

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

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, MAY 15, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – April 17**
- 3. 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 Development Grant Programs (Res) *(Note: This resolution was tabled at the April Services Committee Meeting and will need a motion to remove it from the Table.)*
- 4. COMMUNITY SERVICES – JAY ULRICH**
 - A. Modifying the 2023 Budget for Community Services for the STOP-DWI High Visibility Engagement Campaign Funds from the State of New York Governor's Traffic Safety Committee (Res)
 - B. Authorizing the Chair to Sign an Agreement with Eastern Gateway Community College for an Intern Program (Res)
 - C. Mental Health and Addiction Services Updates (Info)
 - D. 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 (Discussion)
- 5. SOCIAL SERVICES – JOE SEEGER**
 - A. Social Services Statistics – Eligibility Program (Info)
- 6. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign a Participation Agreement with North Country Independent Practice Association (IPA), LLC, for Health Provider Services for Public Health (Res)
 - B. Authorizing the Chair to Sign an Agreement with St. Lawrence Health Initiative for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)

- C. Authorizing the Chair to Sign a Contract with Jack Venesky, CPA and Associates for Preparation of the Preschool/School Supportive Health Services Program (SSHSP) Annual Medicaid Cost Report for Public Health Department for the July 1, 2023 to June 30, 2024 Program Year (Res)
- D. Authorizing the Chair to Sign a Contract with Health Research Inc. and New York State Department of Health (HRI/NYSDOH) for a Center for Disease Control and Prevention (CDC) Sponsored Grant for the Public Health Department (Res)

7. LEGISLATOR BEN HULL

- A. Prohibiting Placement of the Social Media Application known as “TikTok” on County Owned Devices (Res)

8. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Social Services
 - 1. Fill Senior Caseworker, Position No. 815400003, in CPS
 - 2. Fill Caseworker Supervisor, Position No. 816000001 in CPS
 - 3. Fill Keyboard Specialist, Position No. 003100096, in Preventative
 - 4. Fill Keyboard Specialist, Position No. 003100037, in Medical Services
 - 5. Fill Senior Account Clerk, Position No. 100200009, in Child Support
 - 6. Fill Social Welfare Examiner, Position No. 814000060, in HEAP

9. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

10. 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)

11. OLD/NEW BUSINESS

12. EXECUTIVE SESSION

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

13. ADJOURNMENT – If there is no further business.

June 5, 2023

Services Committee: 4-17-2023

RESOLUTION NO. _____ (TABLED)

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

June 5, 2023

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

June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES FOR THE STOP-DWI HIGH VISIBILITY ENGAGEMENT CAMPAIGN FUNDS FROM THE STATE OF NEW YORK GOVERNOR'S TRAFFIC SAFETY COMMITTEE

By Mr. Hull, Chair, Services Committee

WHEREAS, the Community Services STOP-DWI Program has requested an increase amount of \$2,800 through the Governor's Traffic Safety Committee with a contract period of October 1, 2022 to September 30, 2023, and

WHEREAS, the DWI High Visibility Engagement Campaign Funds provides funding that will cover special costs related to increased impaired driving saturation patrols during the 100 Deadliest Days Of Summer Campaign, and engaging the public with educational materials,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Community Services for the STOP-DWI High Visibility Engagement Campaign Funds from the State of New York Governor's Traffic Safety Committee, as follows:

INCREASE APPROPRIATIONS:

A7133154 43007 GTSC	GTSC Other Fees and Services	\$2,800
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INCREASE REVENUE:

A7133895 56000 GTSC	A State Aid GTSC	\$2,800
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June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH EASTERN
GATEWAY COMMUNITY COLLEGE FOR AN INTERN PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services has an opportunity to provide a field placement opportunity to an Eastern Gateway Community College student seeking a Health Information Management Degree, at no cost to the County, and

WHEREAS, the interested student is currently a Certified Coding Associate through The American Health Information Management Association, and

WHEREAS, if approved the student would complete 56 hours of internship on-site at Community Services, Human Services Center, Canton, as required by the college, and

WHEREAS, this intern placement in the billing unit would be mutually beneficial for both the student and Community Services Behavioral Health Clinics,

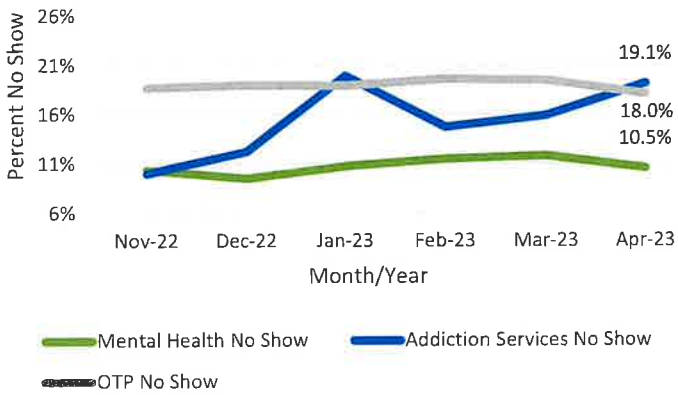
NOW, THEREFORE, BE IT RESOLVED the Board of Legislators authorizes the Chair to sign an agreement with Eastern Gateway Community College for an Intern Program, upon approval of the County Attorney.

Community Services Clinic Update

April 2023

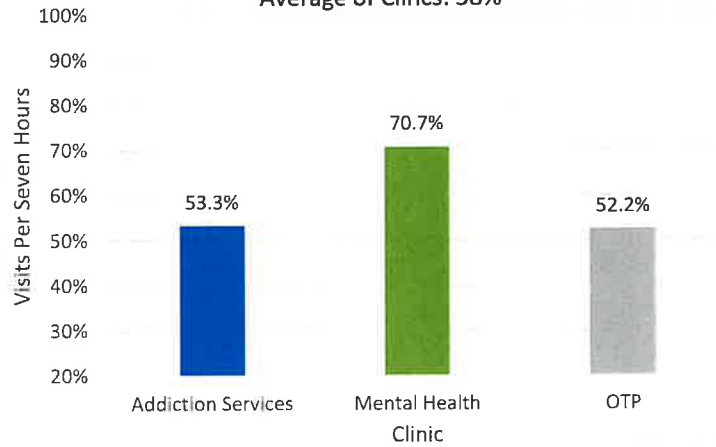
No Show Appointment Rates

Six Month Average: 15%



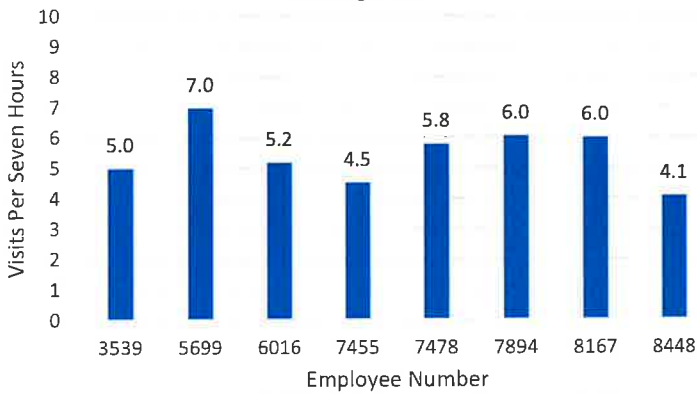
Clinic Counselor Visits Average

Average of Clinics: 58%



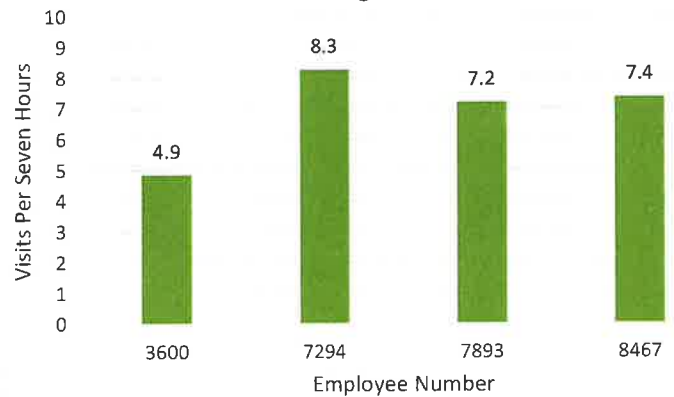
Addiction Services & OTP Visits Per Seven Hours

Average: 5.6



Mental Health Services Visits Per Seven Hours

Average: 7



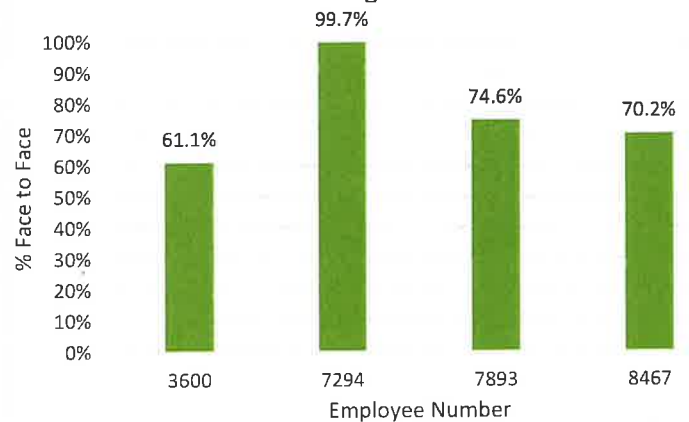
Addiction Services/OTP Face to Face %

Average 53%



Mental Health Face to Face %

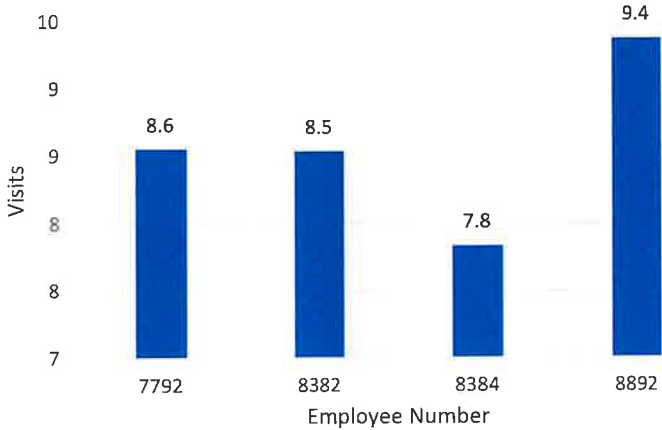
Average 72.3%



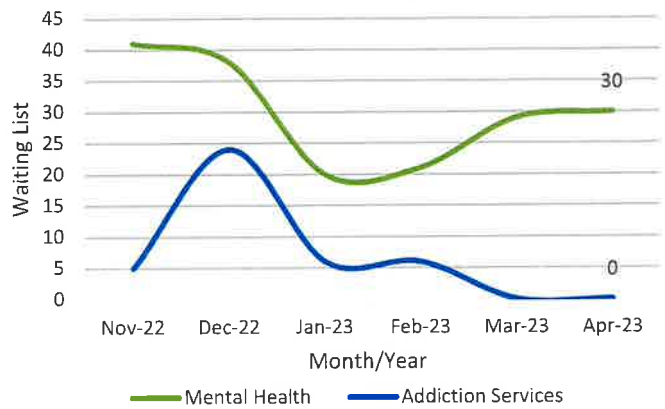
Community Services Clinic Update

April 2023

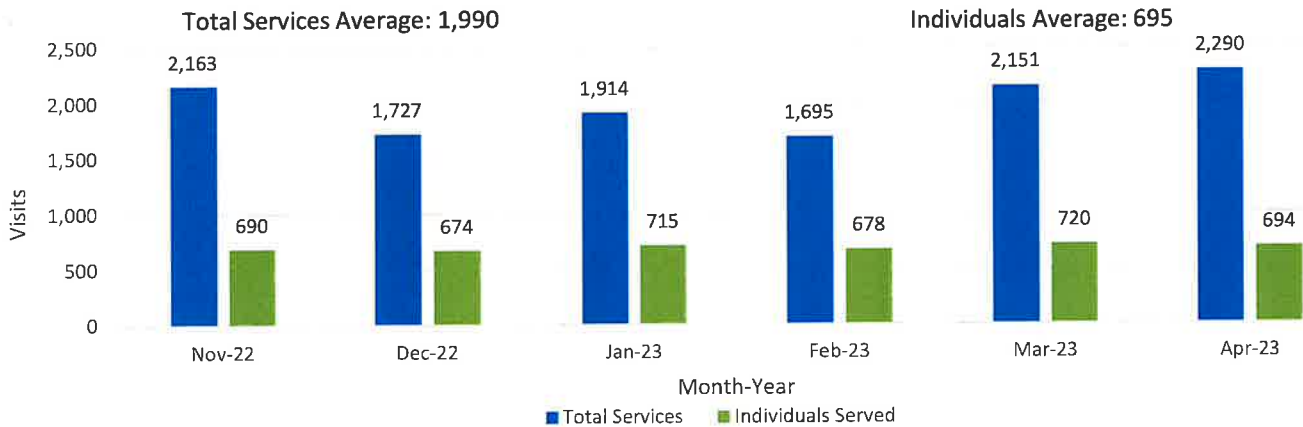
Prescriber Visits Per Seven Hours
Average 8.5



Wait Lists
Six Month Average: 37

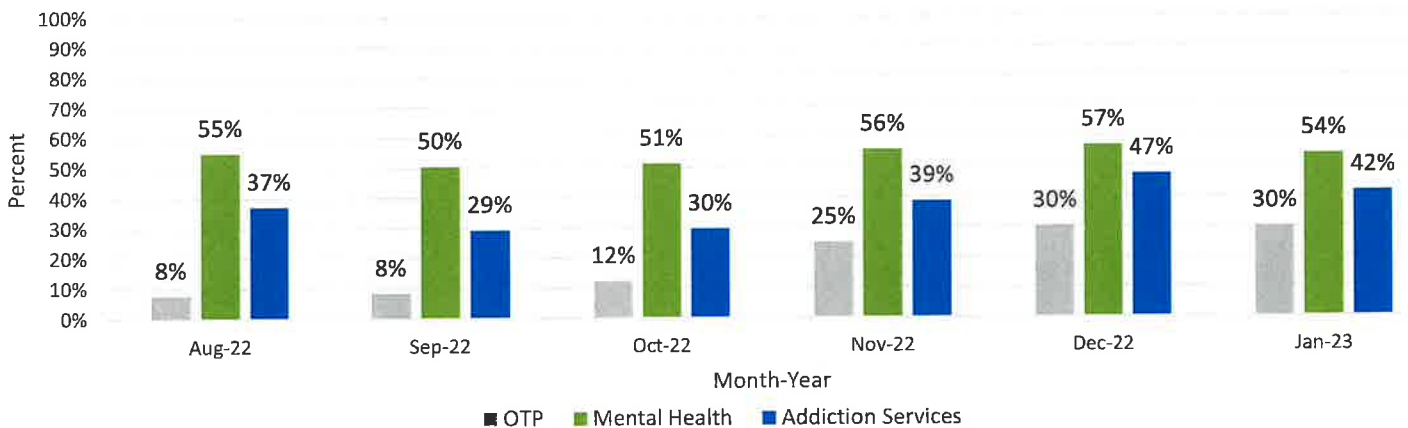


Services Provided - All Clinics



Dollars Paid of Billed Services

* New Chart, 3 Month Lag



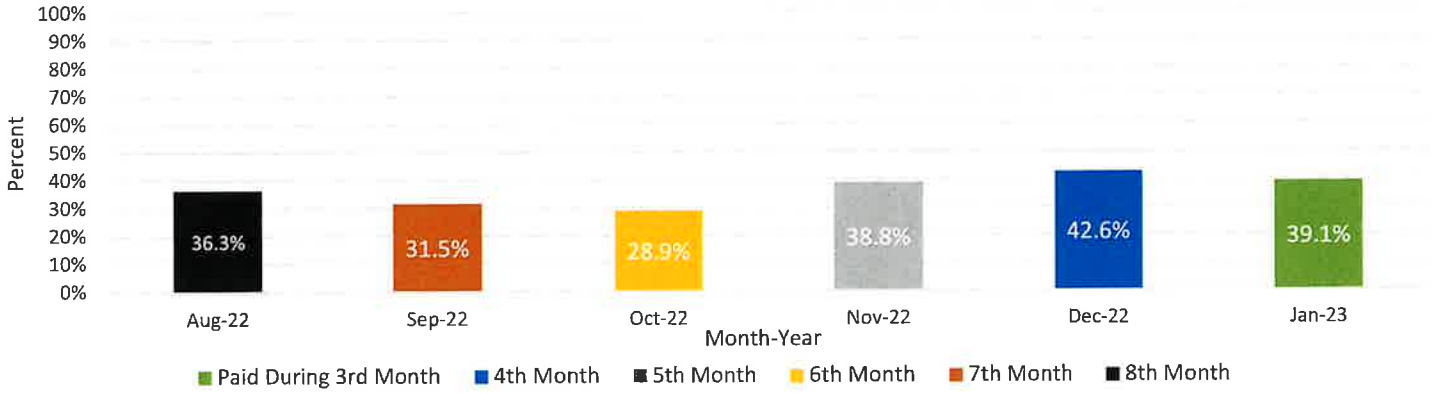
Community Services Clinic Update

April 2023

*Now measures dollar amounts, instead of number of services.

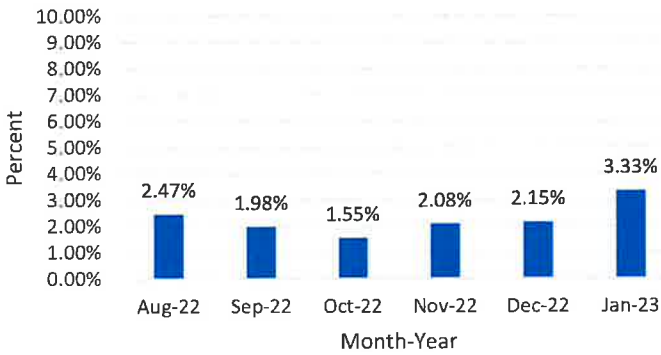
Tracking Dollars Paid of Billed Services

*Report accuracy now confirmed by TenEleven, need to build over months.



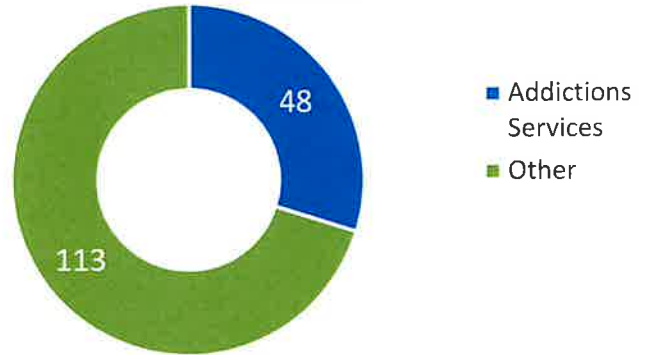
Percent of Services Provided But Not Billed

*New Chart



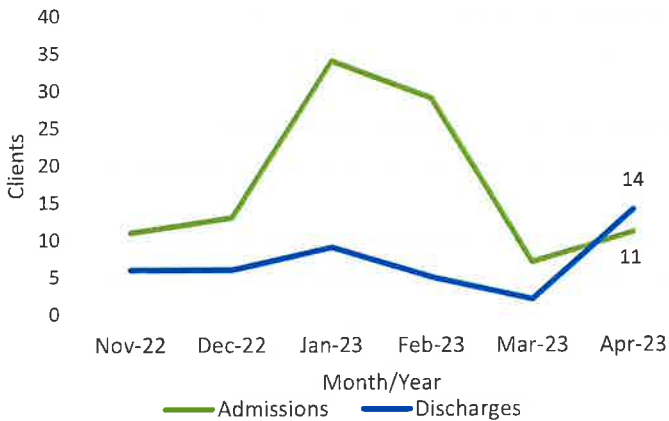
Opioid Treatment Program (OTP) Population Source

Total: 161

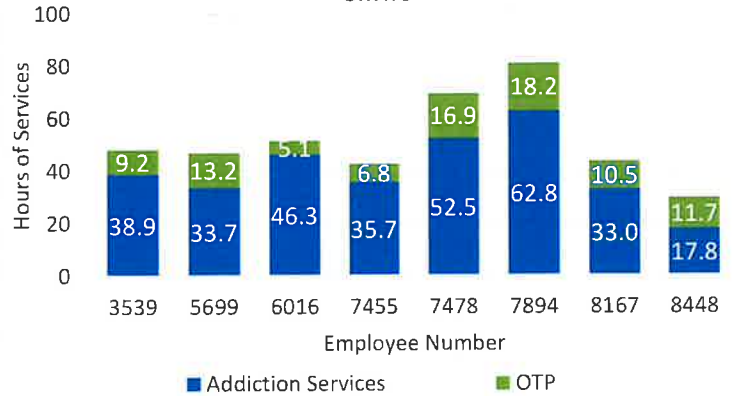


OTP Admissions & Discharges

Net Change: -3



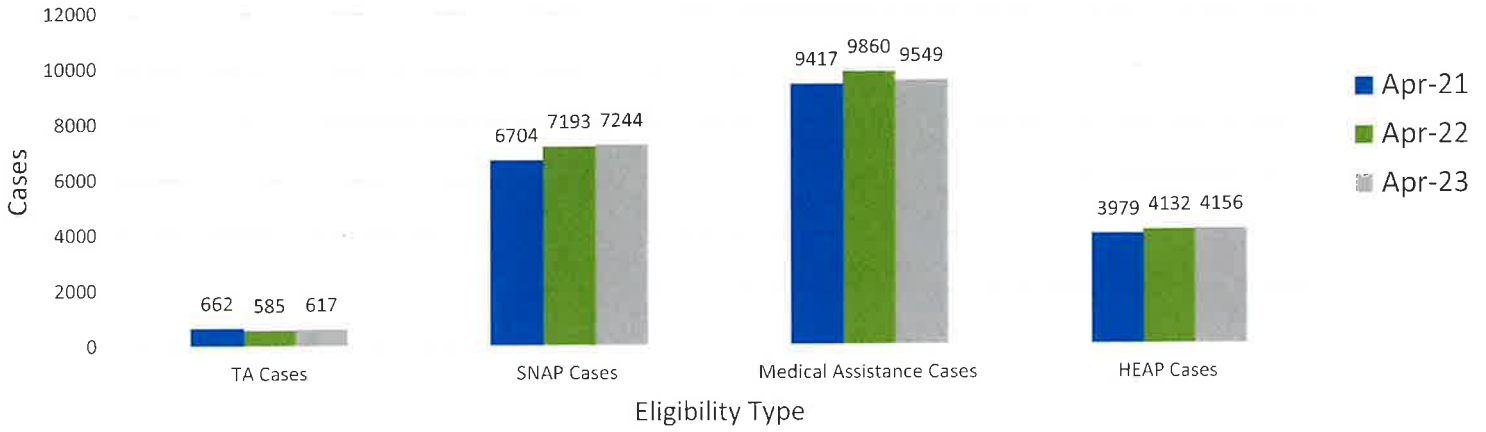
Addiction Services Counselors Hours by Clinic



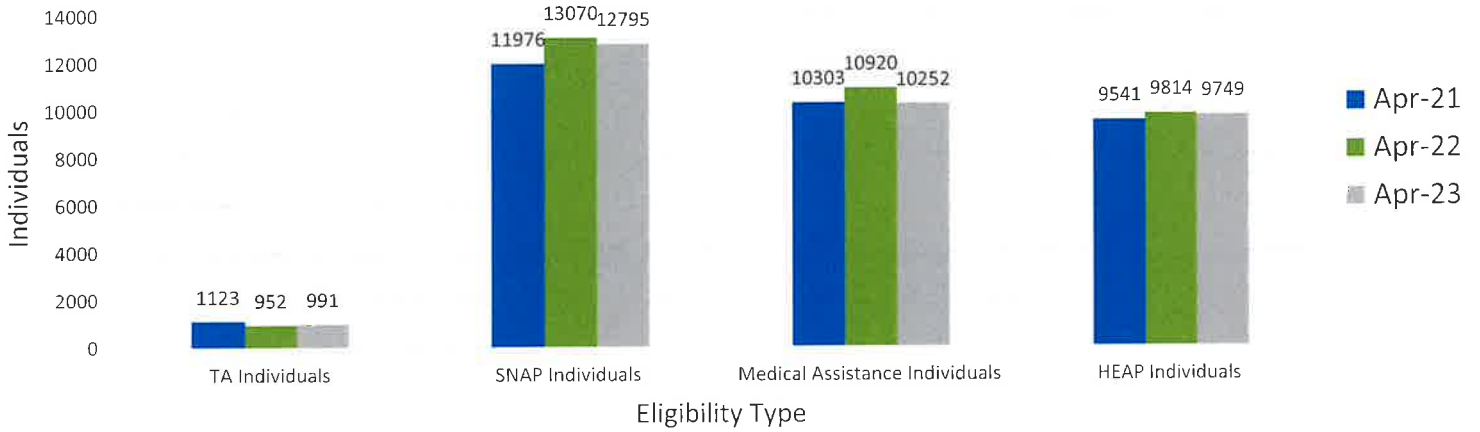
Social Services Monthly Update – April 2023

Eligibility Programs

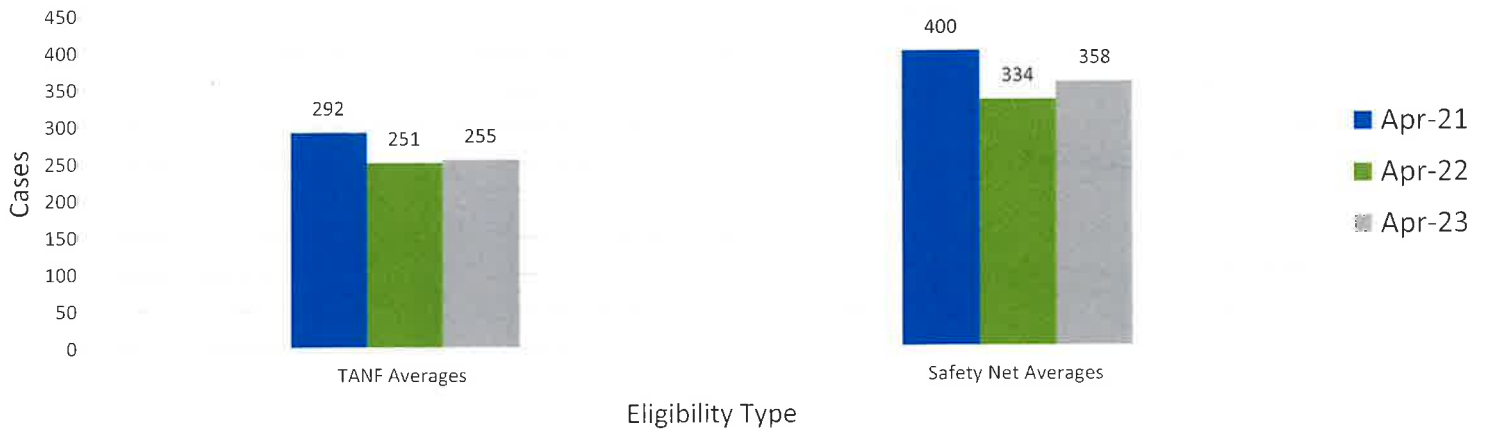
Total Cases by Type



Total Individuals by Type



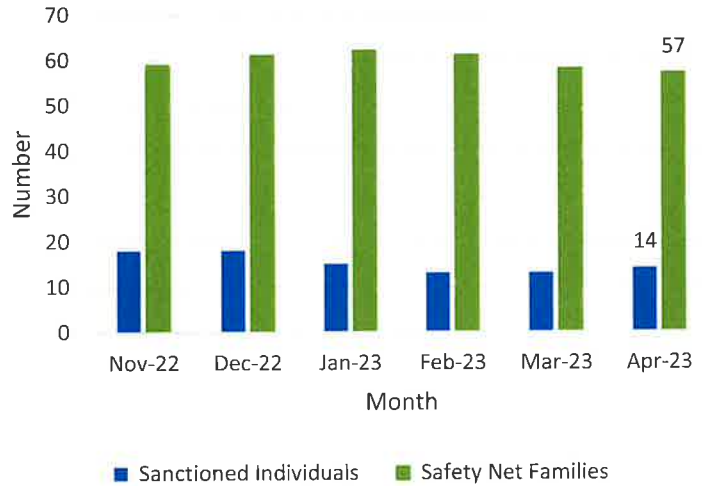
TANF & Safety Net Averages



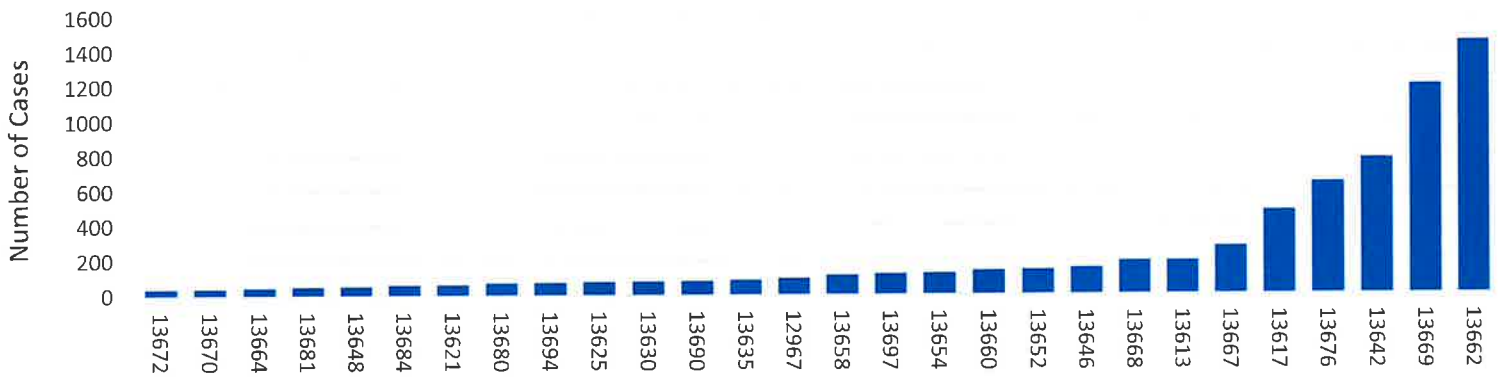
Program Applications



Safety Net Families



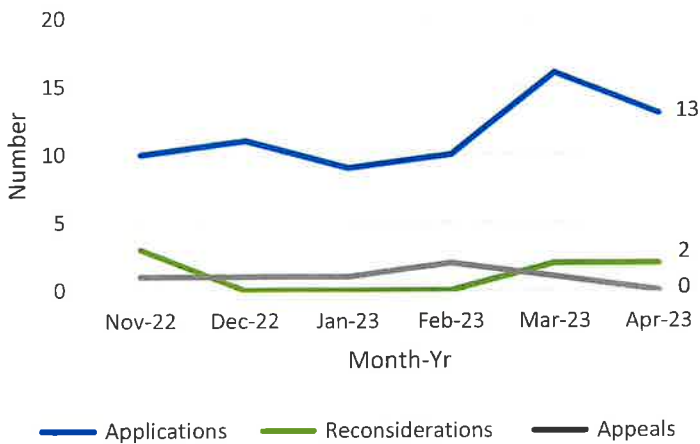
Supplemental Nutritional Assistance Program (SNAP) by Zipcode April 2023



Total: 6944

* Zipcodes with fewer than 40 active cases are not represented above

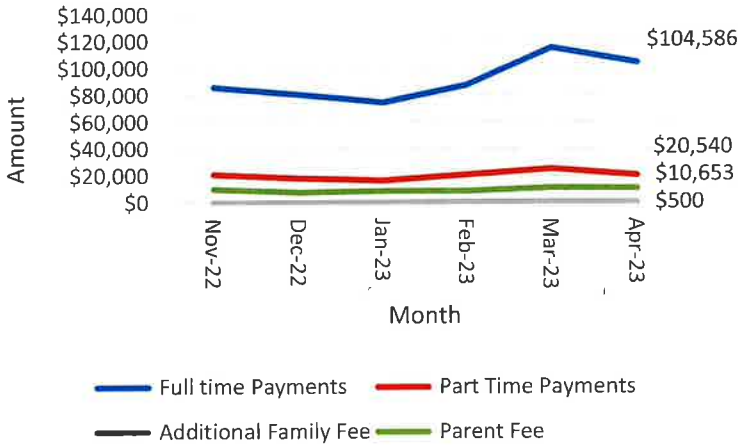
Disabled Client Assistance Program (DCAP)



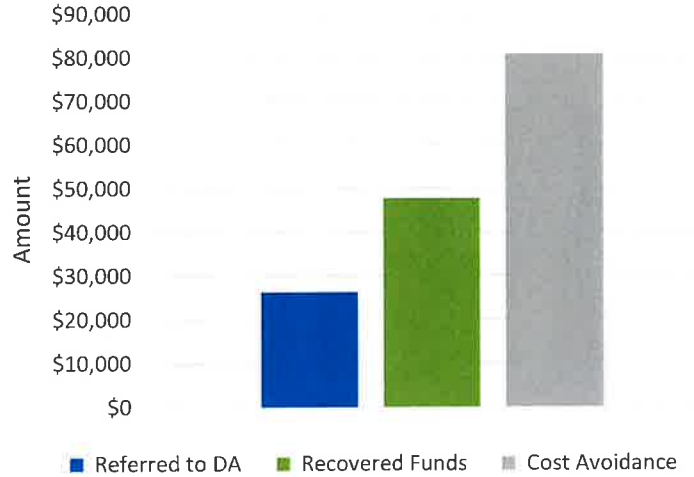
DCAP Interim Assistance Reimbursed



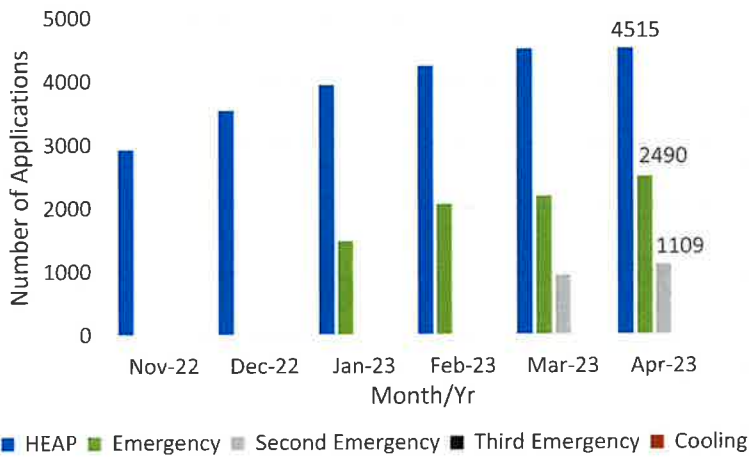
Child Care Assistance Payments 54 Providers



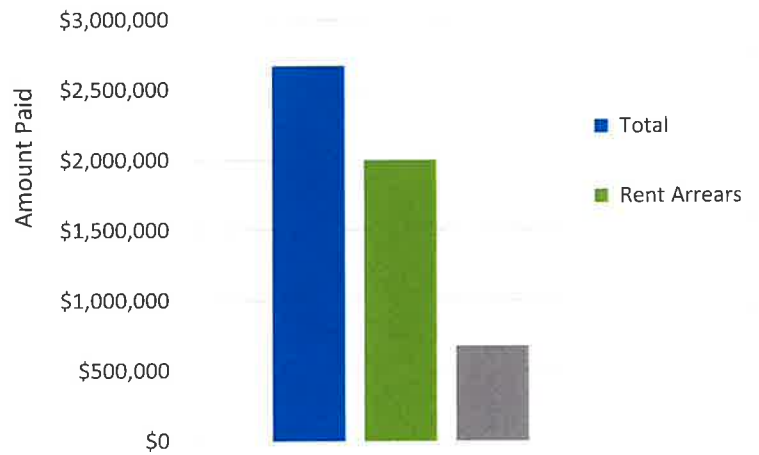
Fraud Investigation Unit (YTD)



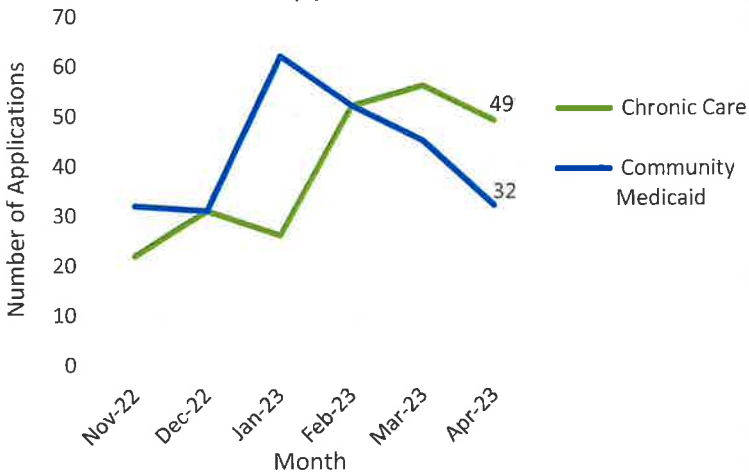
Home Energy Assistance Program (HEAP)



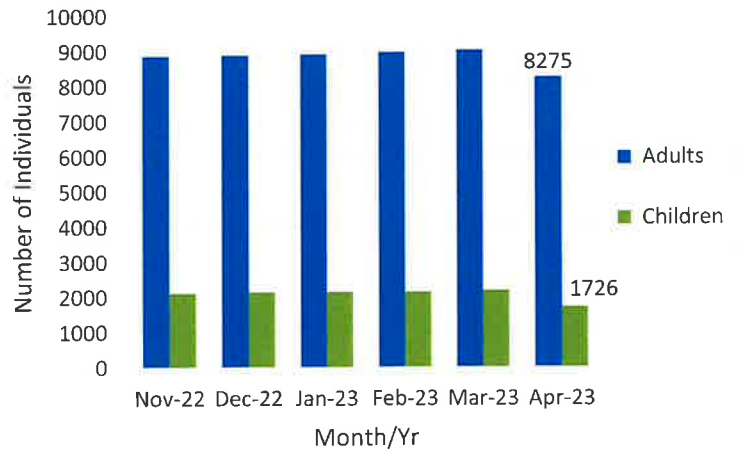
Emergency Rental Assistance Program (6/1/21- 4/11/23)



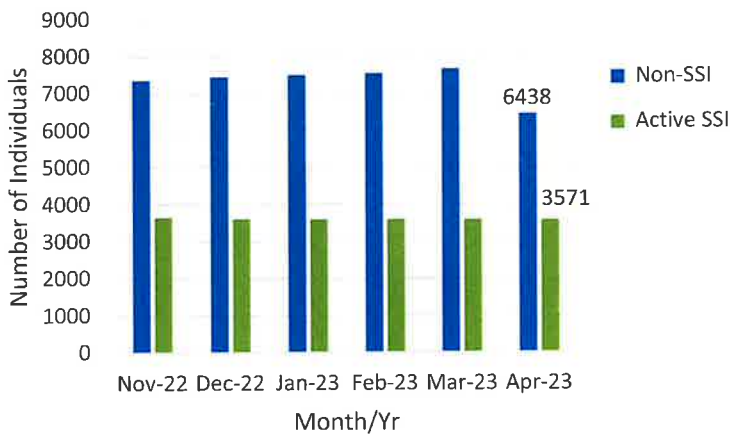
Medicaid Applications



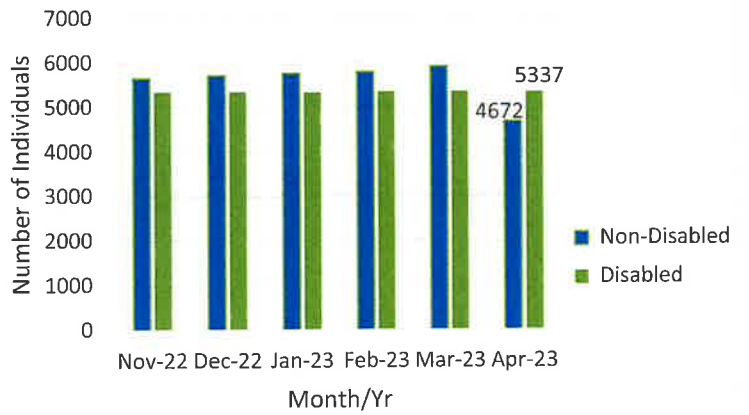
Active Medicaid by Age



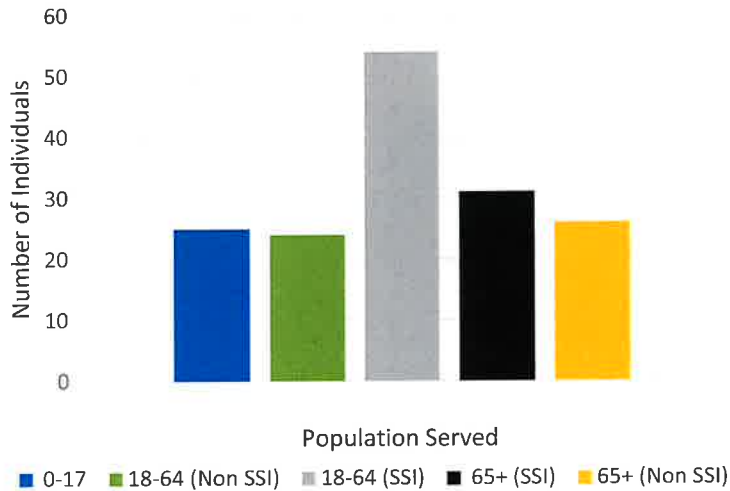
Active Medicaid SSI v. Non-SSI



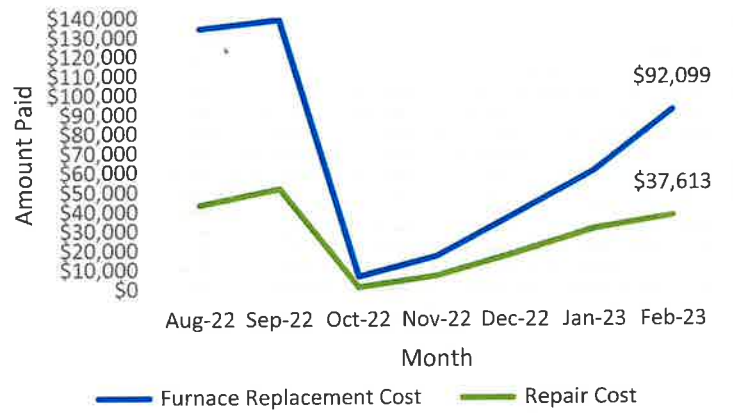
Active Medicaid Disabled v. Non-Disabled



Personal Care Medicaid



Home Energy Repair/Replacement Costs



*Data Lagged by Two Months Due to Reporting Timeline

June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A PARTICIPATION AGREEMENT WITH
NORTH COUNTRY INDEPENDENT PRACTICE ASSOCIATION (IPA), LLC,
FOR HEALTH PROVIDER SERVICES FOR PUBLIC HEALTH**

By Mr. Hull, Chair, Services Committee

WHEREAS, Resolution No. 92-2023, adopted March 6, 2023, authorized the Chair to sign an agreement with North Country Independent Practice Association (IPA), LLC, for behavioral health provider services for Community Services, and

WHEREAS, the North Country Independent Practice Association (IPA), LLC, was established to coordinate and assist with payer contracting, as well as to develop a clinically integrated network of Participating Providers who work together to promote high quality coordinated and efficient care to patients, and

WHEREAS, the IPA contracts with licensed physicians and other health care professionals, and makes certain contract proposals available to these physicians and other providers, and

WHEREAS, the IPA seeks to provide high quality and efficient services by assuring that participating providers utilize clinical protocols as a part of the clinical and financial integration program of the IPA and as a condition of participation in the IPA, and by gathering data, applying evidence-based medicine and best clinical practice protocols, and implementing appropriate pay-for-performance incentives based on outcomes, and

WHEREAS, the IPA intends to work with Providers to develop clinical integration and quality improvement initiatives that will distinguish IPA and Provider through the use of shared clinical data, establishment of quality, safety, efficiency, and patient satisfaction measures and benchmarks, and development of evidence-based clinical protocols to improve Provider performance and efficiency,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Participation Agreement with the North Country Independent Practice Association (IPA), LLC, for health provider services for Public Health, upon approval of the County Attorney.

June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH
ST. LAWRENCE HEALTH INITIATIVE FOR THE NEW YORK STATE
PUBLIC HEALTH CORPS (NYSPHC) FELLOWSHIP PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH), through a Center for Disease Control and Prevention (CDC), sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases has awarded funding to local health departments for the New York State Public Health Corps (NYSPHC) Fellowship Program, and

WHEREAS, the NYSDOH will work with local health departments and community partners to recruit and deploy NYSPHC Fellows across the state (excluding New York City), who will commit to a full-time, paid position and a one-year term, and

WHEREAS, this program will help build public health capacity to support COVID-19 response operations, increase preparedness for future public health emergencies, and provide support for coordination and maintenance of the program, and

WHEREAS, the original agreement will expire July 31, 2023, and this grant has had an extension to June 30, 2024, and

WHEREAS, Public Health will place up to two (2) fellows with the St. Lawrence Health Initiative, and will provide the program oversight, technology equipment, and supplies needed from grant funding while the fellows employment relationship will remain with the State,

WHEREAS, Public Health will provide the program oversight, technology equipment, and supplies needed from grant funding,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with St. Lawrence Health Initiative for the New York State Public Health Corps (NYSPHC) Fellowship Program, upon approval of the County Attorney.

June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
JACK VENESKY, CPA AND ASSOCIATES FOR PREPARATION OF THE
PRESCHOOL/SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)
ANNUAL MEDICAID COST REPORT FOR PUBLIC HEALTH DEPARTMENT
FOR THE JULY 1, 2023 TO JUNE 30, 2024 PROGRAM YEAR**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is required to file an annual Preschool/School Supportive Health Services Program (SSHSP) Medicaid Cost Report, and

WHEREAS, the firm of Jack Venesky, CPA and Associates has been providing this service for Public Health, and a proposal has been received for the firm of Jack Venesky, CPA and Associates to continue providing these services at no change to the annual cost of \$4,500 (PK040504 43003),

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators authorizes the Chair to sign a contract with Jack Venesky, CPA and Associates for preparation of the Preschool/School Supportive Health Services Program (SSHSP) Annual Medicaid Cost Report for the Public Health Department for the July 1, 2023 to June 30, 2024 Program Year, upon approval of the County Attorney.

June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH HEALTH RESEARCH INC. AND NEW YORK STATE DEPARTMENT OF HEALTH (HRI/NYSDOH) FOR A CENTER FOR DISEASE CONTROL AND PREVENTION (CDC) SPONSORED GRANT FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Hull, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH), through a Center for Disease Control and Prevention, sponsored the Strengthening U.S. Public Health Infrastructure, Workforce and Data Systems (CFDA# 93.967) Grant, and has awarded funding to local health departments, and

WHEREAS, funding must be used to strengthen county public health departments, which can include expanding the workforce through hiring of public health positions, supporting retention of current staff, making upgrades to the workplace to increase employee satisfaction, providing public health training, and providing public health support services to the public health department, and

WHEREAS, long-term outcomes of this funding investment include improvements in the public health of the jurisdiction, especially among socially and economically marginalized communities, and

WHEREAS, Public Health is eligible to receive a lump sum payment of \$766,583 (PPZ44015 57000 IWD), and the terms of this grant is for five (5) years for the period of December 1, 2022 through November 30, 2027,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Health Research Inc. and the New York State Department of Health (HRI/NYSDOH) for a Center for Disease Control and Prevention (CDC) sponsored grant for the Public Health Department, upon approval of the County Attorney.

June 5, 2023

Services Committee: 5-15-2023

RESOLUTION NO. _____

**PROHIBITING PLACEMENT OF THE SOCIAL MEDIA APPLICATION
KNOWN AS ‘TIKTOK’ ON COUNTY-OWNED DEVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, TikTok, a popular social media application, is a wholly owned subsidiary of ByteDance, a Chinese corporation, and

WHEREAS, the People's Republic of China exercises control and oversight over ByteDance, under the Chinese National Intelligence Law of 2017, Data Security Law of 2020, and Cryptology Law of 2020, and

WHEREAS, the People's Republic of China can direct ByteDance to share user information, including real-time physical locations of users, as well as persistent access to the TikTok platform through encryption keys and “backdoor” functions, and

WHEREAS, TikTok gathers broad swaths of information from its users including personally identifiable information, location information, device specifications, and

WHEREAS, the continued operation use of TikTok on US government devices serves as a valuable tool to the People's Republic of China and the Chinese Communist Party to conduct corporate and international espionage and may allow the People's Republic of China to track the real-time locations of public officials and employees, and

WHEREAS, access to information and data from users using TikTok and its ability to share that data with a foreign adversary constitutes a risk to life-sustaining infrastructure such as emergency dispatch services, water and sewer safety, and electric grid, and internet access, and

WHEREAS, currently the device application known as ‘TikTok’ is prohibited in over thirty (30) states for many reasons including the concern included above related to unrestricted access to data, and

WHEREAS, in the 2021-2022 New York State Legislative Session Senate Bill S9613 proposed a similar ban and the State took up the concern in the bill, but ultimately adopted a policy that prohibited the application (app) on government owned devices, and

WHEREAS, there is a compelling public interest in protecting devices owned by St. Lawrence County from any unauthorized access, and

WHEREAS there may be extremely limited circumstances where County employees may need to access this application for fact-finding and investigation purposes,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators prohibits placement of the social media application known as ‘TikTok’ on all County-owned devices, and

June 5, 2023

BE IT FURTHER RESOLVED that County departments who may require access to this application will submit requests to Information Technology and may be granted limited and revocable access on devices that are not connected to the County network, and

BE IT FURTHER RESOLVED that the Board of Legislators directs the County Administrator to provide a full list of all software and hardware solutions currently used in County operations which fall under the jurisdiction of the Chinese Communist Party, and

BE IT FURTHER RESOLVED that the Board of Legislators urges all local governments and private businesses which are engaged in work of a public nature to adopt a similar restriction of 'TikTok' on their devices and networks, and

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to Governor Kathy Hochul; Senator Mark Walczyk; Senator Dan Stec; Assemblyman Ken Blankenbush; and Assemblyman Scott Gray.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Caseworker/CPS

Subunit (If Applicable): Child Protective Services

Date Submitted: 4/25/2023

Reason Vacated: Promotion

Position Number: 815400003

Date Vacated: 4/28/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 5/17/2021

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$60,386

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$31,063

Revenue Generating: No 0 %

Base Salary: \$55,741

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

Base Hourly: \$30.63

Grade: 27

Net County Cost: \$25,880

*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 senior caseworker position is essential to provide on-going in-house training for all new caseworker staff. This training curriculum includes all mandated OCFS training requirements, which includes bi-weekly in-house trainings on material provided by OCFS. In addition, the curriculum will include best practices, services forms, Connections, database training, as well as cultural competency, strength-based and trauma-informed practices. The senior caseworker trains new staff on federal, state, local policies, procedure, and practices to follow all regulatory requirements. The senior caseworker provides training in the field and in role playing case scenarios to best prepare and mitigate the potential for safety concerns. The senior caseworker will also create and train current staff in best practices and new regulatory requirements on an on-going basis. This position may provide regular training to experienced staff; mentor/coach staff that are struggling; and create instructional videos for staff that promote best practices. The will also take part in regular staff meetings, data interpretation relative to child welfare, and implementation of the most efficient and effective work practices.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Case Supervisor Grade B/CPS

Subunit (If Applicable): Child Protective Services

Date Submitted: 4/25/2023

Reason Vacated: Resignation

Position Number: 816000001

Date Vacated: 4/21/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 6/18/2018

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving: \$69,700

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$35,854

Revenue Generating: No 0 %

Base Salary: \$60,386

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

Base Hourly: \$33.18

Grade: 29

Net County Cost: \$29,872

*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 Grade B Supervisor position would be responsible for directly supervising six caseworkers in CPS. As of March 2023, each Caseworker in CPS averaged 11 active cases. The expectation is that the Grade B Supervisor has day to day knowledge of the dynamics of each case and is actively working with the Caseworker to make safety decisions, provides guidance and assistance in initiating legal proceedings and testifying/appearing in family court, assigns new reports and manages the workload, periodically supervises Caseworkers in the field, provides assistance to on-call workers at all hours when needed, ensures that documentation meets standards and is completely timely (there is a 100% case review process in CPS; every document that the Caseworker produces is reviewed by a supervisor during the life of the active case and prior to the case closing), represents the agency in fair hearings, attends mandated trainings and meetings, and provides intensive training to new workers. The Office of Children and Family Services recommends for CPS Caseworkers 12 active investigations per caseworker. The Grade B Supervisor provides assistance to Caseworkers in organizing and managing their workload including assisting in drafting court petitions, following up with providers, making referrals to various agencies, attending family court, participating in a variety of case specific meetings, and other day to day activities that the Caseworker is not able to complete. When a caseworker is absent it is often impossible for another Caseworker to assist with the additional work, therefore the Grade B Supervisor must complete the absent Caseworker's duties as well as their own. The day to day crises that CPS Caseworkers encounter must be dealt with immediately. Children could be in imminent danger and families must be seen and assessed and decisions must be effectuated.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): Preventive

Date Submitted: 4/25/2023

Reason Vacated: Resignation

Position Number: 003100096

Date Vacated: 4/21/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/29/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$38,651

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$19,882

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: \$16,565

*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 a Grade B Supervisor and 6 Foster Care/Preventive Caseworkers. This position is responsible for Service Plan Review letters; court cards; reminders for all legal activity for the Unit; foster care placement documentation; movements of children in foster care; special payment for foster parents; clothing allowance payments for foster parents; caseloads and case logs; tracking case requirements; opening and closing of cases on the New York State Welfare Management System for foster care and preventive cases and the accurate recording of placement dates to ensure proper payment to providers; foster care subsidies; mailing; copying; and typing. Without this essential position, it would be impossible to comply with or successfully participate in Office of Children and Family Services audits. Further, DSS would receive sanctions for not being timely with service plan review letters to clients. Legal paperwork that is not completed and processed timely can result in children remaining in care longer than is necessary, at an increased expense to the Department. Keyboards in Child Welfare not only complete their own duties, they also ensure that all required documentation is completed by the caseworkers and communicate with the supervisor to ensure that work is being completed timely. 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 and kinship placements as well as approximately 50 preventive youth and their families.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): Medical Services

Date Submitted: 4/25/2023

Reason Vacated: Resignation

Position Number: 003100037

Date Vacated: 5/5/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 6/12/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$38,651

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$19,882

Revenue Generating: No 0 %

Base Salary: \$36,287

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

Base Hourly: \$19.94

Grade: 15

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.

This position is necessary to support and coordinate the work of the Personal Care Unit which currently serves approximately 163 individuals. The position prepares and sends notice letters; prepares, sends, and tracks physician's orders; prepares charts; prepares documents for imaging; receives and sorts mail and faxes; prepares and faxes Managed Long Term Care packets; and create, amend and maintain forms, all in accordance with New York State Department of Health regulations. This position assists the Adult Protective Unit with tasks including, but not limited to, registering applications and assisting with reports and typing. This position also provides back-up clerical assistance to Medicaid eligibility units and assists with tasks in support of services provided to homeless individuals. If this position is not filled, the work would not get done as there is insufficient clerical support to accomplish the work. The units would be out of compliance with regulations in respect to authorizations, timely notices and maintaining current physicians orders as requested by casework staff.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Account Clerk

Subunit (If Applicable): Child Support

Date Submitted: 4/25/2023

Reason Vacated: Promotion

Position Number: 100200009

Date Vacated: 4/14/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/2/2015

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$49,734

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$25,583

Revenue Generating: No 0 %

Base Salary: \$41,351

Reimbursed by Local,
State or Federal Funds: Yes 82 %

Base Hourly: \$22.72

Grade: 19

Net County Cost: \$13,557

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

Detailed Justification

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

This position is responsible for reviewing daily accounting reports and performing the necessary tasks based on the information in these reports. Tasks include making accounting adjustments, issuing refunds to child support payers when an account is paid off and generating amended wage withholding notices to employers. Approximately 5,300 cases have child support orders. This position also acts as a backup for the other accounting positions by entering support orders on the computer, taking payments made in person, balancing daily collections, and prorating payments intended for multiple accounts. If these duties are not performed, custodial parents affected by the daily accounting reports would not receive the child support payments to which they are entitled and non-custodial parents would not get a refund of any overpayments that may have been made.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): HEAP

Date Submitted: 4/25/2023

Reason Vacated: Resignation

Position Number: 814000060

Date Vacated: 4/12/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 5/2/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$45,295

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$23,300

Revenue Generating: No 0 %

Base Salary: \$44,483

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

Base Hourly: \$24.44

Grade: 21

Net County Cost: \$0

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

Detailed Justification

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

The Home Energy Assistance Program (HEAP) involves the issuing of fuel and utility payments to eligible families with low incomes. Social Welfare Examiners make the financial eligibility determinations, and staff in other units could not adequately absorb the duties. Not filling these positions would be extremely difficult since there is a very strong need for service once the colder weather is upon us and lack of staffing would place County residents at unnecessary risk. The 2022-2023 HEAP season started November 1, 2022 and applications for regular benefits ended March 31, 2023 and emergency benefits continue to be accepted until April 28, 2023. As of 3/31/2023, HEAP has received 4508 regular applications; 3,124 Emergency applications. Most seasons, households can potentially apply for up to 5 benefits with separate applications (regular, 1st emergency fuel, 1st emergency utility, 2nd emergency fuel, 2nd emergency utility) as well as Cooling Assistance, Clean & Tune, and Repair/Replacement. For 2022/2023 there has been 7,996 regular HEAP benefits, 1522 Emergency benefits, and 89 Furnace repairs and replacements benefits authorized as of January 2023. Cooling Assistance starts May 1, 2023 for the season. There were 372 Cooling benefits issued for the 2021/2022 season.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: