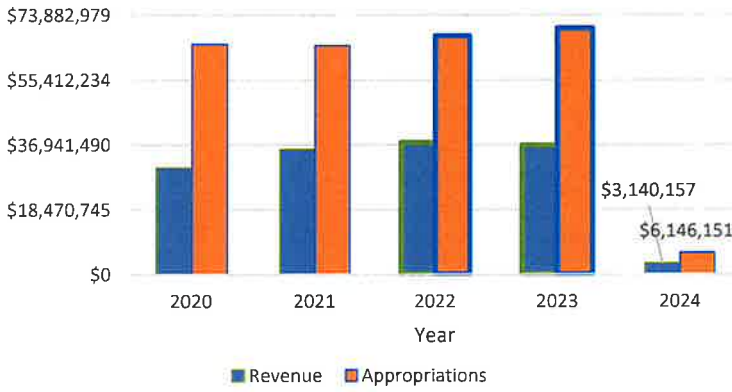
County Cost Percent of Budget



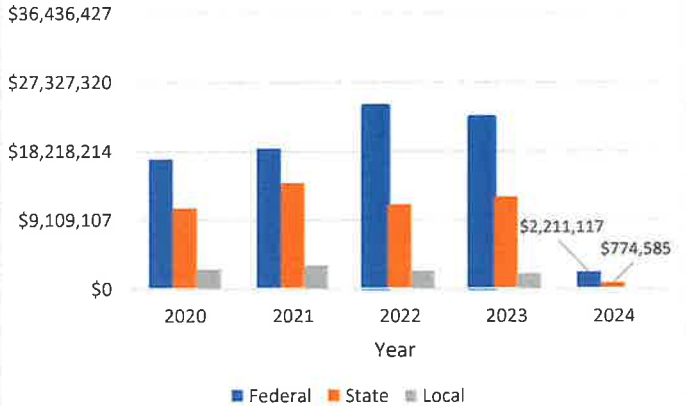
County Cost



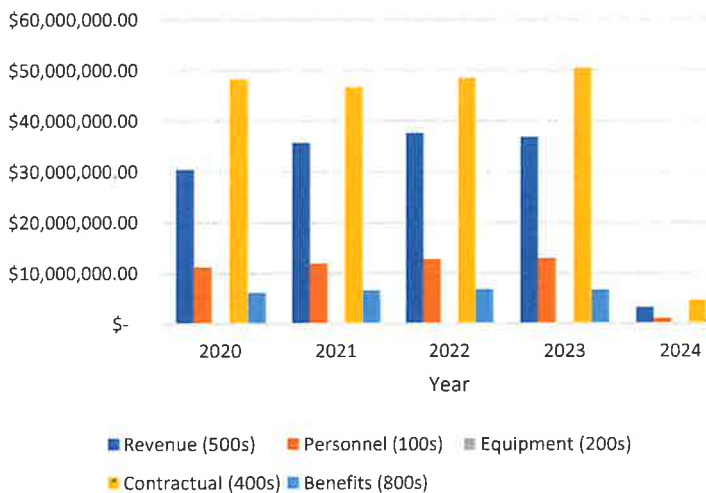
Appropriations & Revenue



Revenue Source



Actuals By Category

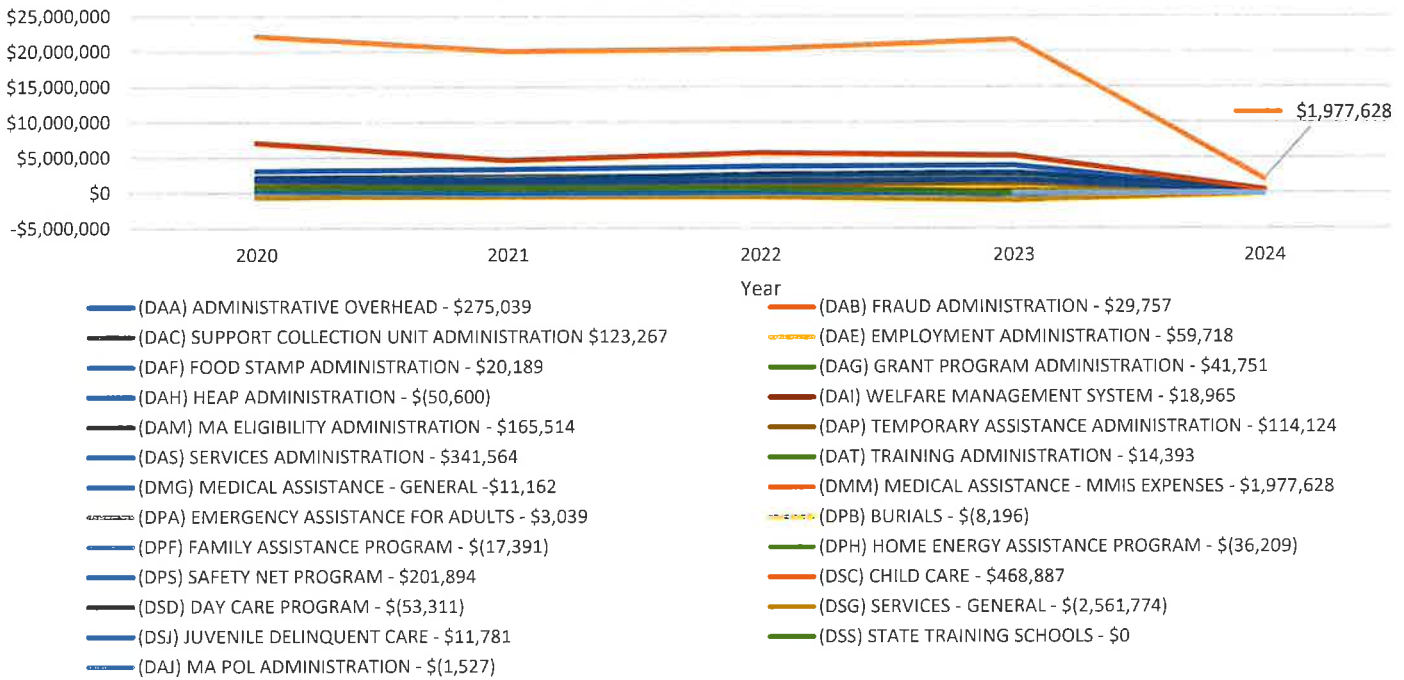


Budget Vs Actuals: Personnel

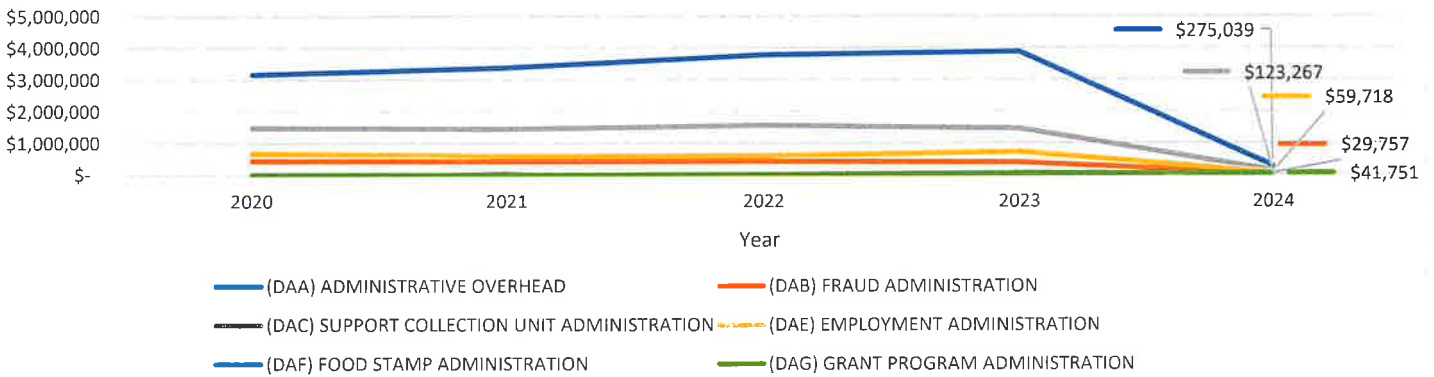


# 2024 Social Services Quarterly Update Financials - Quarter 1

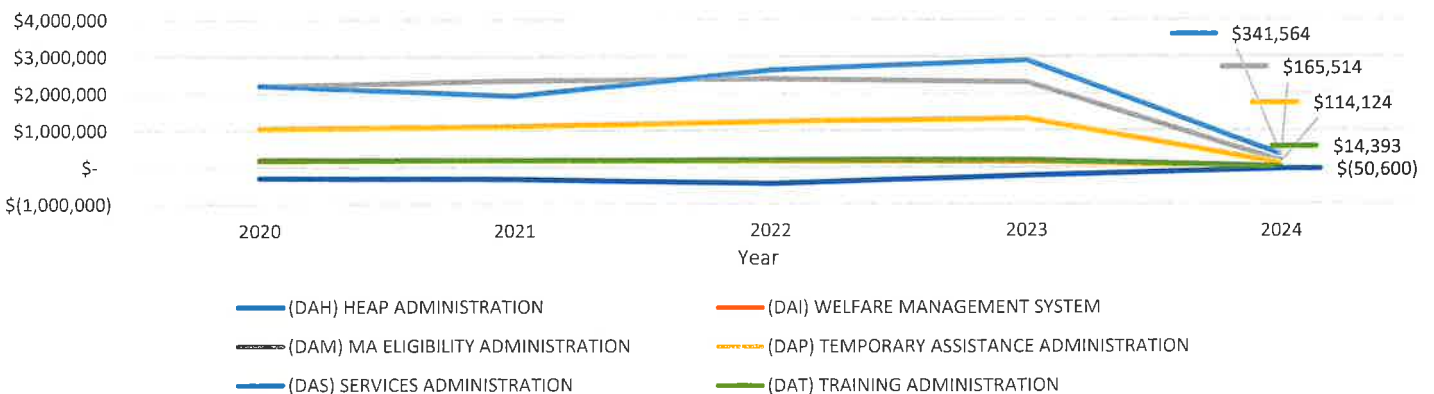
## County Cost by Subunit (Medicaid & Others)



## County Cost of Subunit (1 of 4)

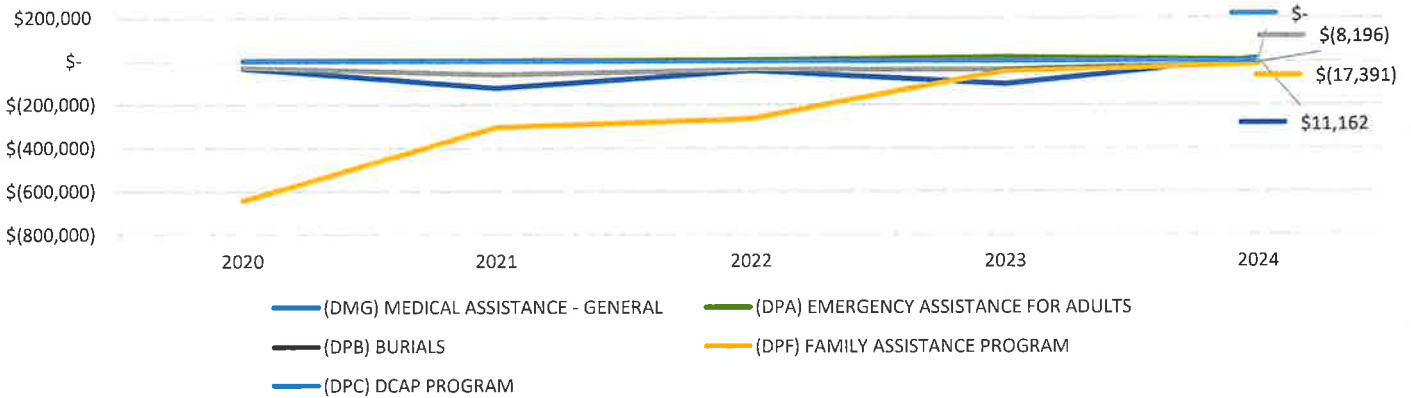


## County Cost of Subunit (2 of 4)

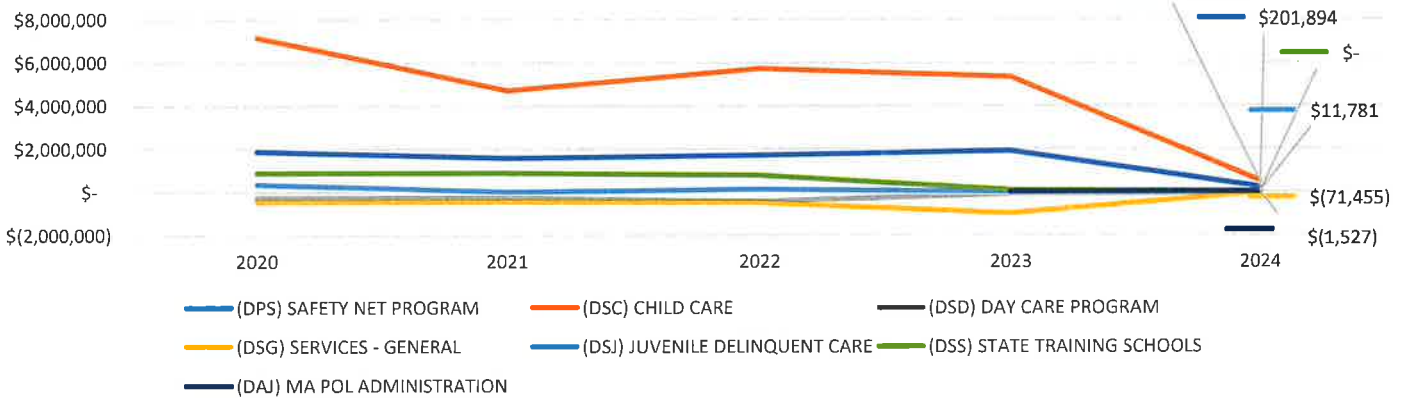


# 2024 Social Services Quarterly Update Financials - Quarter 1

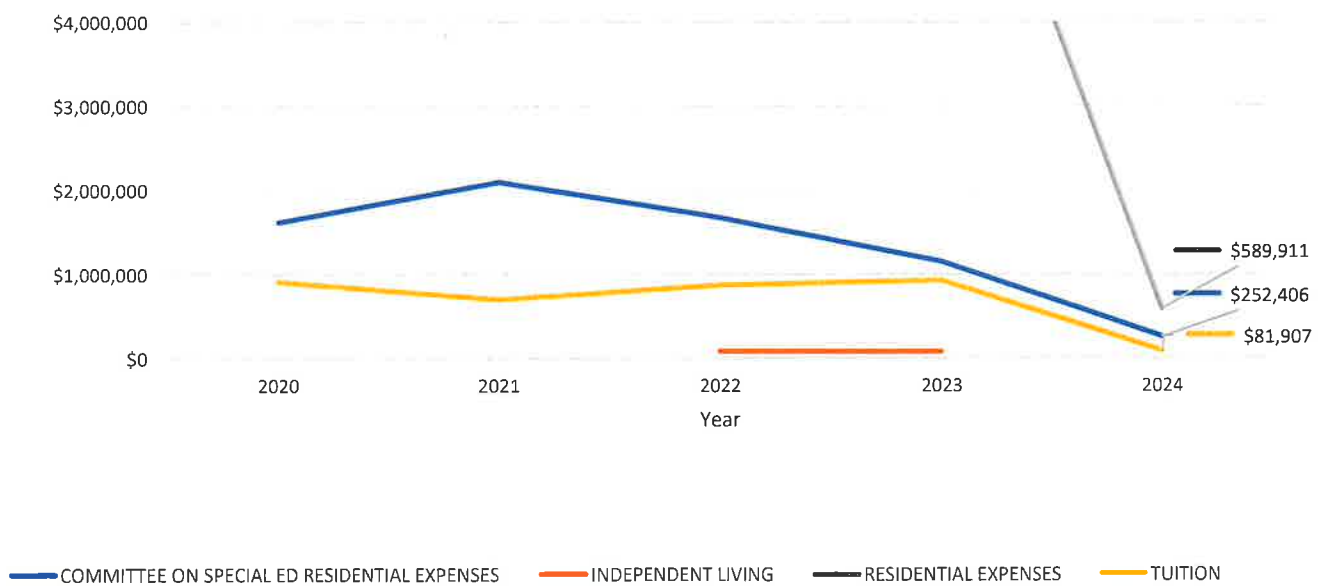
### County Cost of Subunit (3 of 4)



### County Cost of Subunit (4 of 4)



### Institutional Costs



May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**PROCLAIMING MAY AS OLDER AMERICANS MONTH:  
2024 THEME IS POWERED BY CONNECTION**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, St. Lawrence County includes a rapidly growing number of older Americans who contribute their time, wisdom, and experience to our community, and

**WHEREAS**, the 2024 theme for Older American Month is “Powered by Connection,” which recognizes the profound impact that meaningful relationships and social connections have on our health and well-being, and

**WHEREAS**, since 1965, the Older Americans Act has provided services that help older adults remain healthy and independent by complementing existing medical and health care systems, helping prevent hospital readmissions, and supporting some of most basic functions, such as bathing or preparing meals, and

**WHEREAS**, St. Lawrence County recognizes the need to create a community that offers services and supports older adults who may need to make choices about how they age, and

**WHEREAS**, St. Lawrence County can work to build an even better community for our older residents by:

- Share facts about the mental, physical, and emotional health benefits of social connection and how it contributes to overall well-being, and
- Promote resources that help older adults engage, like community events, social clubs, and volunteer opportunities, and
- Connect older adults with local services, such as transportation, that can help them overcome obstacles to achieving or maintaining meaningful relationships, and
- Encourage partners to host a connection-centric event or program focused on older adult mentors to youth, peer-to-peer support, or similar efforts, and
- Challenge professional and personal networks to prioritize meaningful social connections and share the benefits,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims May 2024 to be Older Americans Month, and

**BE IT FURTHER RESOLVED** that all residents are encouraged to explore the vital role that connectedness plays in supporting independence, and aging in place by combatting isolation and loneliness.

May 6, 2024

Services Committee: 4-15-2024

RESOLUTION NO.

**AUTHORIZING SUMMER YOUTH INTERNS FOR THE YOUTH BUREAU**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Youth Bureau wants to hire eight (8) youth interns for five weeks from July 8 – August 8, 2024, and

**WHEREAS**, the interns will be placed within various County departments such as the Youth Bureau, County Clerk's Office, Public Health, Office for the Aging, and the Highway Department, and

**WHEREAS**, interns will learn valuable on-the-job training, and the rewards of public service, and

**WHEREAS**, interns will be responsible for various job duties, such as developing newsletters, public service, social media content, scanning and filing documents, answering phone calls, and attending summer community events, and

**WHEREAS**, these positions are seasonal and one-hundred percent (100%) reimbursable using funds from the Office of Children and Family Services Account (Y2038205 5600C), and

**WHEREAS**, interns work twenty hours per week, and are paid \$16 per hour from Youth Advocacy and Training (Y2073104 46000),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes summer Youth Interns for the Youth Bureau.

# VACANCY REVIEW SUMMARY

Via Zoom  
April 9, 2024

**Legislators: Glenn Webster, Ben Hull, Rick Perkins**  
**Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy, Heather Hebert**  
2:00 P.M.

<u>Summary: January-April</u>		<u>Summary: April 9<sup>th</sup></u>		<u>Reason Vacated:</u>	
Request:	49	Request:	12	Retirement:	4
Approved:	48	Approved:	12	Resignation:	3
Denied:	0	Denied:	0	Promotion:	2
Request/Hold:	1	Request/Hold:	0	Internal Transfer:	1
Withdrawn:	0	Withdrawn:	0	New Position:	3
				Abolished:	3
				Terminated:	1

## POSITIONS REVIEWED:

### Office for the Aging:

Request: 1

**Request:** Fill, Account Clerk  
Position No. 100100044, Immediately

Recommendation: Fill, Immediately

### Social Services:

Request: 2

**Request:** Fill, Caseworker – Unit/Foster Care  
Position No. 815000032, Immediately

Recommendation: Fill, Immediately

**Request:** Fill, Caseworker – Unit/CPS  
Position No. 815200020, Immediately

Recommendation: Fill, Immediately

### Highway:

Request: 4

**Request:** Fill, Carpenter  
Position No. 3095000002, Immediately

Recommendation: Fill, Immediately

**Request:** Fill, Deputy Superintendent of Highways  
Position No. 318600002, Immediately

Recommendation: Fill, Immediately

**Request:** Fill, Motor Equipment Operator  
Position No. 310000032, Immediately

Recommendation: Fill, Immediately

**Request:** Abolish Bridge Construction Mechanic, Create and Fill, Motor Equipment Operator  
Position No. 310000036, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 3

**Request:** Fill, Principal Fiscal Officer  
Position No. 101000004, Immediately

Recommendation: Fill, Immediately

**Request:** Fill, Correction Officer  
Position No. 603000055, Immediately

Recommendation: Fill, Immediately

**Request:** Abolish Deputy Sheriff, and Create and Fill a Detective Sergeant  
Position No. 606000007, Immediately

Recommendation: Fill, Immediately

County Administrator:

Request: 2

**Request:** Abolish Secretary to the Board of Legislators, and Create and Fill, Deputy Clerk to the  
Board of Legislators  
Position No. 024000003, Immediately

Recommendation: Fill, Immediately

**Request:** Fill, Superintendent of Buildings & Grounds  
Position No. 305000001, Immediately

Recommendation: Fill, Immediately

Legislators Attending

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1.9 Perkins	5.7	9.10
2.6 Denesha, Fay	6.4	10.8
3.5 Lightfoot, Curran, Perkins	7.2	11.5
4.2 Webster, Perkins	8.6	12.3



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Caseworker**

Subunit (If Applicable): Children's Services - Foster Care

Date Submitted: 3/26/2024

Reason Vacated: Promotion

Position Number: 815000032

Date Vacated: 3/15/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 1/27/2020

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$57,274

Fill Request Timeline: Immediately

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

Revenue Generating:    Yes    0    %

Base Salary: \$51,102

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

Base Hourly: \$28.08

Grade: 24

**Net County Cost: \$24,789**

\*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 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 11 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 20 cases with multiple children per case and over 20 youth/worker. When the caseloads are beyond what is recommended or manageable, or there is a lack of sufficiently trained Caseworkers, this creates 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:

**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: 3/26/2024

Reason Vacated: Resignation

Position Number: 815200020

Date Vacated: 3/14/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/2/2021

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, the average caseload size in CPS is 15 as of March 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

## Office for the Aging



Type: Fill

**Account Clerk**

Subunit (If Applicable):

Date Submitted: 3/26/24

Reason Vacated: Promotion

Position Number: 100100044

Date Vacated: 4/1/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 7/12/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$41,065

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$21,740

Revenue Generating:    No    0    %

Base Salary: \$38,499

Reimbursed by Local,  
State or Federal Funds:    Yes    60    %

Base Hourly: \$21.15

Grade: 16

**Net County Cost: \$25,122**

\*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 vacant due to the Account Clerk accepting a promotion to a Senior Account Clerk position within the HR/Purchasing Departments.

We only have 1 Account Clerk position within the department.

This position is responsible for:

- food and supply orders for the 5 Nutrition sites each week
- updating the home delivered meal client rosters daily and sending them to the sites
- processing all the home health care invoices; as well as the cost share billing
- nutrition staff payroll and cross trained on main office payroll
- assisting with daily wellness/safety checks when home delivered meal clients aren't home
- overseeing the Personal Emergency Response System client roster, installations, and billing
- providing back up assistance to cover the phones and cover the front office
- processing Federal and State Aid Claims for reimbursement

This position is not mandated. However, if this position were not to be filled, it would impede our ability to operate. Our Fiscal Officer is retiring this summer and it would only leave 1 staff person (Senior Account Clerk) in our department to manage all the fiscal operations. This position is within our 2024 budget.

Department Head: *Andrea Montgomery*

**Approved?**

Yes  No

County Administrator:

Resolution #:

## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

Account Clerk

MINIMUM QUALIFICATIONS: Either:

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

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