

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

RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, APRIL 19, 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 – March 15**
- 3. COVID-19 UPDATE – Dr. Andrew Williams and Jolene Munger**
- 4. CHAMBER OF COMMERCE ANNUAL PRESENTATION – Brooke Rouse, Director of Tourism**
- 5. COMMUNITY SERVICES – JAY ULRICH**
 - A. Accepting a Donation and Modifying the 2021 Budget for Community Services to Purchase Bicycle Helmets for the Traffic Safety Program (Res)
 - B. Modifying the 2021 Budget for Community Services for Funding Received from NYS OASAS to St. Lawrence County as Pass-Through Funding to St. Joe’s Rehab Center (Res)
 - C. Modifying the 2021 Budget for Community Services for Funding from RFMH/ OASAS New York State Opioid Response Grant (Res)
 - D. Modifying the 2021 Budget for Community Services for the Collocated Program in The Department of Social Services (Res)
 - E. Clinic Update (Info)
 - F. Telehealth Status (Discussion)
- 6. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign Contracts for Services for the Preschool Special Education Program in the Public Health Department (Res)
- 7. WEIGHTS AND MEASURES – ADAM SIMMONS**
 - A. Authorizing the Purchase of a Truck Cap and Modifying the 2021 Budget for Weights and Measures (Res)

8. OFFICE FOR THE AGING – ANDREA MONTGOMERY

- A. Modifying the 2021 Budget for the Office for the Aging for New York State Office of the Aging Funding from the Consolidated Appropriations Act for St. Lawrence County (Res)
- B. Proclaiming May as Older Americans Month with the 2021 Theme Being “Communities of Strength” (Res)

9. VACANCY REVIEW COMMITTEE

- A. Summary
- B. Community Services
 - 1. Fill a Fiscal Officer, Position No. 100800003
 - 2. Fill a Psychiatric Nurse Practitioner, Position No. 499700005
 - 3. Create and Fill a Behavioral Health Clinician:
 - a. Licensed Social Worker, Position No. 512400014; or
 - b. Mental Health Counselor, Position No. 506500014
- C. Public Health
 - 1. Fill a Public Health Program Aide, Position No. 500400002
 - 2. Fill a Senior Account Clerk, Position No. 100200008

10. COMMITTEE REPORTS

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

11. OLD/NEW BUSINESS

12. EXECUTIVE SESSION

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

13. ADJOURNMENT – If there is no further business.

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

**ACCEPTING A DONATION AND MODIFYING THE 2021 BUDGET
FOR COMMUNITY SERVICES TO PURCHASE BICYCLE HELMETS
FOR THE TRAFFIC SAFETY PROGRAM**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the St. Lawrence County Traffic Safety Program has received a donation from the St. Lawrence Federal Credit Union, Canton/Ogdensburg/Potsdam, NY in the amount of \$100, and

WHEREAS, the donation will be used to purchase bike helmets for the Traffic Safety Program to promote safety while riding bikes and wheeled sports, and

WHEREAS, the Board of Legislators authorizes acceptance of the monetary donation, designated to purchase bicycle helmets, from St. Lawrence Federal Credit Union,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes accepting a donation, and

BE IT FURTHER RESOLVED that the Treasurer's Office is authorized to modify the 2021 Budget for Community Services to purchase bicycle helmets for the Traffic Safety Program, as follows:

INCREASE REVENUE:

A7227055 55000	A RTSP Gifts & Donations	\$100
----------------	--------------------------	-------

INCREASE APPROPRIATIONS:

A7233154 42800	A RTSP Other supplies	\$100
----------------	-----------------------	-------

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM NYS OASAS TO ST. LAWRENCE COUNTY AS PASS-THROUGH FUNDING TO ST. JOE'S REHAB CENTER

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services has received an updated NYS OASAS State Aid Funding Authorization for 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 2021 Budget for Community Services for funding received from NYS OASAS to St. Lawrence County as pass-through funding to St. Joe's Rehab Center, as follows:

INCREASE APPROPRIATIONS:

A2142304 46500	A St. Joe's Rehab Center	\$219
----------------	--------------------------	-------

INCREASE REVENUE:

A2134865 56000	A FA St. Joe's Rehab Center	\$219
----------------	-----------------------------	-------

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR FUNDING FROM RFMH/OASAS NEW YORK STATE OPIOID RESPONSE GRANT

By Mr. Lightfoot, Chair, Services Committee

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

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

WHEREAS, this one-time adjustment is to reallocate salary and fringe benefits to match expenditure allocations for the position,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services for funding from RFMH/OASAS New York State Opioid Response Grant, as follows:

INCREASE APPROPRIATIONS:

A1Z42501 11000	A SOR Direct Service Worker	\$3,582
A1Z42508 81000	Retirement	499
A1Z42508 84500	Group Life Insurance	32
A1Z42508 86000	Hospital & Medical Insurance	3,229
A1Z42508 86500	FB Dental Insurance	212
A1Z42508 89000	Vision Insurance	<u>77</u>
		\$7,631

DECREASE APPROPRIATIONS:

A1Z42501 19000	A SOR Temporary and Part Time	\$6,703
A1Z42508 83000	Social Security	801
A1Z42508 84000	Workers Compensation	<u>127</u>
		\$7,631

BE IT FURTHER RESOLVED that any remaining funds be rolled over to future budgets until fully expended.

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR THE COLLOCATION PROGRAM IN THE DEPARTMENT OF SOCIAL SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Resolution No. 66-2021, authorized filling a Chemical Dependency Case Aide, Position No. 510300004, in Community Services with the position being located at Social Services in Child Protective Services consistent with a Memorandum of Understanding (MOU) between the Department of Social Services and Community Services, and

WHEREAS, this position will enhance the chemical dependency continuum of care through Social Services and provide response in collaboration with Child Protective Services to homes with concerns of addiction that may impact the risk and safety of children within the home, and

WHEREAS, it is an important to improve the alignment of assessment services and case management practices to improve outcomes for children and families who cross both systems, and

WHEREAS, this Community Services Position is reimbursed by the Department of Social Services,

NOW, THEREFORE, BE IT RESOLVED that the Treasurer is authorized to modify the 2021 Budget for Community Services for the Collocation Program in the Department of Social Services, as follows:

INCREASE APPROPRIATIONS:

A1642501 11000	A CD Direct Service Workers	\$30,435
A1642508 81000	A CD Retirement	4,063
A1642508 83000	A CD Social Security	2,109
A1642508 84000	A CD Workers Compensation	819
A1642508 84500	A CD Group Life Insurance	46
A1642508 86000	A CD Hospital & Medical	7,183
A1642508 86500	A CD Dental Insurance	314
A1642508 89000	A CD Vision Insurance	125
A1642504 43007	A CD Other Fees	7,805
A1642504 41401	A CD Liability & Other Insurance	<u>1,650</u>
		\$54,549

INCREASE REVENUE:

A1627705 55000 CCDS	A CD Collocation DSS Reimbursement	\$54,549
---------------------	------------------------------------	----------

INCREASE APPROPRIATIONS:

DAG60104 43007 CCDS	D CCDS Collocation Chemical De	\$47,651
DAS60104 43007 CCDS	D SG Other Fees CCDS	<u>6,898</u>
		\$54,549

May 3, 2021

DECREASE APPROPRIATIONS:

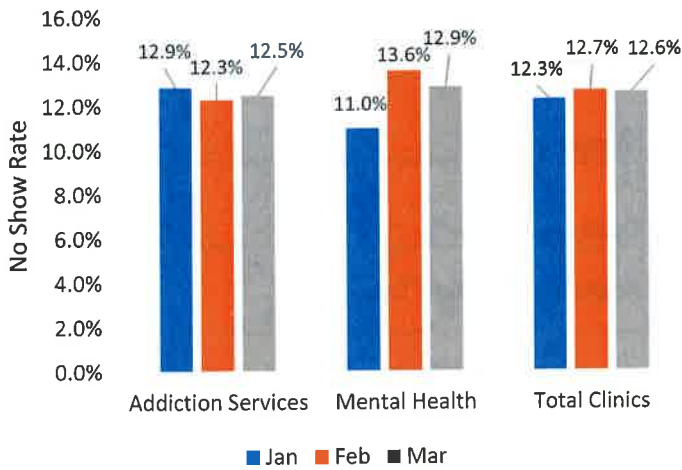
DMM61004 46500	D Medicaid to State	\$3,893
----------------	---------------------	---------

INCREASE REVENUE:

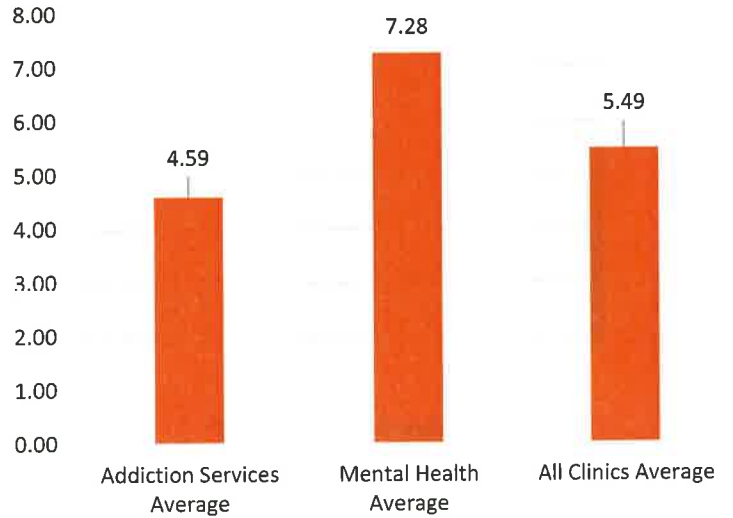
DA036105 56000	D SA General Administration	\$65
DA046105 57000	D FA General Administration	625
DAS36105 560CW	D SA Child Welfare Funding	2,069
DAG36105 56000 CCDS	D FA CCDS Collocation Chemical	47,651
DSD36555 56000 CCBG	D SA NYS Child Care Block Grant	<u>246</u>
		\$50,656

Community Services Update March 2021

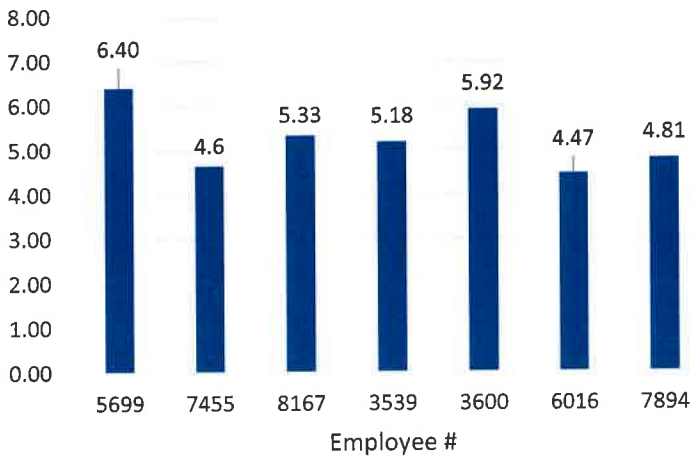
No Show Rates By Month (23.3% Before Call Reminders)



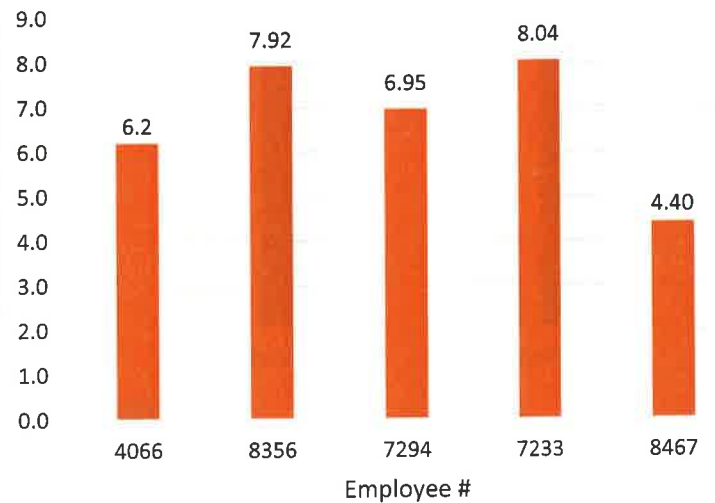
Clinic Counselor Visits Average



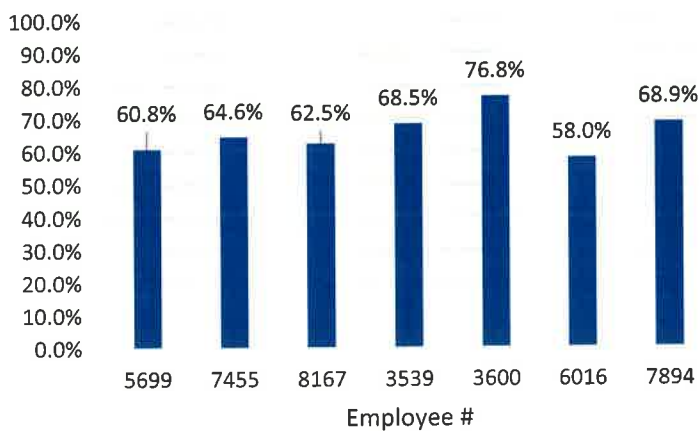
Addition Services Visits Per Seven Hours



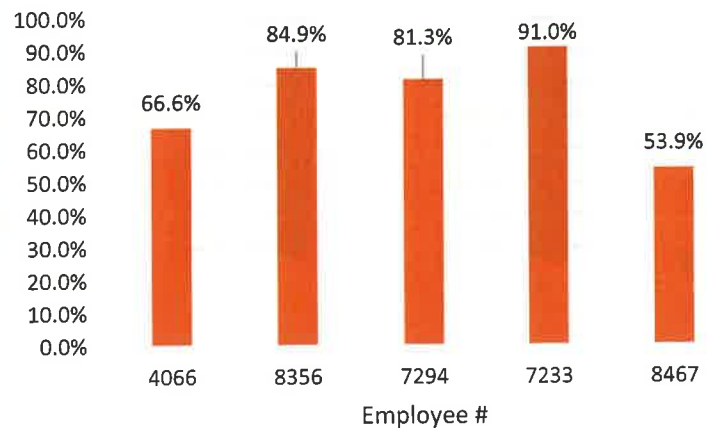
Mental Health Visits Per Seven Hours



Addition Services Weighted Face to Face %

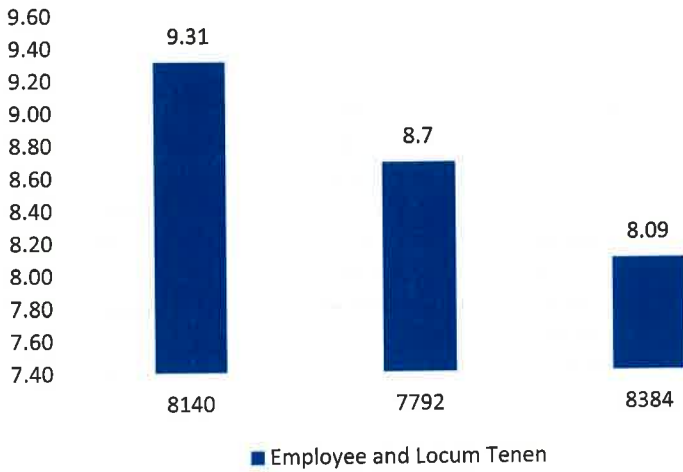


Mental Health Weighted Face to Face %



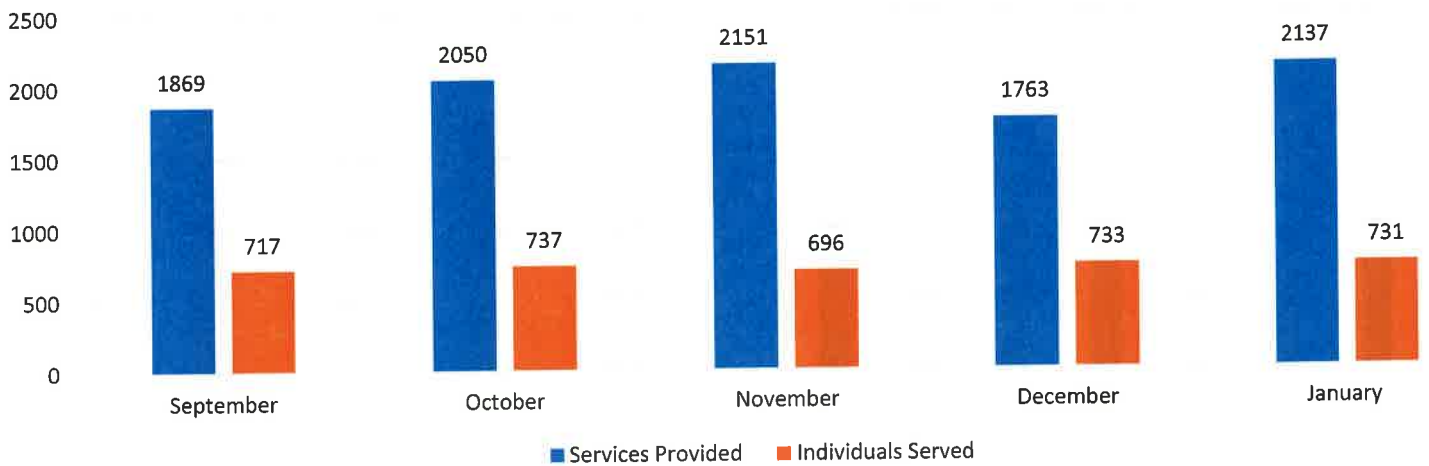
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

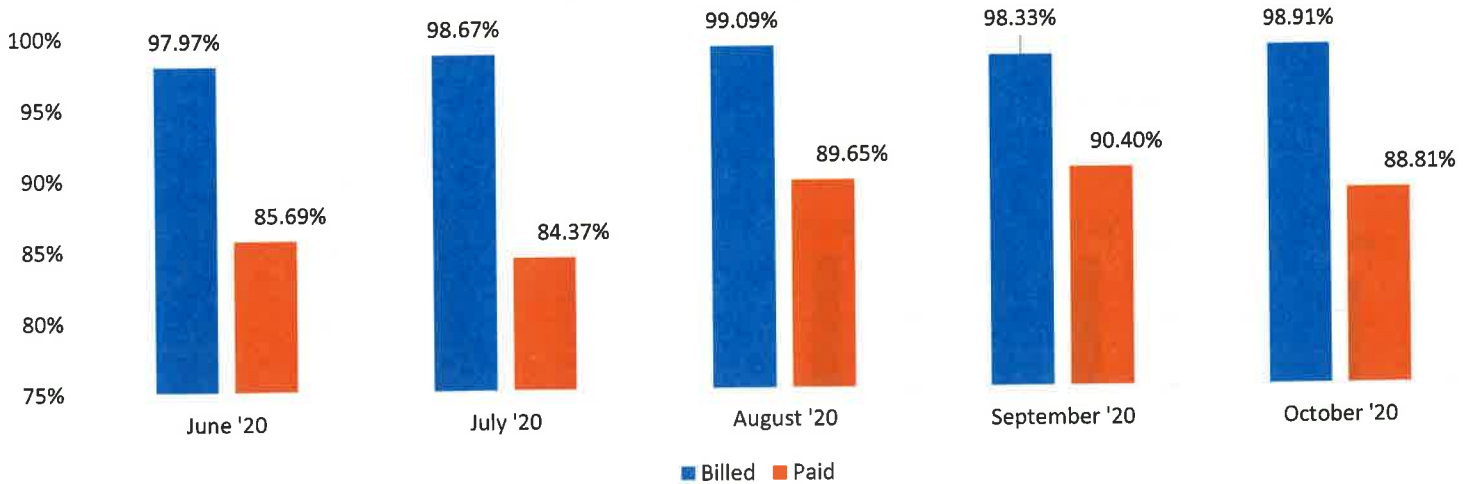


Waiting Lists	Number
Canton AS	3
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	0
Addiction Services Total	3
Mental Health Total	0

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

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

By Mr. Lightfoot, Chair, Services Committee

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

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

WHEREAS, the contracts cover the period July 1, 2021 through June 30, 2022,

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

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE PURCHASE OF A TRUCK CAP AND MODIFYING
THE 2021 BUDGET FOR WEIGHTS AND MEASURES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Director of Weights and Measures is required to take charge of and safely keep the municipal standards, and

WHEREAS, a truck cap on the departmental vehicles is critical to the safe keeping of the county standards, and

WHEREAS, the current county vehicle is being replaced under the county vehicle leasing program, and

WHEREAS, the new leased vehicle will require a new truck bed cap,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the purchase of a truck cap, and

BE IT FURTHER RESOLVED that treasurer is authorized to modify the 2021 Budget for Weights and Measures, as follows:

DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$2,178
----------------	----------------------------	---------

INCREASE APPROPRIATIONS:

M1066102 25000	M Technical Equipment	\$2,178
----------------	-----------------------	---------

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR THE OFFICE FOR THE AGING FOR NEW YORK STATE OFFICE OF THE AGING FUNDING FROM THE CONSOLIDATED APPROPRIATIONS ACT FOR ST. LAWRENCE COUNTY

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Office for the Aging has provided the Consolidated Appropriations Act Funding for St. Lawrence County, and

WHEREAS, the purpose of the funding is to provide nutrition services to the elderly population within the County, and

WHEREAS, the Consolidated Appropriations Act funding provides one-hundred percent (100%) reimbursement for services provided during the pandemic,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Office for the Aging to increase revenue and appropriations as follows:

INCREASE APPROPRIATIONS:

ON067724 42800 CVD	O COVID Other Supplies	\$17,136
ON067724 45200 CVD	O CVD Food Supplies & Exp.	<u>35,000</u>
		\$52,136

INCREASE REVENUE:

ON047725 570C2 CVD	O CVD HDC2 Title III C-2	\$52,136
--------------------	--------------------------	----------

May 3, 2021

Services Committee: 4-19-2021

RESOLUTION NO. _____

**PROCLAIMING MAY AS OLDER AMERICANS MONTH WITH THE
2021 THEME BEING “COMMUNITIES OF STRENGTH”**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, St. Lawrence County includes a thriving community of older Americans who deserve recognition for their contributions and sacrifices that ensure a better life for future generations, and

WHEREAS, St. Lawrence County is committed to helping all older adults age in place, and live longer, healthier lives in the communities of their choice for as long as possible, 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 life’s most basic functions, such as bathing or preparing meals, and

WHEREAS, the theme of the 2021 Older Americans Month is “Communities of Strength” honoring the fact that older adults have built resilience and strength over their lives through successes, failures, joys, and difficulties, and

WHEREAS, their stories and contributions help to support and inspire others, and we celebrate the strength of older adults and the aging network, with special emphasis on the power of connection and engagement in building strong communities, and

WHEREAS, we recognize that communities that encourage contributions of older adults are stronger and recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others, and

WHEREAS, our community can provide opportunities to enrich the lives of individuals of all ages by promoting and engaging in activity, wellness, and social inclusion; emphasizing home and community-based services that support independent living; and ensuring community members of all ages benefit from the contributions and experience of older adults,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Legislators proclaims May as Older Americans Month with the 2021 theme being “Communities of Strength,” and

BE IT FURTHER RESOLVED that every County resident take time this month to celebrate older adults as powerful and vital individuals who greatly contribute to the community.

VACANCY REVIEW SUMMARY

County Administrator's Office

April 6, 2021

1:00 P.M. via Zoom

Summary: January 5th – April 6th

Requests: 68
Approved: 47
Denied: 0
Request/Hold: 11
Withdrawn: 2

Summary: April 6th

Requests: 16
Approved: 15
Denied: 0
Request/Hold: 0
Withdrawn: 1

Position reviewed:

Solid Waste:

Request: 3

Request: Fill, Sanitary Landfill Attendant
Position No. 306400001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Sanitary Landfill Attendant
Position No. 306400002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Heavy Equipment Operator
Position No. 309800006, Immediately

Recommendation: Fill, Immediately

County Attorney:

Request: 1

Request: Fill, Deputy County Attorney
Position No. 022200001, Immediately

Recommendation: Fill, Immediately

Probation:

Request: 1

Request: Fill, Probation Officer
Position No. 610000007, Immediately

Recommendation: Fill, Immediately

Public Defender:

Request: 1

Request: Fill, Assistant Public Defender
Position No. 021400009, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 1

Request: Detective Sergeant
Position No. 606000003, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 4

Request: Fill, Chemical Dependency Counselor
Position No. 510400010, Immediately

Recommendation: Withdrawn by Department Head

Request: Fill, Fiscal Officer
Position No. 100800003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Psychiatric Nurse Practitioner
Position No. 499700005, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Behavioral Health Clinician
Position No. 512400014 Licensed Social Worker, Immediately -OR-
Position No. 506500014 Mental Health Counselor, Immediately

Recommendation: Fill, Immediately

Board of Elections:

Request: 2

Request: Fill, Deputy Commissioner
Position No. 028000002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Data Management Technician
Position No. 282000001, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 2

Request: Fill, Public Health Program Aide
Position No. 500400002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Account Clerk
Position No. 100200008, Immediately

Recommendation: Fill, Immediately

Conflict Defender:

Request: 1

Request: Create and Fill, Assistant Conflict Defender
Position No. 021500008, 60 Days

Recommendation: Fill, Immediately

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

- 1.5.20 Larry Denesha and Margaret Haggard
- 2.2.21 John Burke and Rita Curran
- 3.2.21 Rita Curran and Day Fay
- 4.6.21 Dave Forsythe

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Fill

Fiscal Officer

Subunit (If Applicable):

Date Submitted: March 26, 2021

Reason Vacated: Resignation

Position Number: 100800003

Date Vacated: April 9, 2021

Position # Abolished: N/A

Position Will Be: Fulltime

Last Fill Date: 10/22/2018

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$45,328

Revenue Generating: No 0 %

Benefits: Yes \$21,825

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$43,669

Budget Mod Attached, If Required?

Grade: 22

Net County Cost: \$67,153

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 Fiscal Officer is primarily embedded into the Legal Government Unit which is responsible for disseminating the State Aid pass through funds to ten local County behavioral health providers, in order to ensure continuity of care to community recipients of these services. Although the Community Services Department has budgeted \$104,861 of revenue from State Aid funds to operate this mandated program, there remains a County cost. The needs of this Department can best be met by immediately filling position number 100800003, Fiscal Officer.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Fill

Psychiatric Nurse Practitioner

Subunit (If Applicable):

Date Submitted: March 30, 2021

Reason Vacated: Resignation

Position Number: 499700005

Date Vacated: 06/11/2021

Position # Abolished: N/A

Position Will Be: Fulltime

Last Fill Date: 4/15/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$120,960

Revenue Generating: Yes 100 %

Benefits: Yes \$58,242

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$120,960

Budget Mod Attached, If Required?

Grade: FR

Net County Cost: \$0

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 filling of direct service and revenue generating positions within both the Chemical Dependency and Mental Health Clinics is paramount to the viability of this department and to the care of its current and future clients.

The Community Services Clinic's full-time Psychiatric Nurse Practitioner has chosen to relocate outside of New York State. This practitioner currently has a mental health caseload of 220 individuals and a MAT caseload of thirty. The Department is asking to be able to fill this position on or about the time of the current prescriber's resignation date and would additionally ask permission to begin advertising immediately. The North County has a significant work force shortage, particularly with regards to psychiatric practitioners.

The current practitioner collected a total of \$ 281,477 in revenue for 2020. Therefore, the Department collected 150% (1.50) of the salary and fringe in 2020.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Create & Fill

Behavioral Health Clinician

Subunit (If Applicable): Mental Health

Date Submitted: March 26, 2021

Reason Vacated: New Position

Position Number: 512400014/506500014

Date Vacated: N/A

Position # Abolished: N/A

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:

Revenue Generating: Yes 100 %

Benefits: Yes

\$28,675

Reimbursed by State
or Federal Funds: No 0 %

Base Salary: \$59,554

Budget Mod Attached, If Required?

Grade: 30

Net County Cost: \$0

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 filling of direct service and revenue generating positions within both the Chemical Dependency and Mental Health Clinics is paramount to the viability of this department and to the care of its current and future clients. The average number of individuals on the caseload of existing Mental Health Counselors is 80. Due to the size of the current caseloads, an immediate/as needed fill is being requested.

The Department is requesting to create this position and fill on an as needed basis when the constellation of the current counseling matrix changes and/or in the event the numbers of referrals increase during these challenging times.

Department Head:

Handwritten signature of the Department Head.

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health Department



Type: Fill

Public Health Program Aide

Subunit (If Applicable):

Date Submitted: March 26, 2021

Reason Vacated: Retirement

Position Number: 500400002

Date Vacated: May 14, 2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: March 1, 2002

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,896

Revenue Generating: No 0 %

Benefits: Yes \$23,543

Reimbursed by State
or Federal Funds: Yes 36 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

Net County Cost: \$46,361

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 Public Health Program Aide (PHPA) position is necessary for two functions within the Public Health Department. The individual will be responsible for: 1. assisting with the COVID-19 response: contact tracing and daily monitoring of current individuals in quarantine, sending isolation/quarantine orders, ordering and tracking COVID-19 needs (thermometers, masks), and data management of case files, and 2. Prevent program work: compiling data for statistical reports related to immunization, lead, communicable disease, and rabies, assisting with immunization, STI, and rabies clinics, ordering and maintaining appropriate immunization, STI and rabies clinic inventory, conducting preliminary interviews for clients, completing data entry and documentation for the immunization clinic and IAP grant, and meeting data entry deadlines for reporting sensitive confidential information to New York State Department of Health. This position will also require a consistent rapport with school nurses, physician offices for mandated IQUIP visits (Assessment/Feedback/Incentives/Exchange) related to the IAP, and NYSDOH regional reps supporting our programs.

Department Head: *Dana Okunak-McBride*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Public Health Department



Type: Fill

Senior Account Clerk

Subunit (If Applicable):

Date Submitted: March 30, 2021

Reason Vacated: Resignation

Position Number: 100200008

Date Vacated: April 16, 2021

Position # Abolished: N/A

Position Will Be: Fulltime

Last Fill Date: July 2, 2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$40,580

Revenue Generating: No 0 %

Benefits: Yes \$19,539

Reimbursed by State or Federal Funds: Yes 36 %

Base Salary: \$39,167

Budget Mod Attached, If Required?

Grade: 19

Net County Cost: \$38,476

Detailed Justification

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

The Senior Account Clerk position is essential within the Public Health Department for many fiscal activities including, but not limited to: assisting with the tracking and processing of rabies post-exposure treatment fees; assisting with weekly deposits, bi-weekly payroll processing, Early Intervention and Immunization Program billing; and the processing of grant budgets and vouchers. The position is also responsible for COVID-19 response activities, including contact tracing, answering call center questions, assisting with COVID funding and time tracking. The individual holding this position cross-trains with the other Senior Account Clerk position to ensure all fiscal responsibilities are covered, including: assisting at immunization clinics to collect patient information at check in/check out and insurance information, contacting clients, making appointments/follow up appointments, collecting/posting payments and processing credit card payments; assisting with the tracking and processing of rabies post-exposure treatment fees and invoices for the coroners program.

Department Head: *Jolene Manger*

Approved?
Yes No

County Administrator:

Resolution #: