

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 17, 2023**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – March 20**
- 3. NO DOGS LEFT BEHIND SANCTUARY, CANTON, NY – Jeffrey Beri, Founder, No Dogs Left Behind**
- 4. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
  - A. Proclaiming May as Older Americans Month with the 2023 Theme “Aging Unbound” (Res)
  - B. Authorizing the Chair to Sign a Site Agreement with the Canton Housing Authority for Usage of the Kitchen Facility by the Canton Nutrition Center at Riverside Drive Apartments (Res)
- 5. SOCIAL SERVICES – JOE SEEGER**
  - A. Modifying the 2023 Budget for Social Services for Office Furnishings and Computer Equipment for the Satellite Office in Massena and Offices in Canton (Res)
  - B. Modifying the 2023 Budget for Social Services for the Adult Protective Services Grant for the Term of August 1, 2021 through May 31, 2023 (Res)
  - C. Modifying the 2023 Budget for Social Services for the Adult Protective Services Grant for the Term of August 1, 2022 through September 30, 2024 (Res)
  - D. Modifying the 2023 Budget for Social Services for the New York State Rental Supplement Program (Res)
  - E. Social Services Statistics (Info)
- 6. COMMUNITY SERVICES – JAY ULRICH**
  - A. Authorizing the Chair to Sign Memorandums of Understanding (MOUs) with Area Treatment Providers for the Continuity of Care for Clients in Opioid Treatment Programs (Res)
  - B. Modifying the 2023 Budget for Community Services for Funding Received from NYS Office of Mental Health (OMH) and Office of Addiction Services and Support (OASAS) to St. Lawrence County as Pass through Funding to Approved Agencies (Res)
  - C. Mental Health and Addiction Services Updates (Info)

**7. PUBLIC HEALTH – JOLENE MUNGER**

- A. Authorizing the Chair to Sign a Contract with Monarch Residential to Provide Lead Hazard Trainings to Code Enforcement Officers (Res)
- B. Authorizing the Chair to Sign an Immunization Action Plan Grant Contract with the New York State Department of Health (Res)

**8. YOUTH BUREAU – ALEXA CHASE**

- A. Authorizing the Chair to Sign the 2023 Resource Allocation Plan Signature Page and Sign Contracts with Various Organizations for Youth Sports and Education Funding (Res)
- C. Authorizing the Chair to Sign the 2023 Resource Allocation Plan Signature Page and Sign Contracts with Various Organizations for Youth Development Grant Programs (Res)

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

- A. Office for the Aging
  - 1. Fill Account Clerk, Position No. 100100044
- B. Social Services
  - 1. Fill Caseworker, Position No. 815000038
  - 2. Fill Keyboard Specialist, Position No. 003100080
- C. Community Services
  - 1. Create and Fill Registered Professional Nurse, Position No. 501000074

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

**11. 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)

**12. OLD/NEW BUSINESS**

**13. EXECUTIVE SESSION**

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

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

May 1, 2023

Services Committee: 4-17-2023

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

**PROCLAIMING MAY AS OLDER AMERICANS MONTH  
WITH THE 2023 THEME “AGING UNBOUND”**

By Mr. Hull, Chair, Services Committee

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

**WHEREAS**, the 2023 theme for Older Americans month is “Aging Unbound,” which offers an opportunity to explore diverse aging experiences and discuss how communities can combat stereotypes, 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 the most basic functions in life, such as bathing or preparing meals, and

**WHEREAS**, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently, and

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

**WHEREAS**, St. Lawrence County can work to build an even better community for older residents by not limiting thinking about aging; exploring and combating stereotypes; emphasizing the many positive aspects of aging; inspiring older adults to push past traditional boundaries; and embracing diversity in our communities,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims May as Older Americans Month with the 2023 Theme “Aging Unbound”, and

**BE IT FURTHER RESOLVED** that every resident is urged to celebrate older citizens, help create an inclusive society, and accept the challenge of flexible thinking around aging.

May 1, 2023

Services Committee: 4-17-2023

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

**AUTHORIZING THE CHAIR TO SIGN A SITE AGREEMENT WITH THE CANTON HOUSING AUTHORITY FOR USAGE OF THE KITCHEN FACILITY BY THE CANTON NUTRITION CENTER AT RIVERSIDE DRIVE APARTMENTS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Office for the Aging has operated a Nutrition Center at the Canton Housing Authority apartment building located at 37 Riverside Drive, Canton, for many years, and

**WHEREAS**, per the New York State Office for the Aging regulations, County Offices for the Aging are required to have a site agreement in place for all facilities, and

**WHEREAS**, currently the Office for the Aging does not pay a usage fee for the Site, as it is open to all the residents of the building,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a site agreement with the Canton Housing Authority for usage of the kitchen facility by the Canton Nutrition Center at Riverside Drive apartments, upon approval of the County Attorney.

May 1, 2023

Services Committee: 4-17-2023

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

**MODIFYING THE 2023 BUDGET FOR SOCIAL SERVICES FOR  
OFFICE FURNISHINGS AND COMPUTER EQUIPMENT FOR THE  
SATELLITE OFFICE IN MASSENA AND OFFICES IN CANTON**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, it was determined that outreach to the public from the Massena area would be improved by Social Services staff working daily in a Massena-based office, and the Board of Legislators agreed to expand services by authorizing a second satellite office to be located in Massena, and

**WHEREAS**, furnishings are being completed at the Massena Satellite location, as well as to offices located in Canton,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorize the Treasurer to modify the 2023 Budget for Social Services for office furnishings and computer equipment for the Satellite Office in Massena and offices in Canton, as follows:

**INCREASE APPROPRIATIONS:**

DAA60102 21000	D ADM Furniture & Fixtures	\$5,000
DAA60102 22001	D ADM Computer Hardware	10,000
DAS60102 21000	D SG Furniture & Fixtures	<u>25,000</u>
		\$40,000

**DECREASE APPROPRIATIONS:**

DMM61004 46500	D Medicaid to State	\$18,746
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**INCREASE REVENUE:**

DA036105 56000	D SA General Administration	\$2,307
DA046105 57000	D FA General Administration	5,830
DAS46155 570CW	D FA FFFS Child Welfare Service	7,768
DAS46155 57000 EAF	D SA EAF Foster Care Revenue	1,555
DAS36105 560CW	D SA Child Welfare Funding	<u>3,794</u>
		\$21,254

May 1, 2023

Services Committee: 4-17-2023

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

**MODIFYING THE 2023 BUDGET FOR SOCIAL SERVICES  
FOR THE ADULT PROTECTIVE SERVICES GRANT  
FOR THE TERM OF AUGUST 1, 2021 THROUGH MAY 31, 2023**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, information regarding allocations for the Adult Protective Services Grant has been received and it is necessary to modify the 2023 Budget for Social Services, and

**WHEREAS**, these funds are being made available to provide resources to enhance, improve, and expand the ability of Adult Protective Services to investigate allegations of abuse, neglect, and exploitation, and

**WHEREAS**, this allocation is one-time funding to be used from August 1, 2021 through May 31, 2023,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorize the Treasurer to modify the 2023 Budget for Social Services for the Adult Protective Services Grant, as follows:

**INCREASE APPROPRIATIONS:**

DAG60104 43007 APSG	D APSG Other Fees & Services	\$11,306
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**INCREASE REVENUE:**

DAG46105 57000 APSG	D FA APSG Revenue	\$11,306
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May 1, 2023

Services Committee: 4-17-2023

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

**MODIFYING THE 2023 BUDGET FOR SOCIAL SERVICES  
FOR THE ADULT PROTECTIVE SERVICES GRANT  
FOR THE TERM OF AUGUST 1, 2022 THROUGH SEPTEMBER 30, 2024**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, information regarding allocations for the Adult Protective Services Grant has been received and it is necessary to modify the 2023 Budget for Social Services, and

**WHEREAS**, these funds are being made available to provide resources to enhance, improve, and expand the ability of Adult Protective Services to investigate allegations of abuse, neglect, and exploitation, and

**WHEREAS**, this allocation is one-time funding for use from August 1, 2022 through September 30, 2024,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorize the Treasurer to modify the 2023 Budget for Social Services for the Adult Protective Services Grant, as follows:

**INCREASE APPROPRIATIONS:**

DAG60104 43007 APSG	D APSG Other Fees & Services	\$51,975
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**INCREASE REVENUE:**

DAG46105 57000 APSG	D FA APSG Revenue	\$51,975
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**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until the Grant is fully expended.

May 1, 2023

Services Committee: 4-17-2023

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

**MODIFYING THE 2023 BUDGET FOR SOCIAL SERVICES FOR THE  
NEW YORK STATE RENTAL SUPPLEMENT PROGRAM**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, a new funding allocation for the New York State Rental Supplement Program (RSP) is being provided to the Department of Social Services, and

**WHEREAS**, this Program was established to provide rental assistance to individuals and families who are experiencing homelessness or are facing an imminent loss of housing, and

**WHEREAS**, this allocation is one-time funding for use from April 1, 2022 through March 31, 2023,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorize the Treasurer to modify the 2023 Budget for Social Services for the New York State Rental Supplement Program, as follows:

**INCREASE APPROPRIATIONS:**

DAG60104 43007 RSP	D Rent Supplement Program Payments	\$309,135
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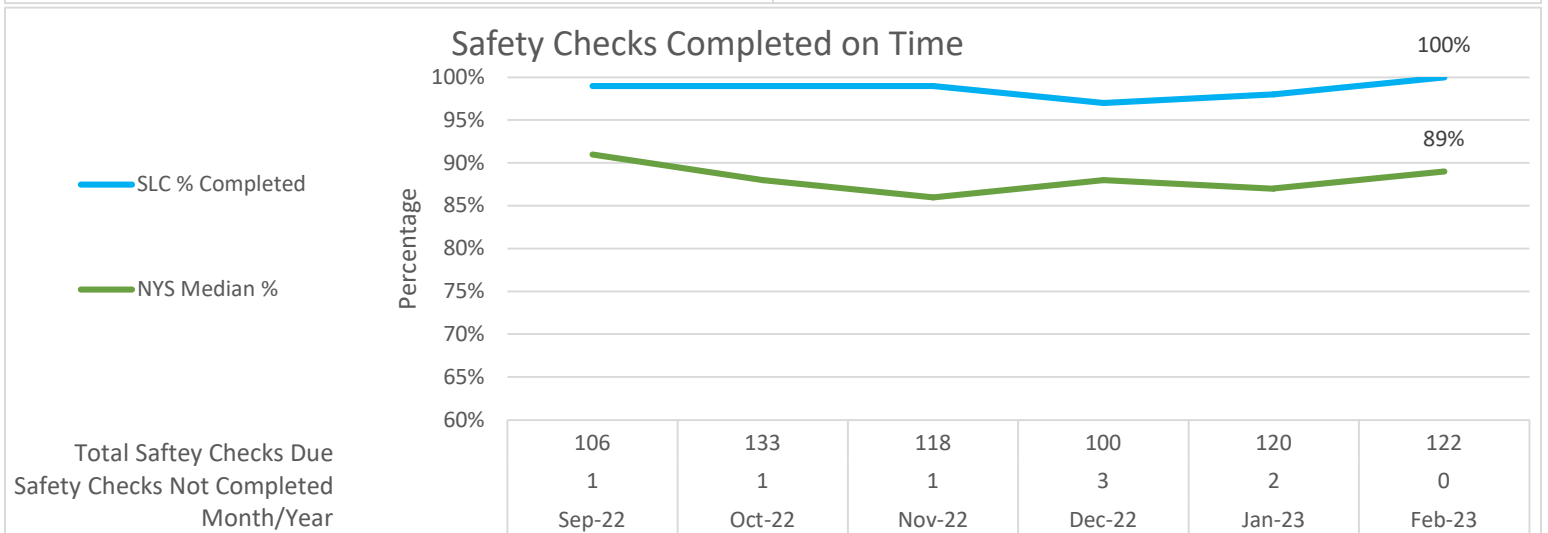
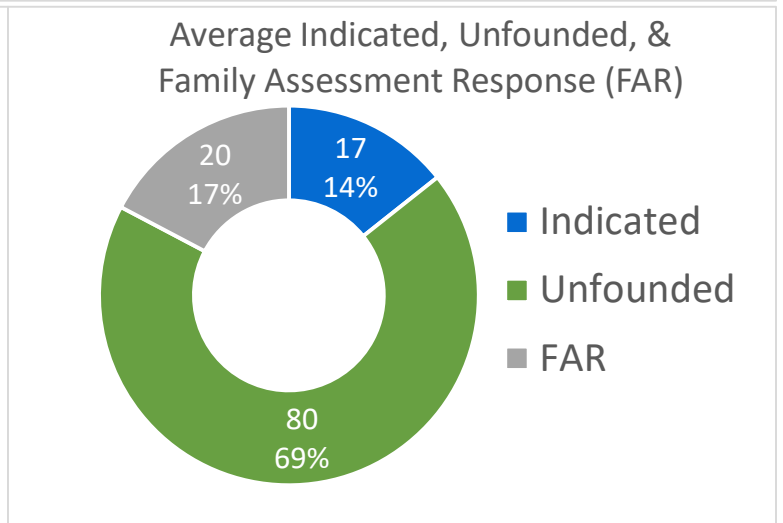
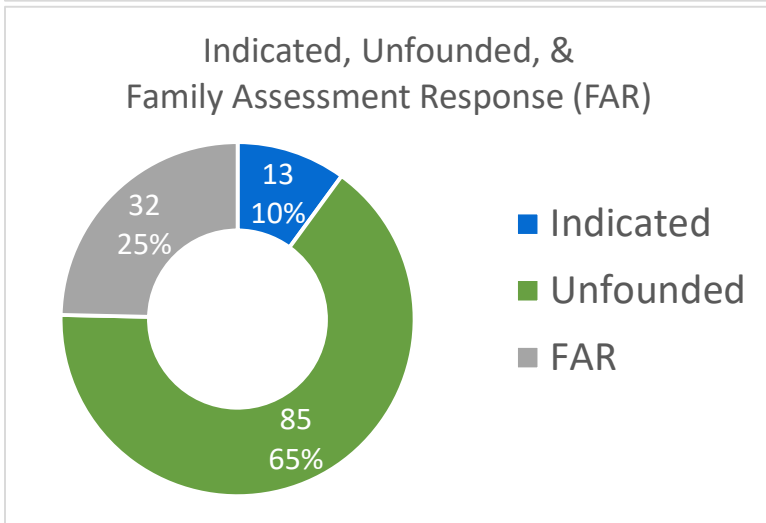
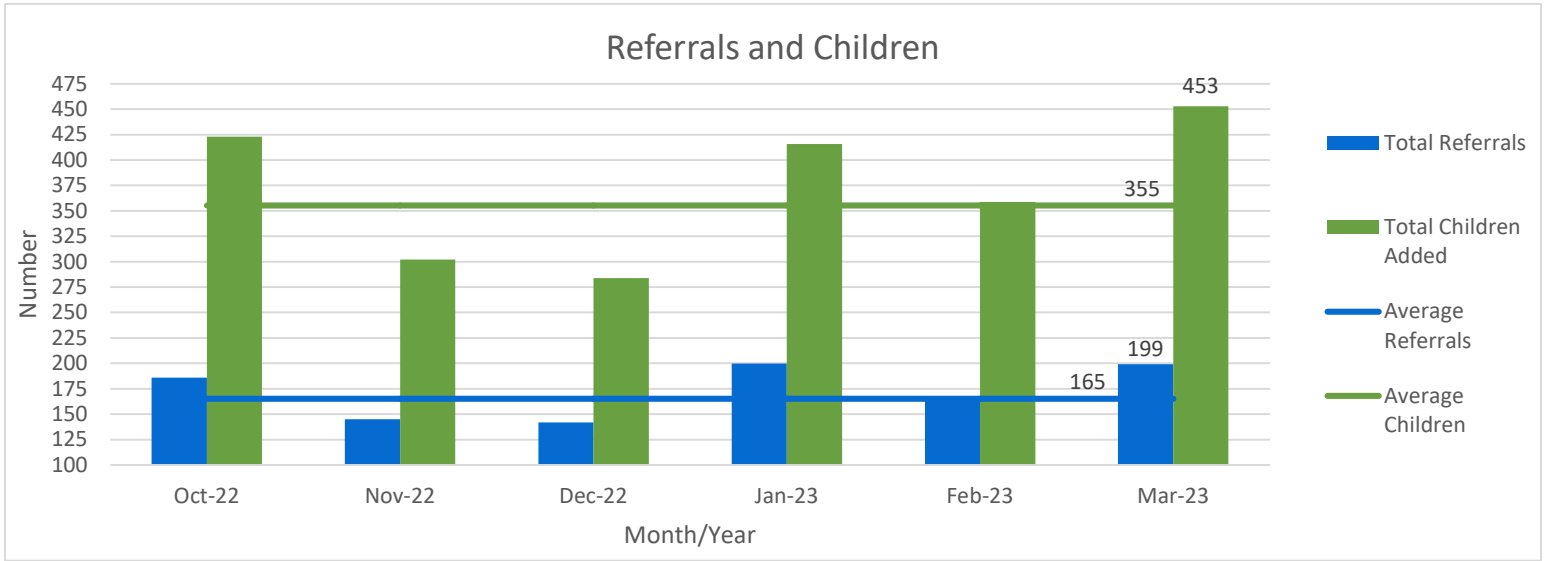
**INCREASE REVENUE:**

DAG36105 56000 RSP	D Rent Supplement Program Revenue	\$309,135
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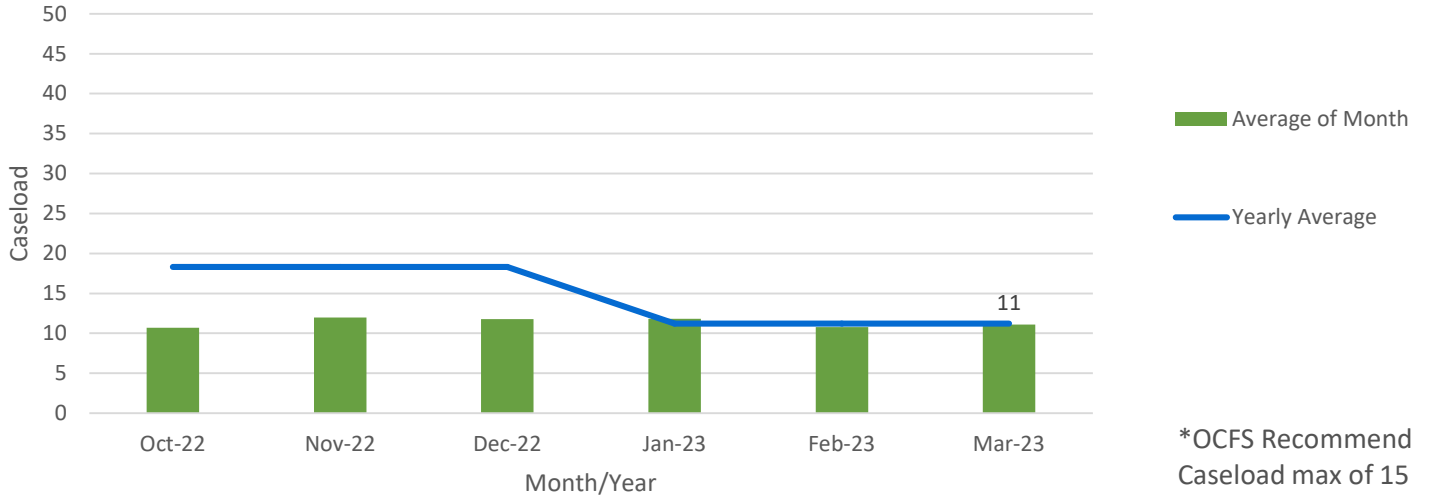
# Social Services Monthly Update – March 2023

## Child Protective Services

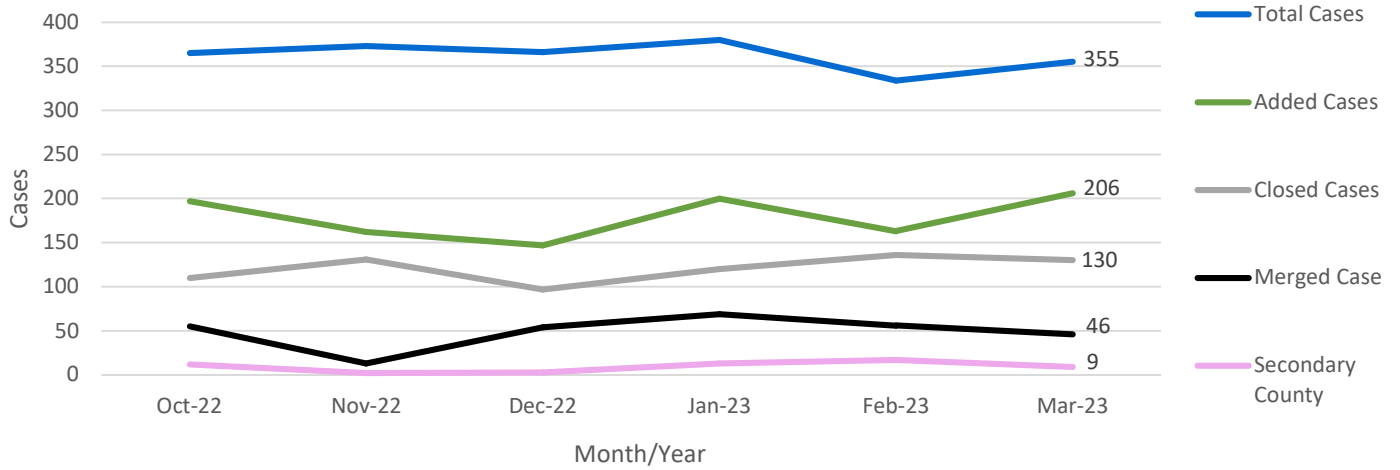


\*Data Lagged By One Month Due to Reporting Timeline

### Average CPS Caseload



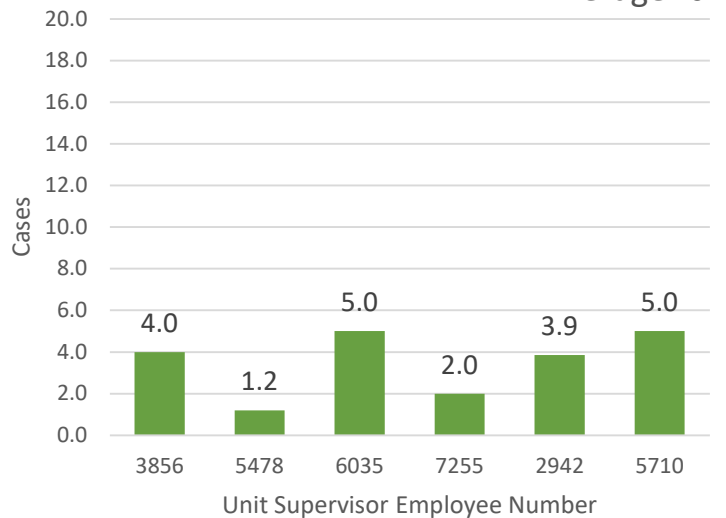
### Total Caseload



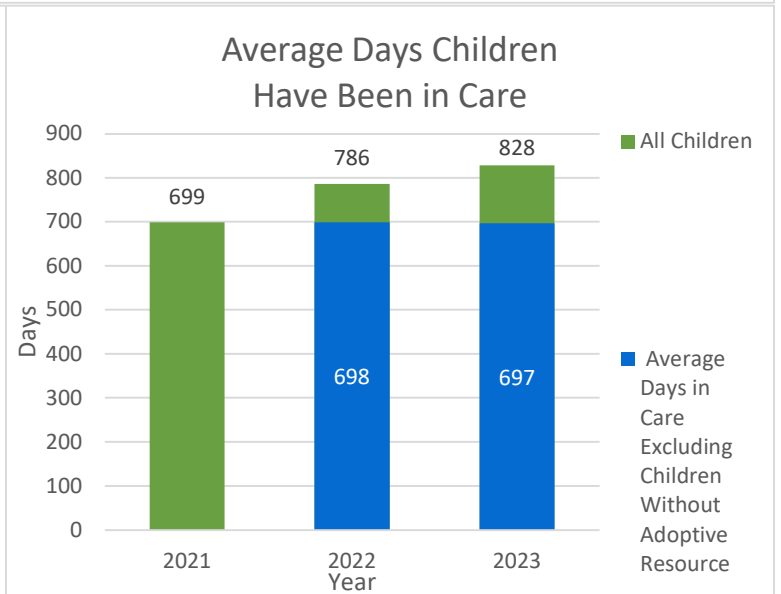
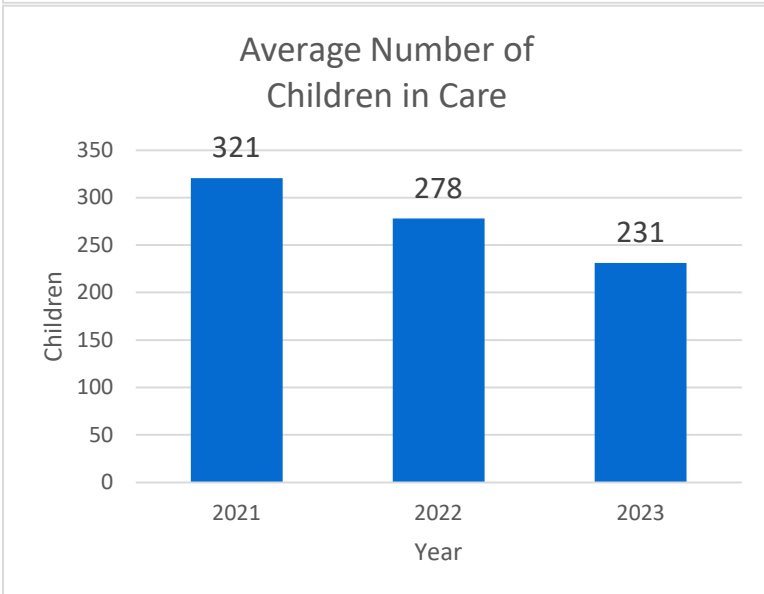
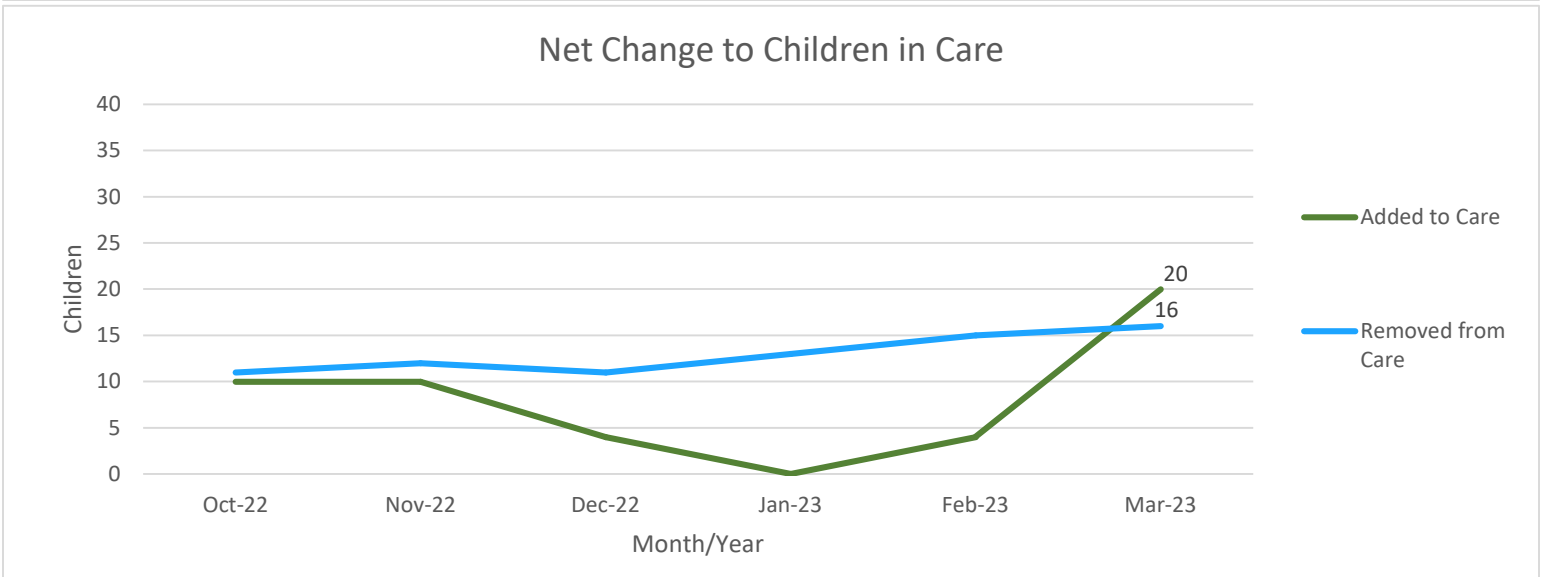
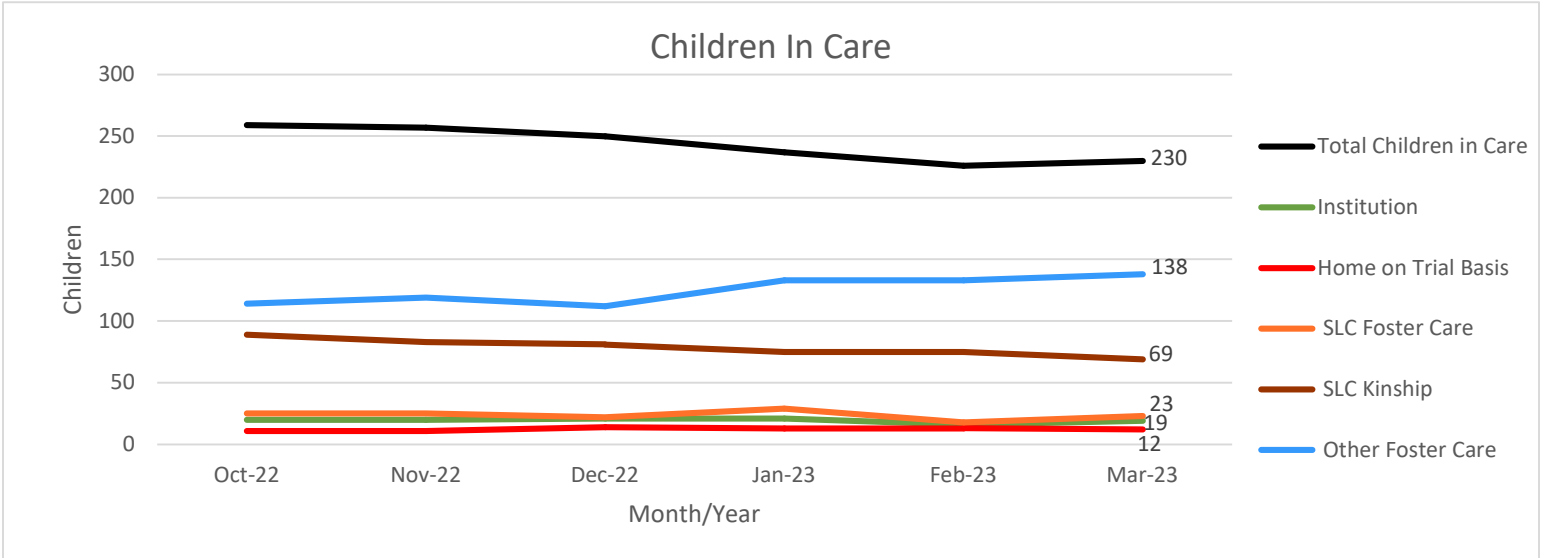
### Unit Average Cases Per Month Average: 9



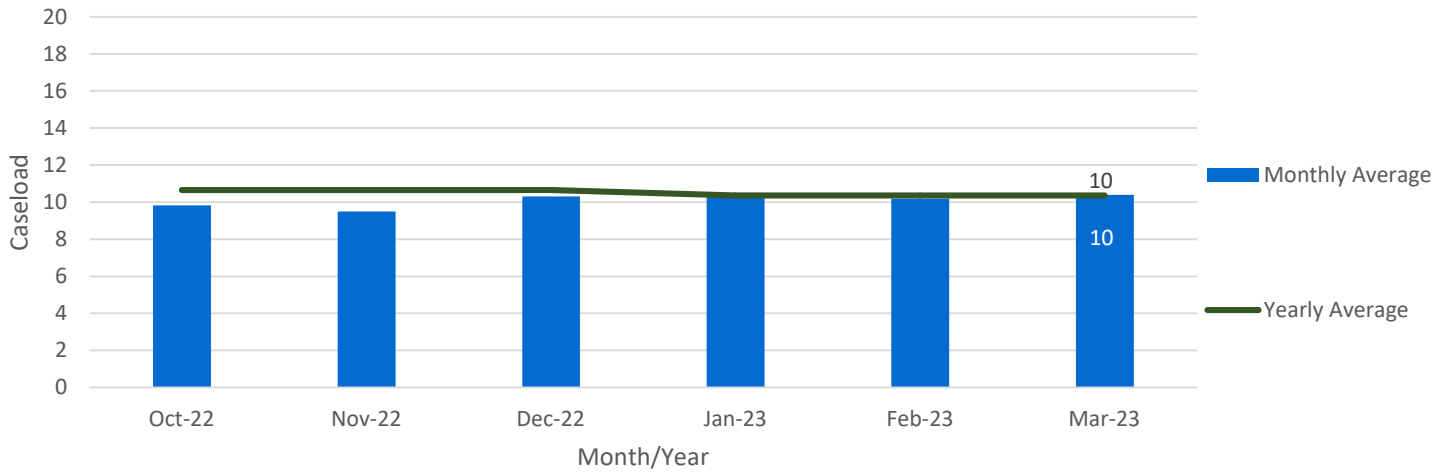
### Unit Average Cases Closed Average: 3



# Foster Care/Preventive Services

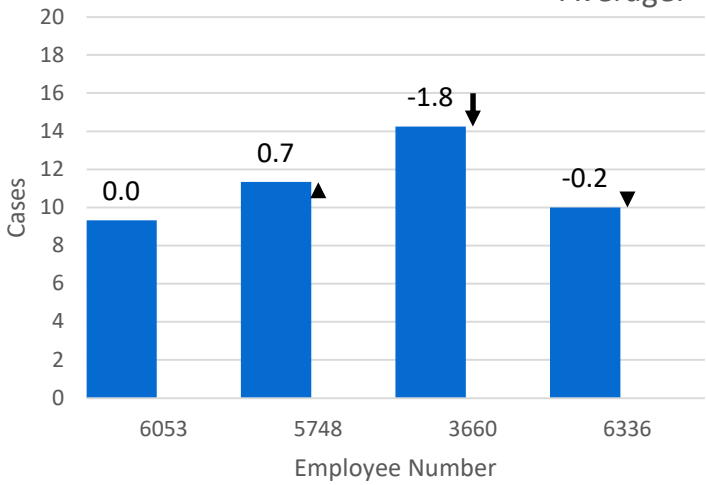


### Average Foster Care/Preventive Caseload



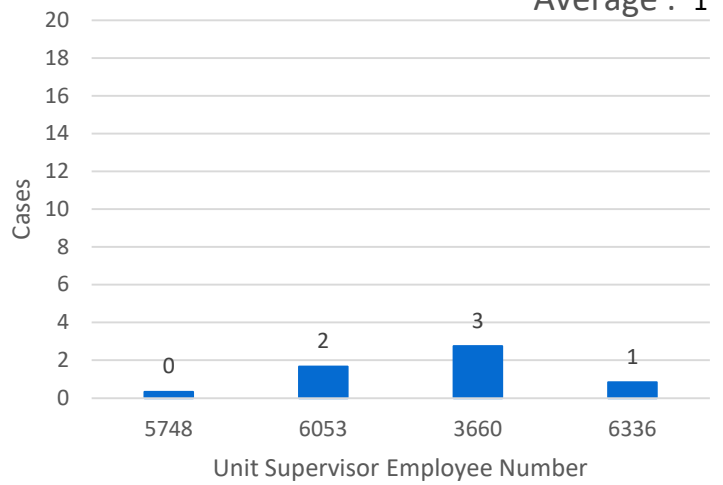
### Unit Average Cases Per Month

Average: 11



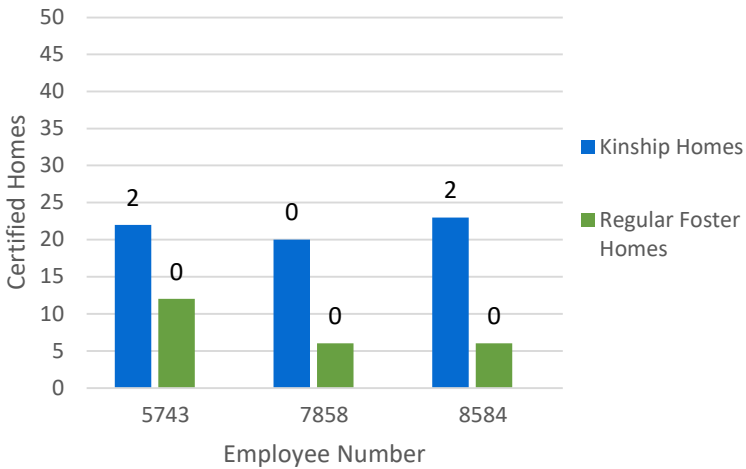
### Unit Average Cases Closed

Average : 1

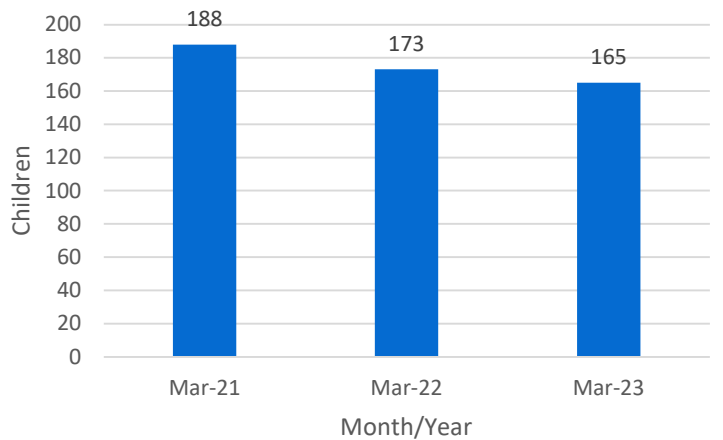


### Home Finder Unit

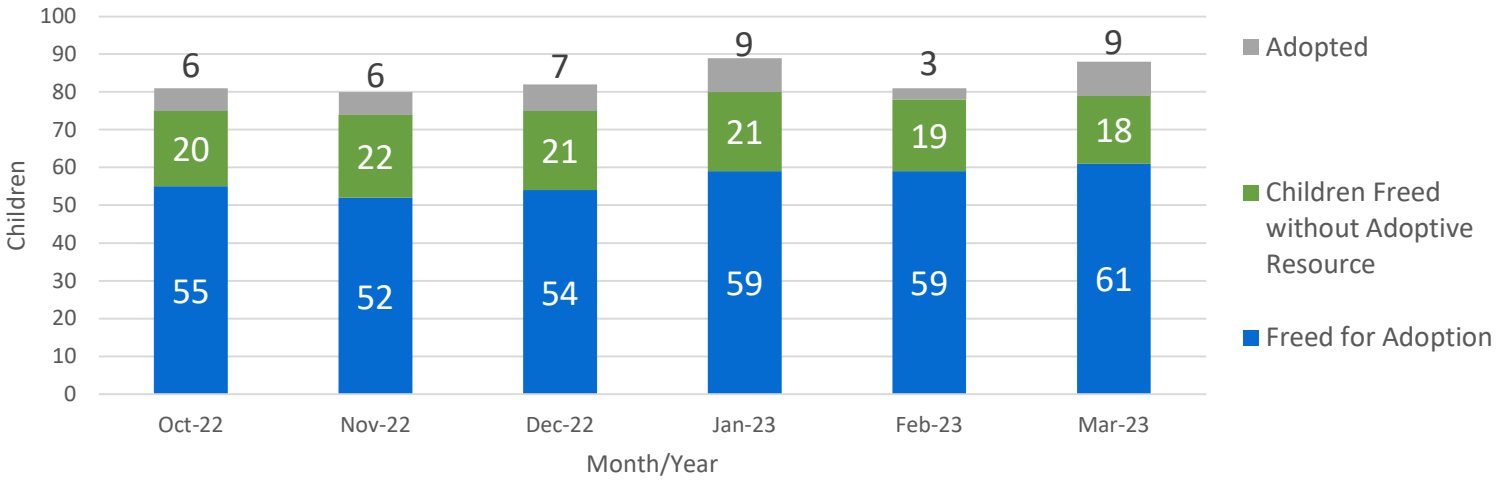
Total Change: 4



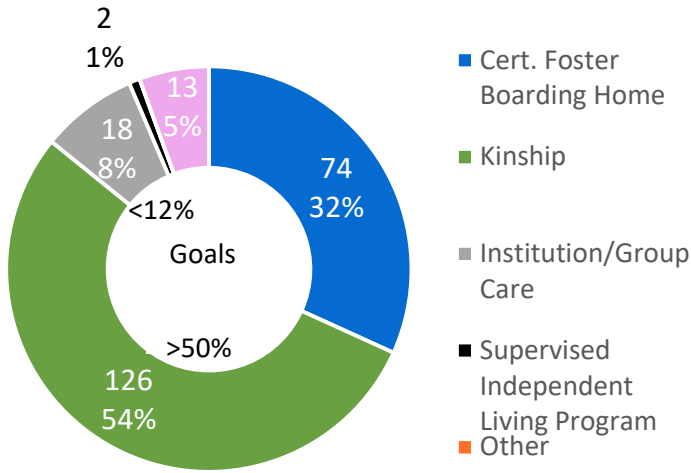
### Average Number of Children in Home Receiving Services



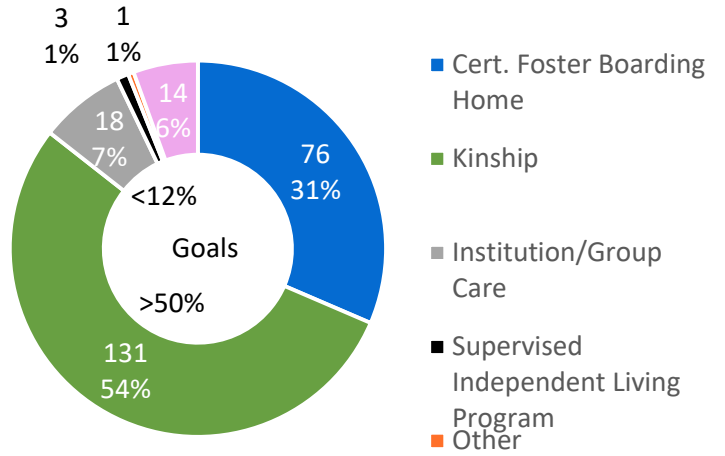
### Adoption Activity



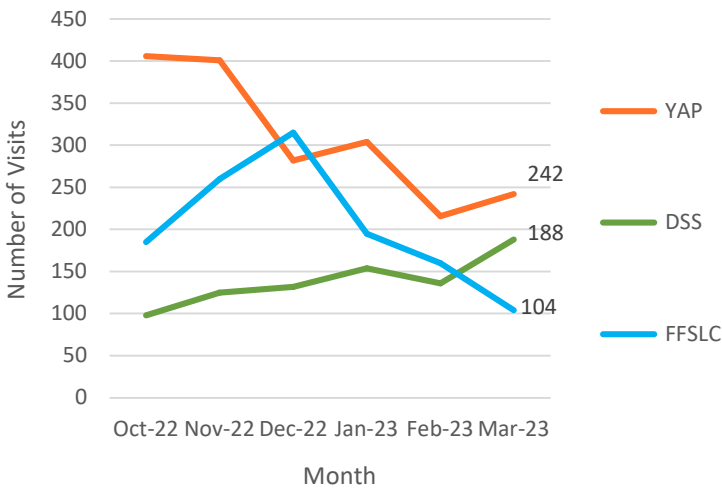
### Foster Care Placements



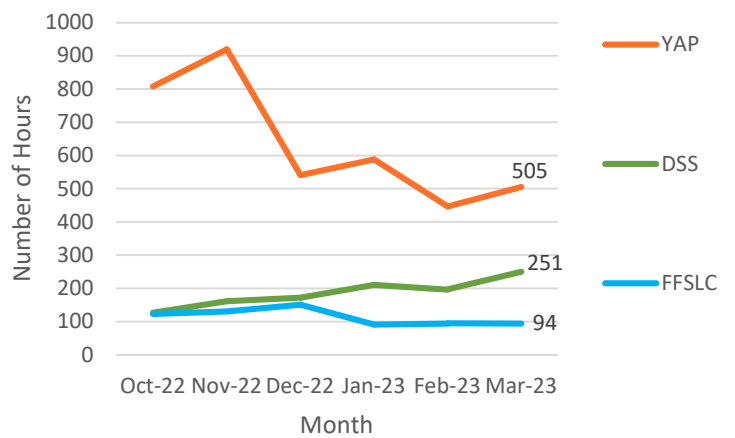
### Average Foster Care Placements



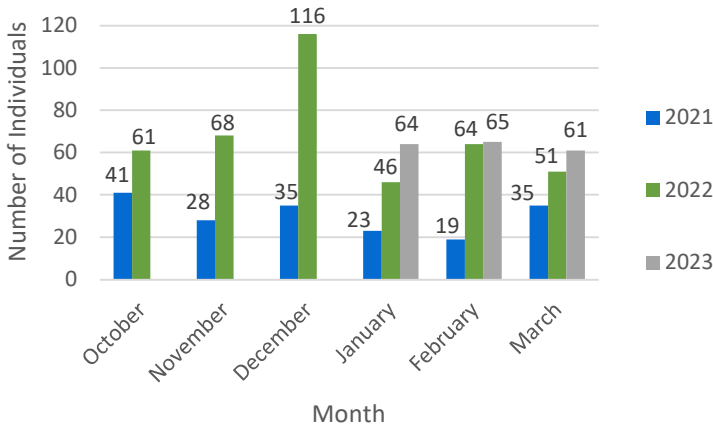
### Number of Visits for 192 cases



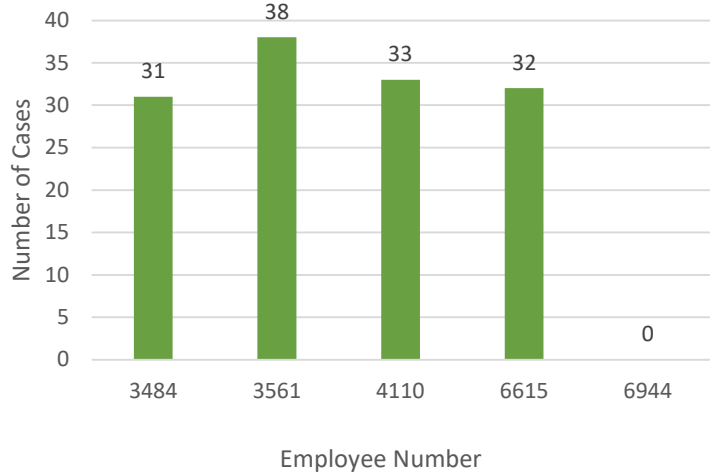
### Number of Hours Supervised Visitation for 192 cases



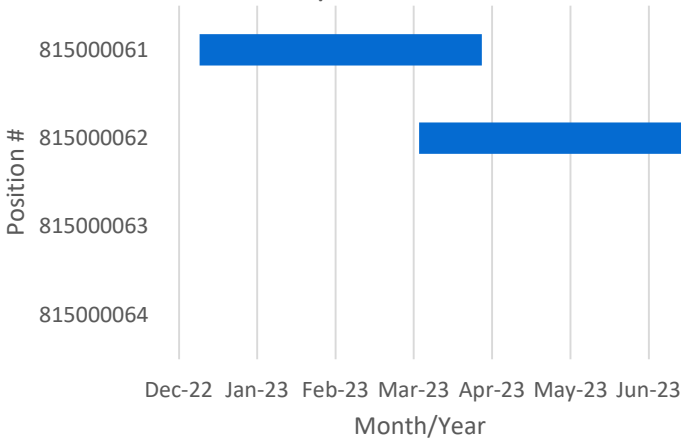
### New Homeless Placements



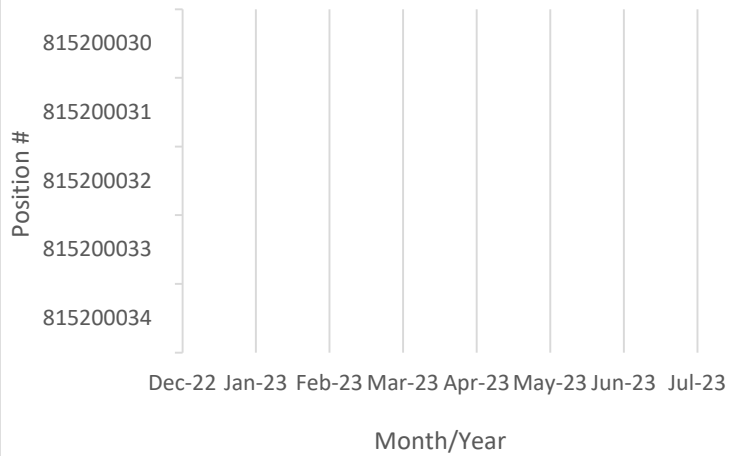
### Adult Protective Cases - Totals: 134



### Caseworker Trainee Period - Foster Care/Preventive

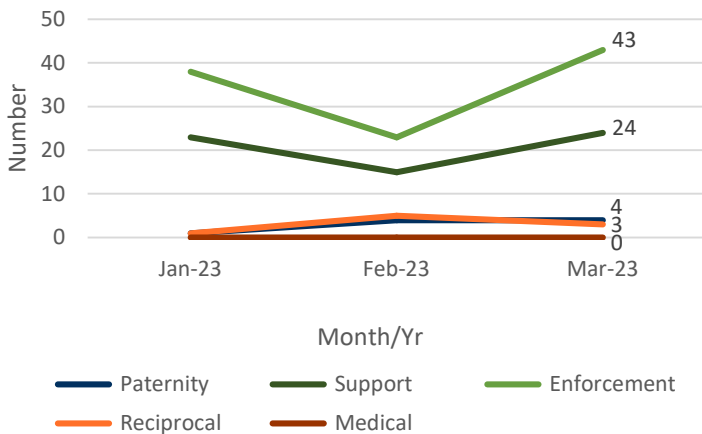


### Caseworker Trainee Period - CPS

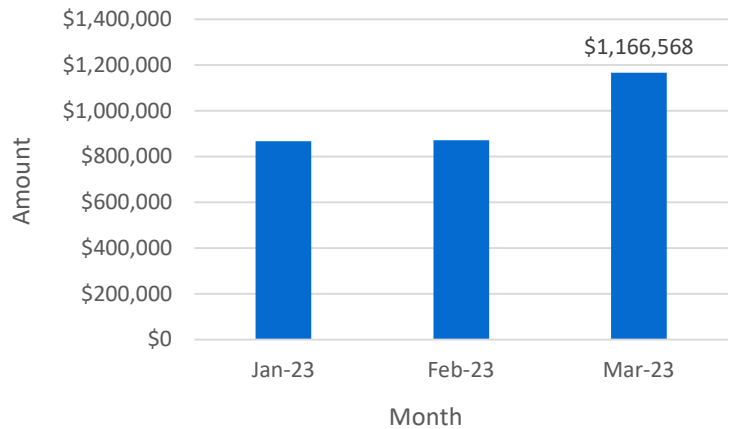


## Child Support

### Child Support Petitions



### Child Support Collections



May 1, 2023

Services Committee: 4-17-2023

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

**AUTHORIZING THE CHAIR TO SIGN MEMORANDUMS OF UNDERSTANDING (MOUs) WITH AREA TREATMENT PROVIDERS FOR THE CONTINUITY OF CARE FOR CLIENTS IN OPIOID TREATMENT PROGRAMS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services established and opened an Opioid Treatment Program on July 18, 2022, and this program provides clinic services to clients, and

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

**WHEREAS**, St. Lawrence County Addiction Services is encouraged by the New York State Office of Alcohol and Substance Abuse Service (NYS OASAS) to enter into service agreements in order to provide a continuum of care with other area providers for their patients participating in an opioid treatment program,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign Memorandums of Understanding (MOUs) with area treatment providers for the continuity of care for clients in opioid treatment programs, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** the MOUs may include other documentation necessary to effectuate the terms of the agreement between area treatment providers, such as rehabilitation providers, hospital systems, other addiction services providers, and the Community Services Department.

May 1, 2023

Services Committee: 4-17-2023

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

**MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM NYS OFFICE OF MENTAL HEALTH (OMH) AND OFFICE OF ADDICTION SERVICES AND SUPPORT (OASAS) TO ST. LAWRENCE COUNTY AS PASS-THROUGH FUNDING TO APPROVED AGENCIES**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services has received an updated NYS OMH and OASAS State aid funding authorizations 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 Treasurer to modify the 2023 Budget for Community Services for funding received from NYS Office of Mental Health (OMH) and Office of Addiction Services (OASAS) to St. Lawrence County as pass-through funding to approved agencies, as follows:

**INCREASE APPROPRIATIONS:**

A4143224 465AR	A CSS ARC	\$9,193
A4143224 465CA	A CSS Citizen Advocate Advances	334
A4143224 465CC	A CSS Catholic Charities	10,097
A4143224 465RO	A CSS Reachout Advances	643
A4143224 465SS	A CSS Step By Step Advances	21,241
A4143224 465SV	A CSS Seaway Valley Prevention Council	44,231
A4243224 465AR	A CRV ARC Advances	3,481
A4243224 465CC	A CRV Catholic Charities	2,817
A4243224 465RO	A CRV Reachout Advances	16,748
A4243224 465SS	A CRV Step By Step Advances	11,119
A4243224 465TL	A CRV NCTLS Advances	4,483
A4243224 465UH	A CRV United Helpers Advances	2,002
A4343224 465RO	A CPP Reachout Advances	1,543
A4343224 465SS	A CPP Step By Step Advances	7,109
A4443224 465AR	A OFS ARC Advances	19,583
A4443224 465CH	A OFS CHJC Advances	516
A4443224 465NR	A OFS NRCIL Advances	80,216
A4443224 465TL	A OFS NCTLS Advances	6,154
A4443224 465UH	A OFS United Helpers Advances	67,929
		<u>\$309,439</u>



May 1, 2023

**INCREASE REVENUE:**

A4134905 56000	A SA CSS Mental Health	\$85,739
A4234905 56000	A SA CR Other Mental Health P	40,650
A4334905 56000	A SA CPP Other Mental Health P	8,652
A4434905 56000	A SA OFS Other Mental Health P	<u>174,398</u>
		\$309,439

**INCREASE APPROPRIATIONS:**

A2142304 46500	A St. Joe's Rehab Center	\$2,218
A2342504 46500	A NCFH Canton Other Advances	6,978
A2442504 46500	A SEACAP Other Advances	<u>14,525</u>
		\$23,721

**INCREASE REVENUE:**

A2144865 57000	A FA St. Joe's Rehab Center	\$2,218
A2344885 57000	A FA NCFH Canton Alcohol Addiction	6,978
A2444885 57000	A FA SEACAP Alcohol Addiction	<u>14,525</u>
		\$23,721

**DECREASE APPROPRIATION:**

A3543204 430CN	A ICM Client Needs	\$201
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**DECREASE REVENUE:**

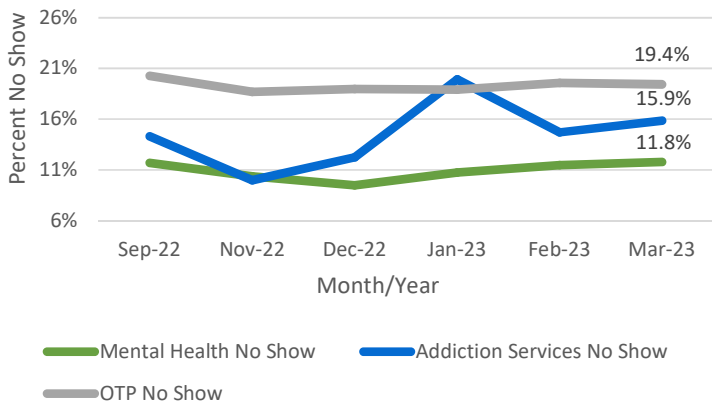
A3534905 56000	A SA Intensive Case Management	\$201
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# Community Services Clinic Update

March 2023

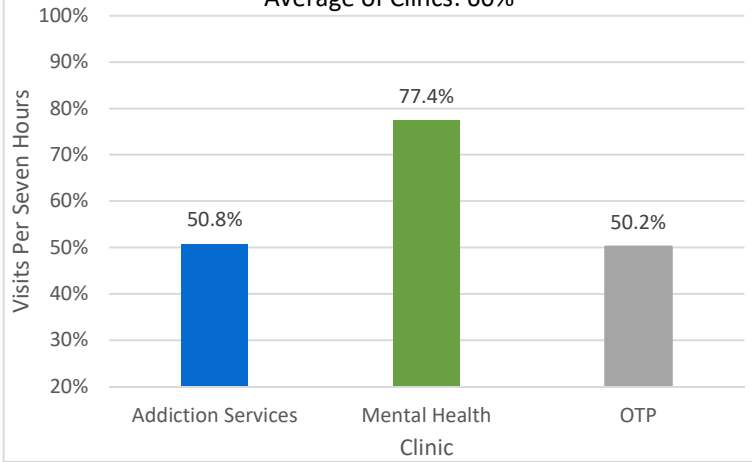
## No Show Appointment Rates

Six Month Average: 14.9%



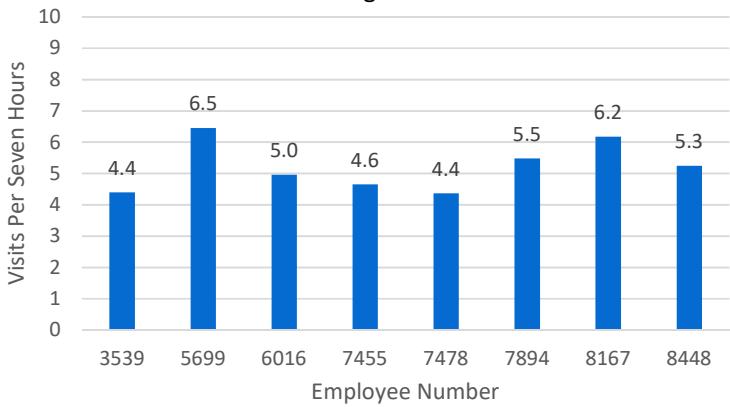
## Clinic Counselor Visits Average

Average of Clinics: 60%



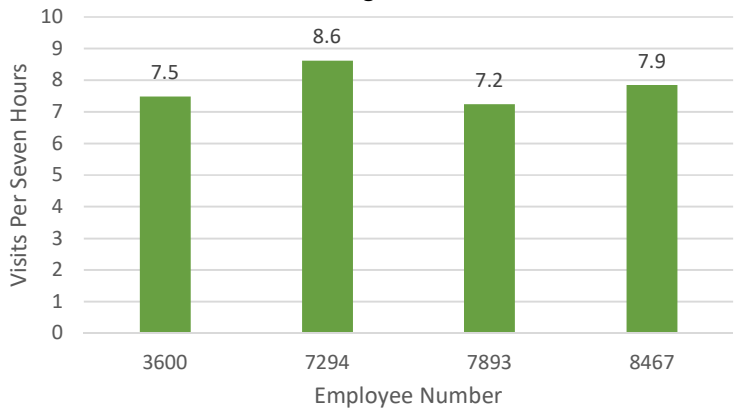
## Addiction Services & OTP Visits Per Seven Hours

Average: 5.2



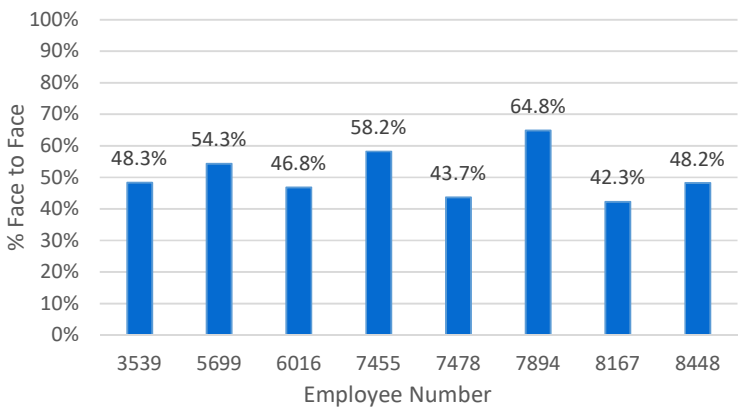
## Mental Health Services Visits Per Seven Hours

Average: 7.6



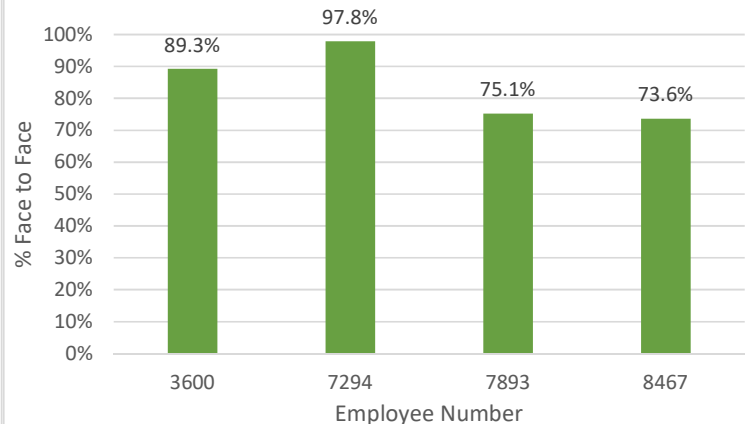
## Addiction Services/OTP Face to Face %

Average 51%



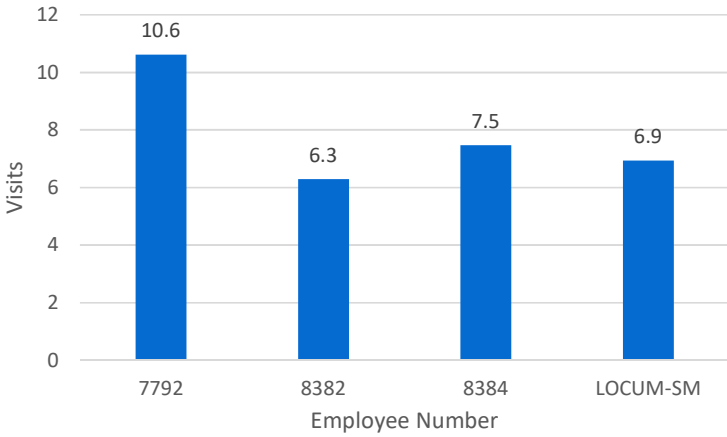
## Mental Health Face to Face %

Average 78.3%

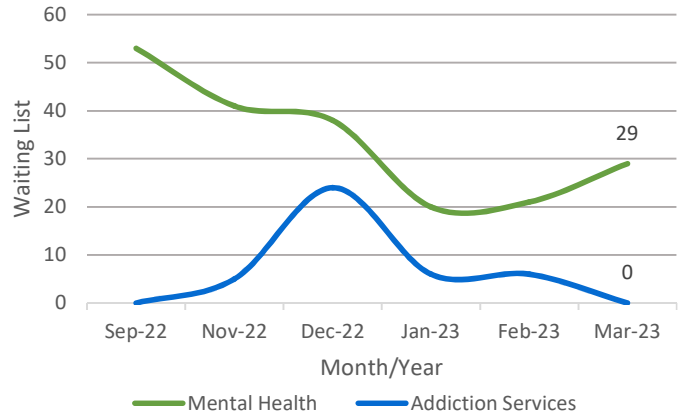


## Community Services Clinic Update March 2023

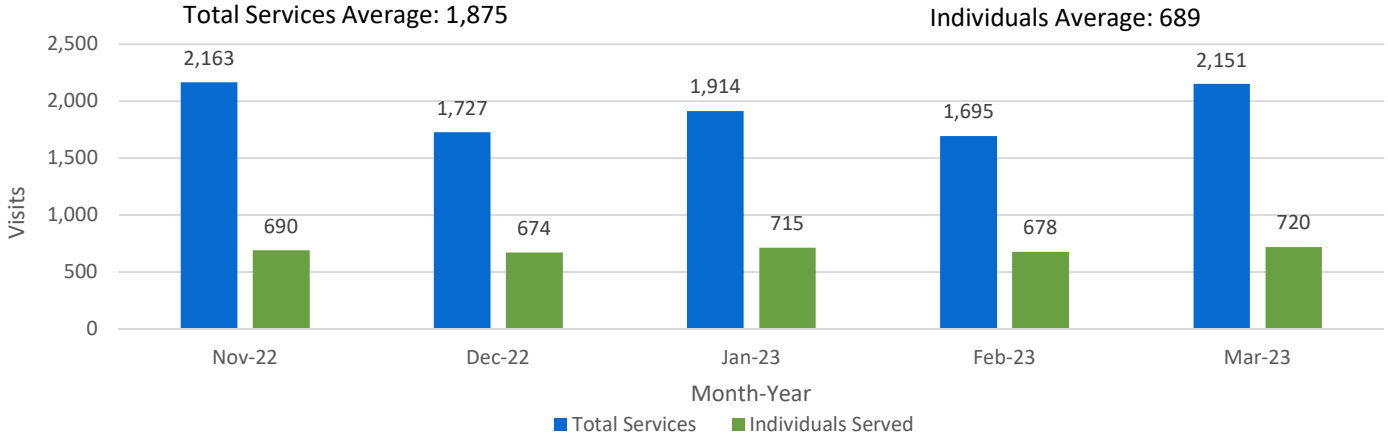
**Prescriber Visits Per Seven Hours**  
Average 7.2



**Wait Lists**  
Six Month Average: 41



**Services Provided - All Clinics**

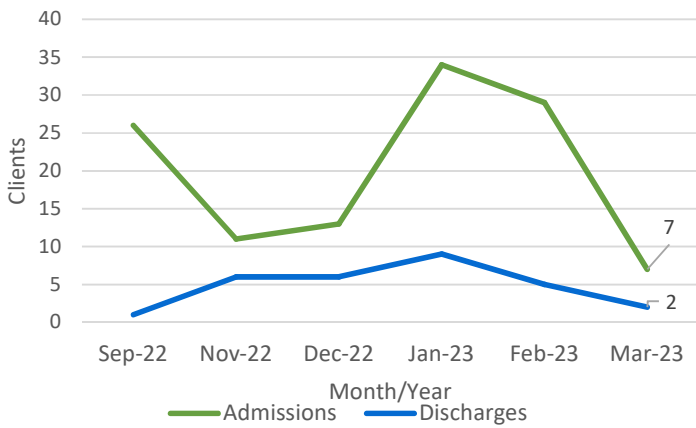


Billed/Paid Percentage Data Being Worked on with the Electronic Medical Record Vendor to Ensure Accuracy

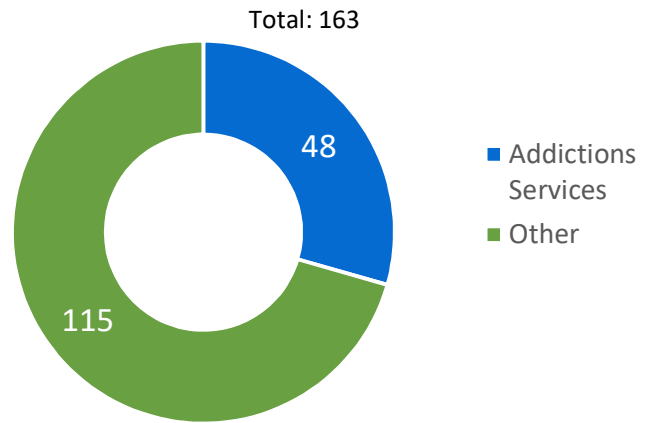
# Community Services Clinic Update

## March 2023

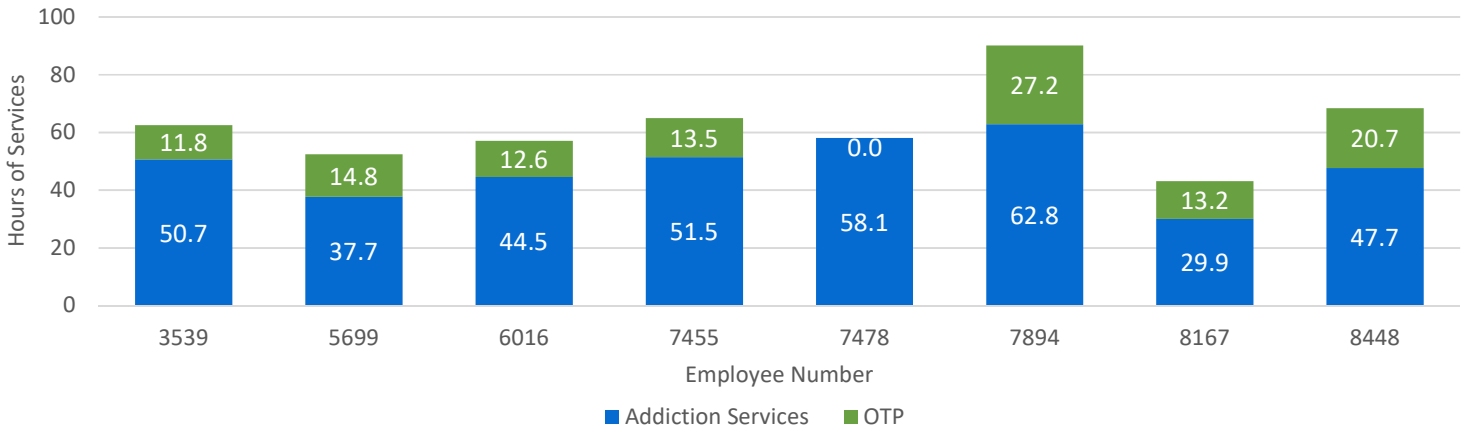
### OTP Admissions and Discharges



### OTP Population Source



### Addiction Services Counselors Hours by Clinic



May 1, 2023

Services Committee: 4-17-2023

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH  
MONARCH RESIDENTIAL TO PROVIDE LEAD HAZARD TRAININGS TO  
CODE ENFORCEMENT OFFICERS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Planning Office and Public Health Department are mutually engaged in a Lead-Based Paint Hazard Reduction Program funded by a Fiscal Year 2018 U.S. Department of Housing and Urban Development Office of Lead-Hazard Control and Healthy Homes (OLHCHH) Grant, and

**WHEREAS**, approximately seventy-five percent (75%) of St. Lawrence County homes were built prior to the ban on lead-based paint, and

**WHEREAS**, local Code Enforcement Officers should be knowledgeable in lead hazards and lead-safe renovation practices, and

**WHEREAS**, Monarch Residential specializes in construction projects providing services to public works/engineering, building, planning, and fire departments for municipalities, and

**WHEREAS**, Monarch Residential is qualified to provide trainings (N1080904 43007 LEAD) on lead hazards to Code Enforcement Officers,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with Monarch Residential, and any additional required documents for the program, to provide lead hazard trainings to Code Enforcement Officers, not to exceed \$5,000, upon approval of the County Attorney.

May 1, 2023

Services Committee: 4-17-2023

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

**AUTHORIZING THE CHAIR TO SIGN AN IMMUNIZATION ACTION PLAN GRANT  
CONTRACT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the New York State Department of Health has renewed the Immunization Action Plan Grant (Contract #DOH-C38466GG-3450000) with the St. Lawrence County Public Health Department, and

**WHEREAS**, the term of the grant will be five (5) years, beginning April 1, 2023 through March 31, 2028, with the total grant amount being \$270,130, and

**WHEREAS**, the estimated grant award for each year of this contract will be \$54,026 (PP034725 56000 IMM), and

**WHEREAS**, these funds will be utilized to reduce vaccine preventable disease among children and adults in the County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an Immunization Action Plan Grant Contract, and any additional cost of living adjustments, with the New York State Department of Health, upon approval of the County Attorney.

May 1, 2023

Services Committee: 4-17-2023

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

**AUTHORIZING THE CHAIR TO SIGN THE 2023 RESOURCE ALLOCATION PLAN SIGNATURE PAGE, SIGN CONTRACTS WITH VARIOUS ORGANIZATIONS FOR YOUTH SPORTS AND EDUCATION FUNDING, AND MODIFYING THE 2023 BUDGET FOR THE YOUTH BUREAU**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Office of Children and Family Services (OCFS) requires that the Youth Bureau submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2023 Youth Development Program Year, and

**WHEREAS**, signing of the RAP Signature Page will qualify the County for State reimbursement in the 2023 Program Year, and

**WHEREAS**, the Office of Children and Family Services (OCFS) has made RAP Funds available to provide Youth Sports & Educational Funding (YSEF), and

**WHEREAS**, the amount allocated to the County in 2023 for YSEF Funding is \$28,156, and

**WHEREAS**, OCFS will reimburse St. Lawrence County for contract and county agency program expenditures, and

**WHEREAS**, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP), plan, provide fiscal/grants management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2023,

**WHEREAS**, various agencies have submitted a RFP for YSEF through the Youth Bureau,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the 2023 Resource Allocation Plan Signature Page, and

**BE IT FURTHER RESOLVED** that the Chair is authorized to sign contracts with various organizations for Youth Sports and Educational Funding, upon approval of the County Attorney, as follows:

Girls on the Run	\$5,000
Gouverneur Recreation	\$11,156
Parishville Recreation	\$3,000
Louisville Recreation	\$2,000
Town of Fowler Recreation	\$3,000
Potsdam Recreation	\$4,000

**BE IT FURTHER RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Youth Bureau, as follows:

May 1, 2023

**INCREASE APPROPRIATIONS:**

Y4073204 46500	B LB Other Fees & Services	\$18,732
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**INCREASE REVENUE:**

Y4038205 560OC	Y Office of Children & Family	\$18,732
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May 1, 2023

Services Committee: 4-17-2023

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

**AUTHORIZING THE CHAIR TO SIGN THE 2023 RESOURCE ALLOCATION PLAN SIGNATURE PAGE AND SIGN CONTRACTS WITH VARIOUS ORGANIZATIONS FOR YOUTH DEVELOPMENT GRANT PROGRAMS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Office of Children and Family Services (OCFS) requires that the Youth Bureau submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2023 Youth Development Program year, and

**WHEREAS**, signing the RAP Signature Page will qualify the County for State reimbursement in the 2023 Program Year, and

**WHEREAS**, the Office of Children and Family Services (OCFS) has made RAP Funds available to provide Youth Development Programs (YDP), and

**WHEREAS**, the amount allocated to the County in 2023 for Youth Development Programs is \$79,842 (Y4073204 46000) with \$11,597 allocated for administration, \$1,500 for workshops, and \$19,300 for advocacy and training, and

**WHEREAS**, OCFS will reimburse St. Lawrence County for contract and county agency program expenditures, and

**WHEREAS**, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP), plan, provide fiscal/grants management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2023 RAP,

**WHEREAS**, various agencies have submitted an RFP for YDP Funding through the Youth Bureau,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the 2023 Resource Allocation Plan signature page, and

**BE IT FURTHER RESOLVED** that the Chair is authorized to sign contracts with various organizations for Youth Development Grant Programs, upon approval of the County Attorney, as follows:

Village of Massena Therapeutic	\$2,000
SLC Arts Council-Rising Teens	\$6,000
Town of Stockholm Recreation	\$3,000
Ogdensburg Command Performance	\$2,145
NCCM STEAM Programs for Youth	\$4,000
Canton Free Library	\$4,000
Hammond Summer Recreation	\$1,000
PAL of Massena	\$4,500

May 1, 2023

Hepburn Library of Waddington	\$6,700
Ogdensburg Boys & Girls Club	\$10,000
Claxton Hepburn Thriving Families	<u>\$4,100</u>
Total	\$47,445

# St. Lawrence County Vacancy Authorization Form

## Office for the Aging



Type: Fill

**Account Clerk**

Subunit (If Applicable):

Date Submitted: 3/15/2023

Reason Vacated: Promotion

Position Number: 100100044

Date Vacated: 3/4/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/12/21

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$39,309

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$20,220

Revenue Generating:    No    0    %

Base Salary: \$37,469

Reimbursed by Local,  
State or Federal Funds:    Yes    75    %

Base Hourly: \$20.59

Grade: 16

**Net County Cost: \$14,882**

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

### Detailed Justification

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

The Account Clerk position is critical to the fiscal operations of the Department. It is the only Account Clerk position we have in the Department. This position processes claim forms, vouchers, bills and purchase orders for all programs. This position also inputs the data for the nutrition programs and coordinates the 26 home delivered meal route client rosters and the congregate dining rosters each month. The Account Clerk is trained on payroll procedures and processes the nutrition staff payroll. This position is responsible for producing reports and data for State reporting purposes; as well as processing bank deposits. The Account Clerk assists with filing and record keeping of all financial paperwork for the department. If this position was not filled, it would impact the department's ability to process reimbursements, payroll and operate the nutrition program, which is the largest program in the department. This position is within the 2023 Budget.

Department Head: *Andrea Montgomery*

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Caseworker**

Subunit (If Applicable): Preventive

Date Submitted: 3/28/2023

Reason Vacated: Resignation

Position Number: 815000038

Date Vacated: 2/24/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/6/2020

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$51,623

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$26,555

Revenue Generating:    No    0    %

Base Salary: \$49,734

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

Base Hourly: \$27.33

Grade: 24

**Net County Cost: \$22,124**

\*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 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 adhered to; 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. The average caseload size for each foster care or preventive caseworker is currently 10 cases – OCFS recommends 12 foster care youth/worker. This position is essential to 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 #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Keyboard Specialist**

Subunit (If Applicable): Preventive/FC

Date Submitted: 3/28/2023

Reason Vacated: Resignation

Position Number: 003100080

Date Vacated: 3/29/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/22/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$37,469

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$19,274

Revenue Generating:    No    0    %

Base Salary: \$36,287

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

Base Hourly: \$19.94

Grade: 15

**Net County Cost: \$16,058**

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

### Detailed Justification

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

The 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. Keyboard Specialists 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. 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:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Create & Fill

**Registered Professional Nurse**

Subunit (If Applicable): Opioid Treatment Program

Date Submitted: February 27, 2023

Reason Vacated: Resignation

Position Number: 501000074

Date Vacated: January 6, 2023

Position # Abolished: 501000072

Position Will Be: Fulltime

Last Fill Date: July 26th, 2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$53,614

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$27,579

Revenue Generating:    Yes    50    %

Base Salary: \$53,614

Reimbursed by Local,  
State or Federal Funds:    Yes    50    %

Base Hourly: \$29.46

Grade: 26

**Net County Cost: \$0**

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

### Detailed Justification

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

Per OASAS Part 822.7 General Program Standards, all Opioid Treatment Programs (OTP), must have the equivalent of least 2 FTE nurses. Currently, OTP has 1.43 FTE Registered Nurses which is below the state and federal minimum requirements. The OTP originally compensated for the nurse shortage by having a temporary/part-time nurse who recently resigned. A nurse must be present whenever medication is being provided to patients. OTPs must be open at least 6 days a week with flexible dosing hours.

The second dispensing nurse would allow the clinic to open both windows in the clinic with two nurses dispensing medication at the same time. Through grant funding the OTP will be acquiring a second methadone pump as well as an automated pill counter which will reduce the risk of human error and increase efficiency with dispensing. This will reduce waiting room congestion and move traffic out of the building quickly as well as improve the workflow process. The current census is 160 and continues to grow each week. Since the first full month in operation (Aug 2022) the daily dosing of medications in OTP has increased by 253%.

50% of this position will be funded through COSSAP 2, a 3 year grant. Funds are needed to cover the county costs should be covered by the billable revenue received from direct provision of services. Monthly revenue needed to cover county cost is \$3,383

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #: