

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
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RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, MAY 16, 2022
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M.*****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – April 18**
- 3. SHADE ROLLER PROPERTY DEVELOPMENT – Andrea Smith, Director of Planning and Development, City of Ogdensburg**
- 4. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign the Emergency Preparedness Program Contract for the Public Health Department (Res)
 - B. Authorizing the Chair to Sign a Contract with the New York State Department of Health for the Rabies Program from April 1, 2022 through March 31, 2025 (Res)
 - C. Authorizing the Chair to Sign a Contract with Jack Venesky, CPA and Associates for Preparation of the Preschool/School Supportive Health Services (SSHSP) Annual Medicaid Cost Report for Public Health Department for the July 1, 2022 to June 30, 2023 Program Year (Res)
 - D. Authorizing the Chair to Sign a Contract with First Student, Inc. for Preschool Special Education Transportation Services (Res)
 - E. Authorizing the Chair to Sign an Addendum to the Contract for Software License and Support with eClinical Works and for Cloud Hosting with eClinical Web for Electronic Medical Records and Practice Management Services for the Public Health Department (Res)
- 5. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign a Contract with a Supervising Licensed Clinical Social Worker for Clinical Supervision and Modifying the 2022 Budget for Community Services (Res)
 - B. Mental Health and Addiction Clinic Updates (Info)
- 6. SOCIAL SERVICES – JOSEPH SEEBER**
 - A. Authorizing the Chair to Sign a Renewal Agreement with Securitas Security Services for the Provision of Security Services at the Harold B. Smith Building (Res)
 - B. Modifying the 2022 Budget for Social Services for Office Equipment (Res)
 - C. Modifying the 2022 Budget for Social Services for the Safe Harbor Program (Res)

- D. Social Services Statistics (Info) – Heather Rand, Director of Children’s Services
- E. HEAP Discussion – Karen Durham, Head Social Welfare Examiner

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Social Services
 - 1. Fill a Case Supervisor, Grade B, Position No. 816000004
 - 2. Create and fill a Keyboard Specialist, Position No. 003100105
- B. Office for the Aging
 - 1. Create and fill a Program Coordinator, Position No. 803000008
 - 2. Create and fill a Senior Program Coordinator, Position No. 803100002
- C. Youth Bureau
 - 1. Fill four (4) Youth Interns, Position No. 995500005

8. COUNTY ADMINISTRATOR’S REPORT

- A. Transferring Appropriations from 2021 to 2022 to Complete Final Disbursements to The Bonadio Group and Modifying the 2022 Budget for the Department of Social Services (Res)

9. COMMITTEE REPORTS

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

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN THE EMERGENCY PREPAREDNESS
PROGRAM CONTRACT FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Emergency Preparedness Program Contract is used to promote and protect the health of County residents by planning for health emergencies caused by deliberate acts, accidents, and naturally occurring events, to ensure that the Local Health Department is ready to respond to such threats, and

WHEREAS, Local Health Departments must conduct a health Emergency Preparedness Program as a condition of eligibility for State Aid, and

WHEREAS, the term of the Emergency Preparedness Program HRI Contract will be July 1, 2022 through June 30, 2023, in the amount of \$87,445 (PP044895 57000 EP),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the Emergency Preparedness Program Contract for the Public Health Department, and any COLAs to the contract, upon approval of the County Attorney.

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE DEPARTMENT OF HEALTH FOR THE RABIES PROGRAM
FROM APRIL 1, 2022 THROUGH MARCH 31, 2025**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Department of Public Health has received notification of a grant award (Contract #C36555GG) from the New York State Department of Health for Rabies, and

WHEREAS, the Grant will be a three (3) year contract with a term of April 1, 2022 through March 31, 2025, and total grant amount of \$80,358, and

WHEREAS, the grant award for each year of this will be \$26,786 (PP034725 56000 RAB), and

WHEREAS, reimbursement is dependent on the actual number of human rabies treatment, specimens collected, pet vaccination clinics and education, and prevention activities, and cannot exceed the estimated allocation,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Department of Health for the Rabies Program, upon approval of the County Attorney.

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
JACK VENESKY, CPA AND ASSOCIATES FOR PREPARATION OF THE
PRESCHOOL/SCHOOL SUPPORTIVE HEALTH SERVICES (SSHSP) ANNUAL
MEDICAID COST REPORT FOR PUBLIC HEALTH DEPARTMENT FOR
THE JULY 1, 2022 TO JUNE 30, 2023 PROGRAM YEAR**

By Mr. Lightfoot, 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 & Associates has been providing this service to the Public Health Department, and

WHEREAS, a proposal has been received for the firm of Jack Venesky, CPA & Associates to continue providing these services (PK040504 43003) for \$4,500 annually,

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 (SSHSP) Annual Medicaid Cost Report for the Public Health Department for July 1, 2022 to June 30, 2023, upon approval of the County Attorney.

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH FIRST STUDENT, INC.
FOR PRESCHOOL SPECIAL EDUCATION TRANSPORTATION SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is mandated by the New York State Education Department to provide transportation to students receiving center based services in the Preschool Special Education Program (PK040504 44401), and

WHEREAS, the current contract for Preschool Special Education Transportation Services expires on June 30, 2022, and

WHEREAS, a competitive process has been completed, and the Department would like to enter into a contract for a term of three (3) years with the option of two one (1) year extensions with First Student, Inc., with the contract period of July 1, 2022 to June 30, 2025,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with First Student, Inc., for Preschool Special Education Transportation Services, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the contract will be in the amount of \$590 per bus route/per day (driver/driver assistant) for year one (not to exceed \$985,000), July 1, 2022 through June 30, 2023, with an annual increase using the CPI (Consumer Price Index) as calculated by the US Department of Labor, Bureau of Labor Statistics as of the first day of the month in which the County exercises its option, or three and one-half percent (3.5%), whichever is less, for transportation based on the latest 12-month period for the subsequent years.

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN ADDENDUM TO THE CONTRACT FOR SOFTWARE LICENSE AND SUPPORT WITH ECLINICAL WORKS AND FOR CLOUD HOSTING WITH ECLINICAL WEB FOR ELECTRONIC MEDICAL RECORDS AND PRACTICE MANAGEMENT SERVICES FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Department is required to maintain records securely for all programs and some services of the Department have specific practice management and billing needs, and

WHEREAS, eClinical Works provides appropriate software license and support services for electronic medical records and practice management, and

WHEREAS, eClinical Web provides cloud hosting of the eClinical Works software, and

WHEREAS, eClinical Works and eClinical Web are changing the billing policy with the monthly fee increasing by \$449 as it is going from \$624 to \$1,073 (PP040104 42004),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an addendum to the contract for software license and support with eClinical Works and for cloud hosting with eClinical Web for electronic medical records and Practice Management Services for the Public Health Department, upon approval of the County Attorney.

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH A SUPERVISING LICENSED CLINICAL SOCIAL WORKER FOR CLINICAL SUPERVISION AND MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services provides Mental Health and Addiction Services to individuals with mental illness and/or substance/alcohol abuse problems in St. Lawrence County, and

WHEREAS, the Mental Health Clinic is experiencing difficulty recruiting a Supervising Social Worker, and

WHEREAS, following the departure of the Licensed Clinical Social Worker, the vacant Supervising Social Worker is responsible for providing the clinical supervision to the Mental Health Clinic’s Licensed Masters of Social Workers and Licensed Clinical Social Workers, and

WHEREAS, Community Services would like the option to enter into contractual agreement with private Licensed Clinical Social Worker-R in order to provide clinical supervision to until such time a permanent staff can be hired,

WHEREAS, the supervision will occur once every two weeks for each Social Worker at a rate of \$100 per hour, and the contract is not to exceed one year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with a Supervising Licensed Clinical Social Worker for clinical supervision, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget for Community Services, as follows:

INCREASE APPROPRIATIONS:

A3143204 43007	A MHOC Other Fees & Services	\$8,000
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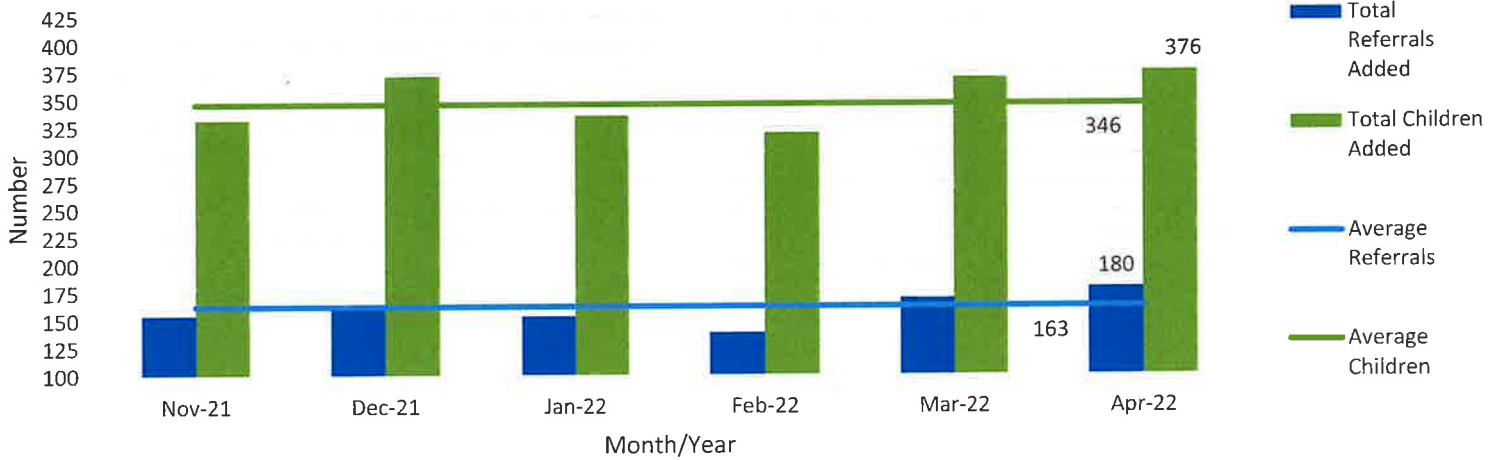
DECREASE APPROPRIATIONS:

A3143201 12000	A MHOC Supervisory/Administration	\$8,000
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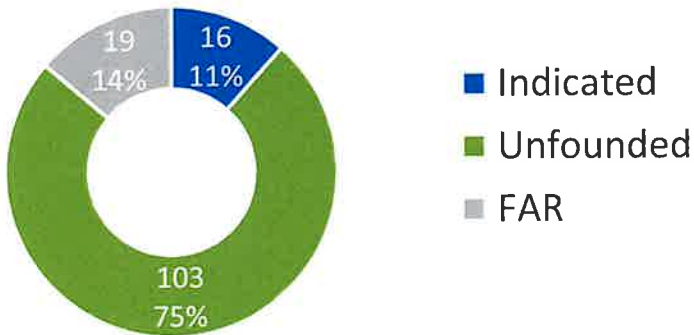
Social Services Monthly Update – April 2022

Child Protective Services

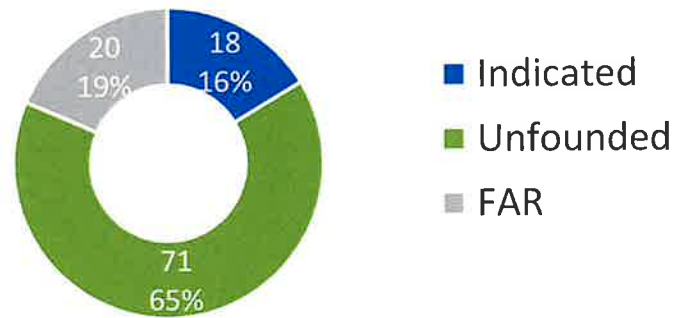
Referrals & Children Added



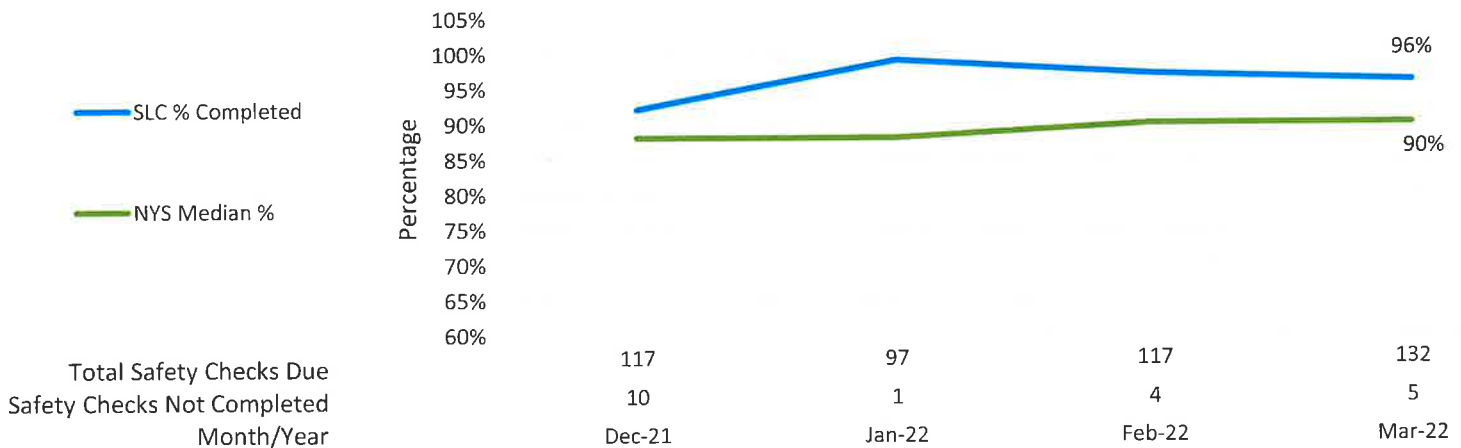
Indicated, Unfounded, & Family Assessment Response



Average Indicated, Unfounded, & Family Assessment Response

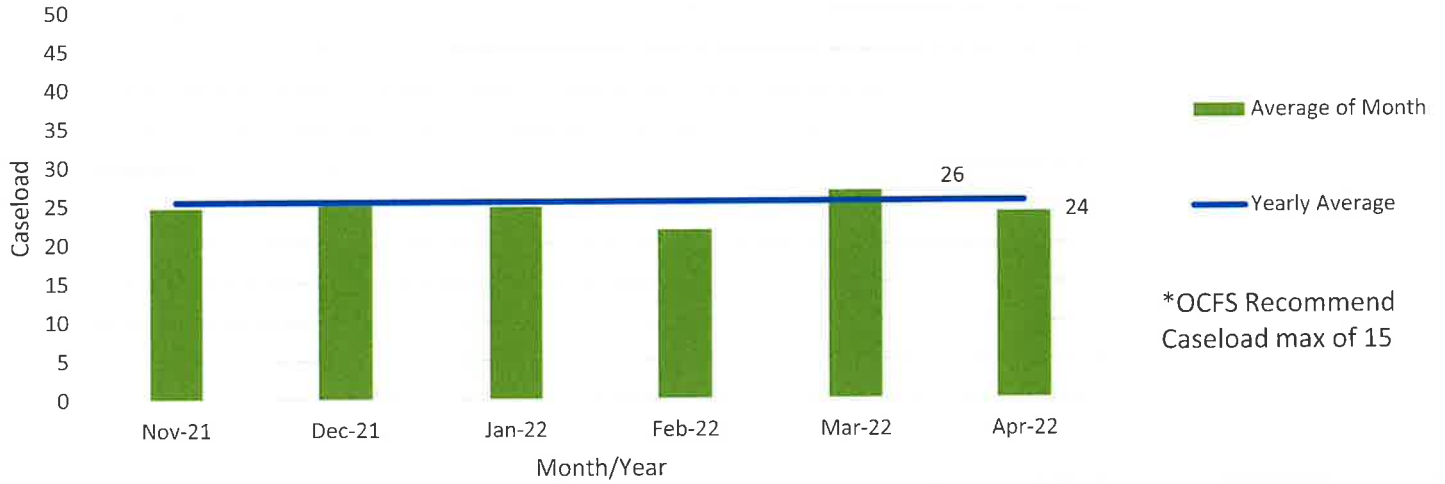


Safety Checks Completed on Time

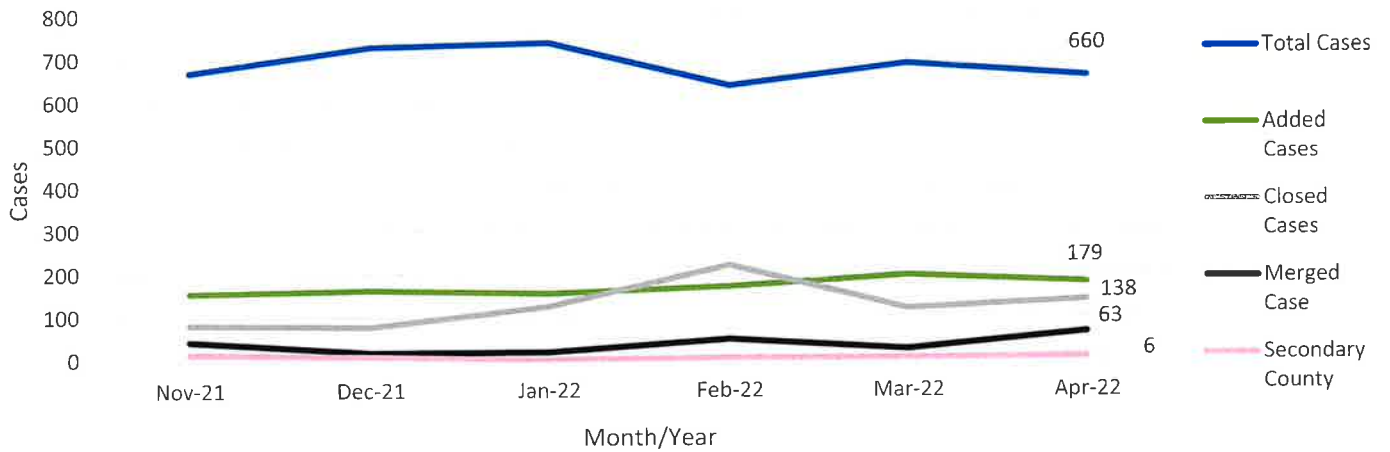


*Data Lagged By One Month Due to Reporting Timeline

Average CPS Caseload



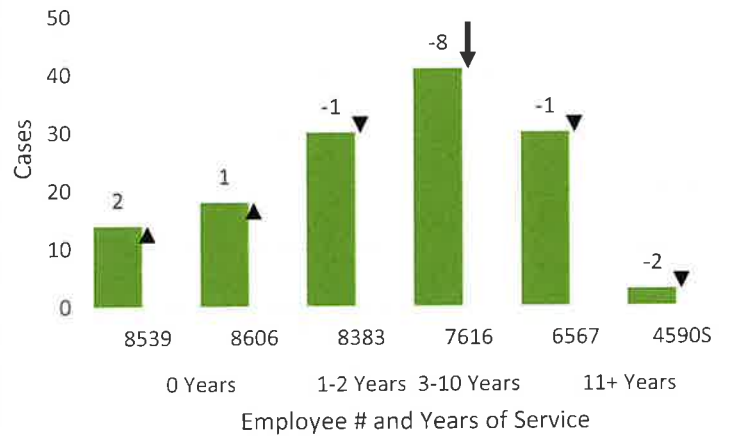
Total Caseload



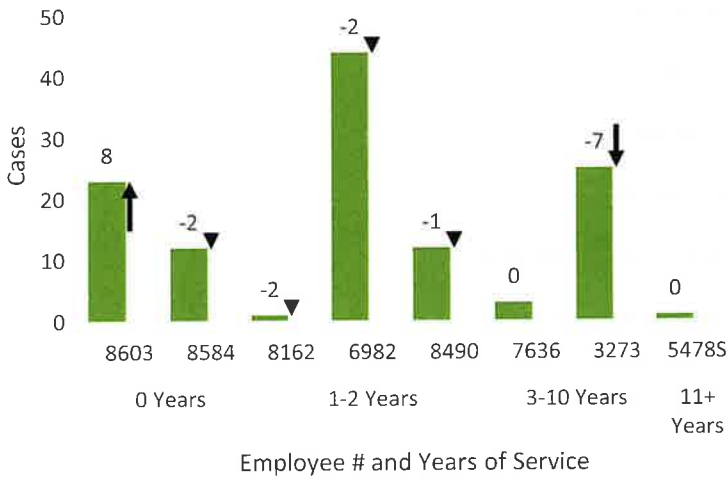
Cases Per Month by Supervisor #: 3856



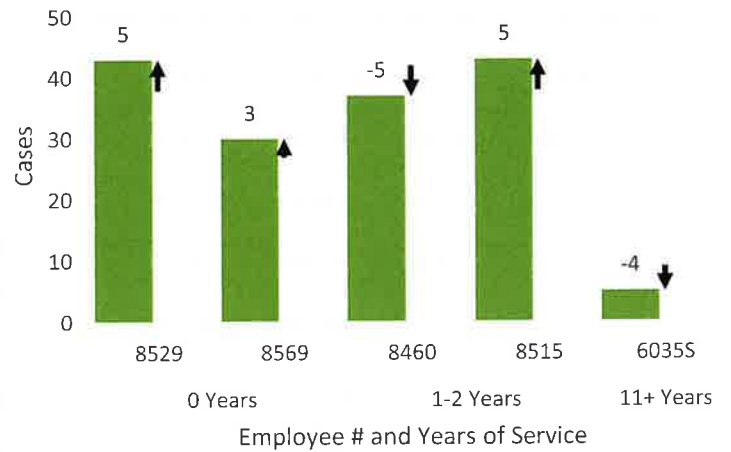
Cases Per Month by Supervisor #: 4590



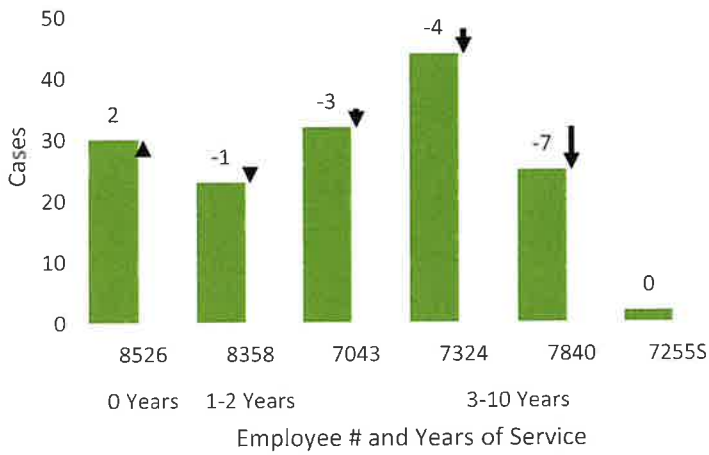
Cases Per Month by Supervisor #: 5478



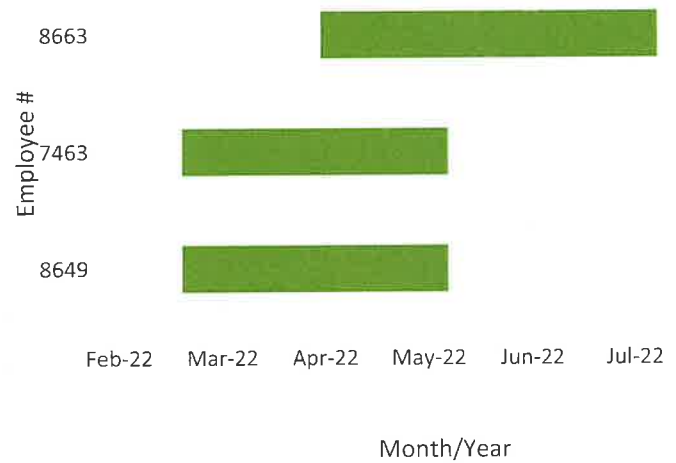
Cases Per Month by Supervisor #: 6035



Cases Per Month by Supervisor #: 7255



Trainee Period

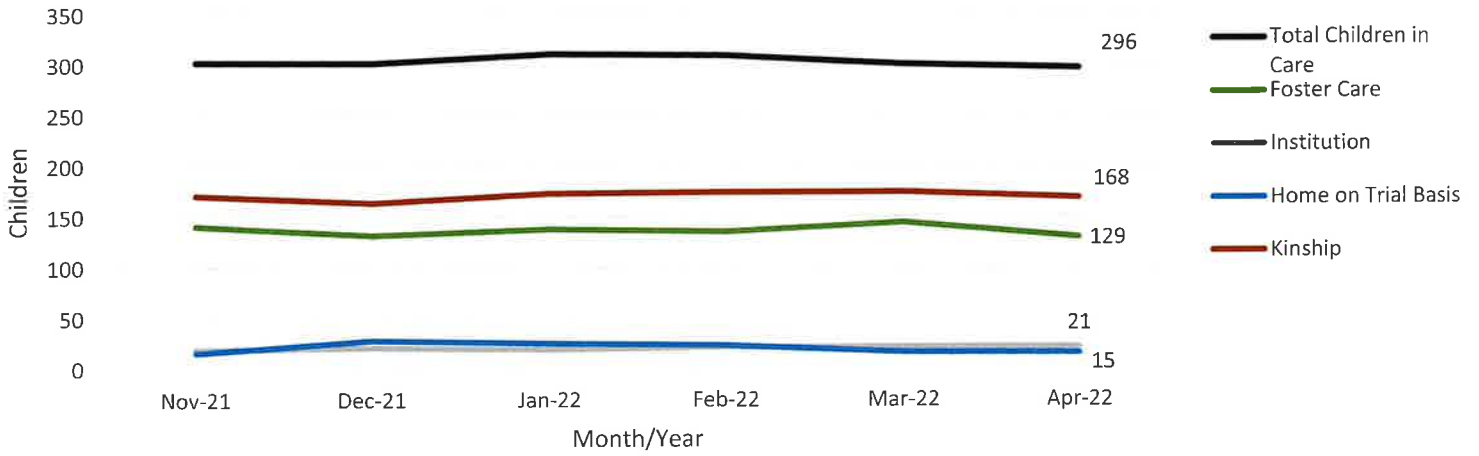


Cases Closed

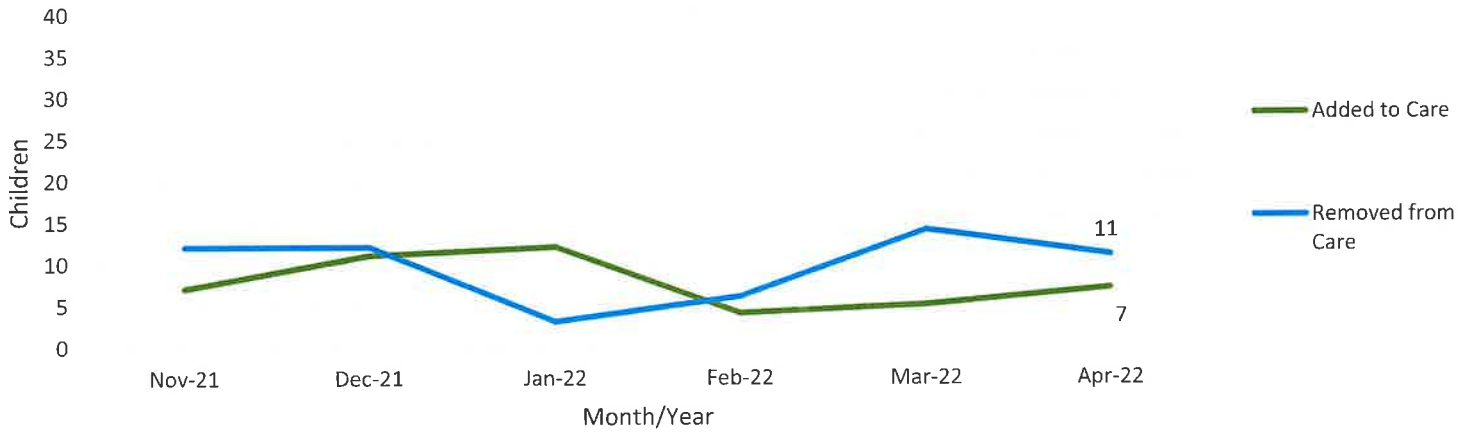


Preventive Services

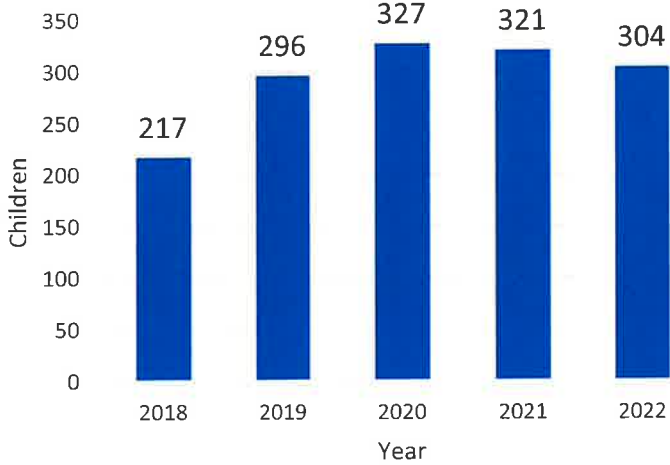
Children In Care



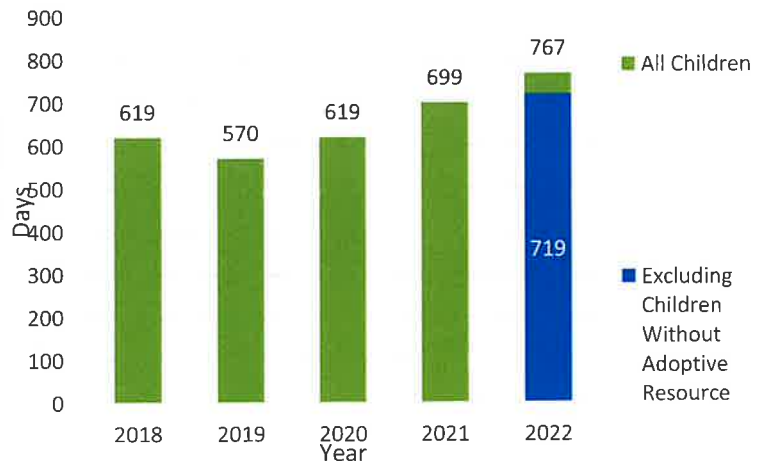
Net Change to Children in Care



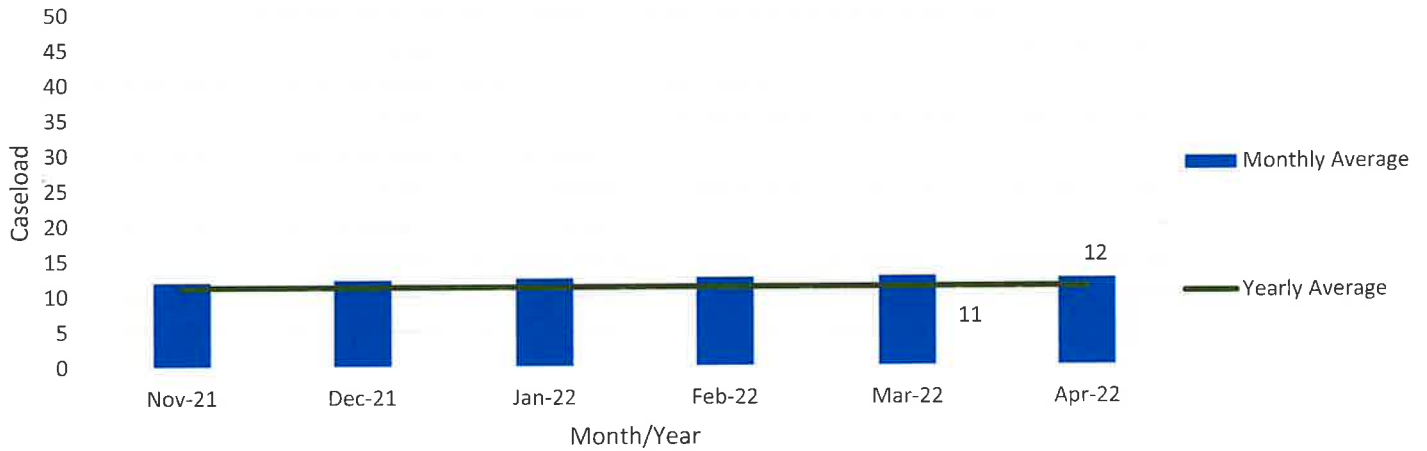
Average Number of Children in Care



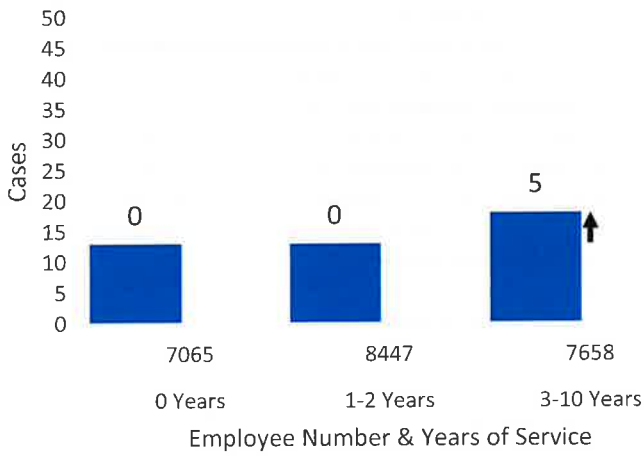
Average Days Children Have Been in Care



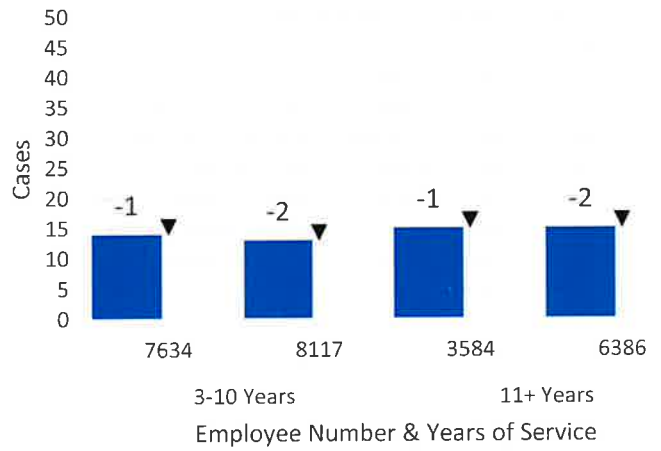
Average Preventive Caseload



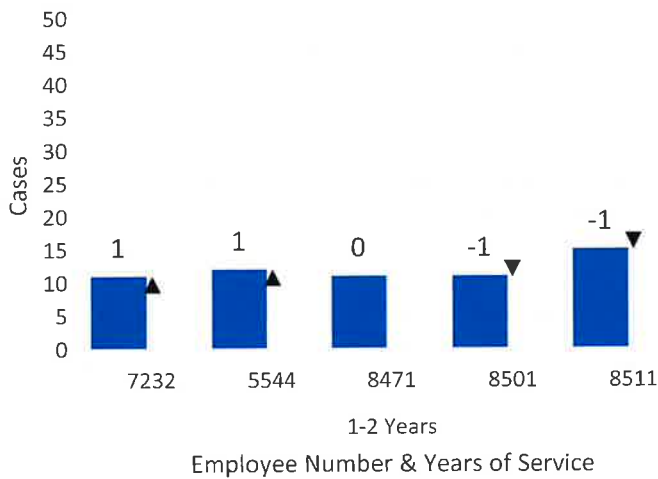
Cases Per Month by Supervisor: 6053



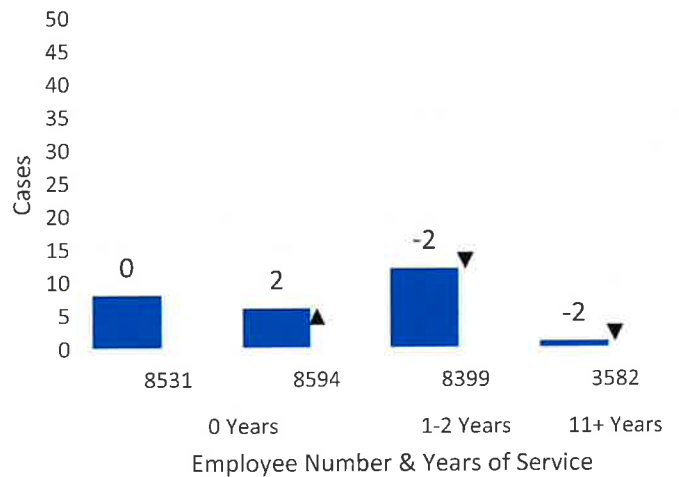
Cases Per Month by Supervisor: 660



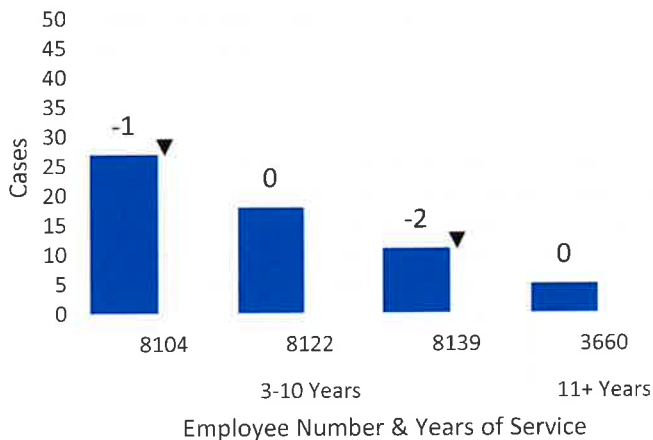
Cases Per Month by Supervisor: 2942



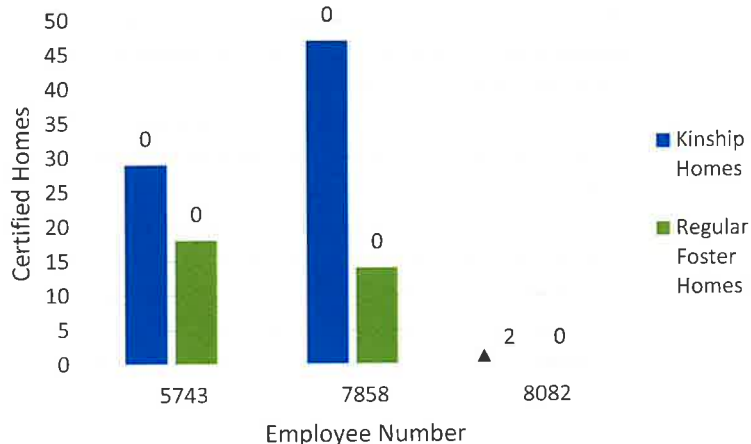
Cases Per Month by Supervisor: 5748



Cases Per Month by Supervisor: 3660



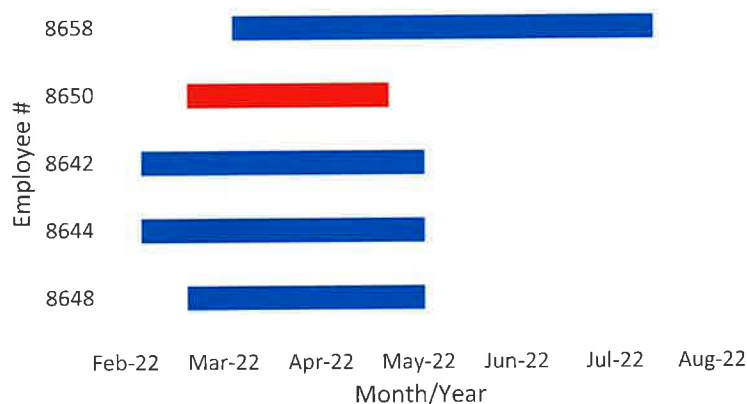
Home Finder Unit - Supervisor: 1998



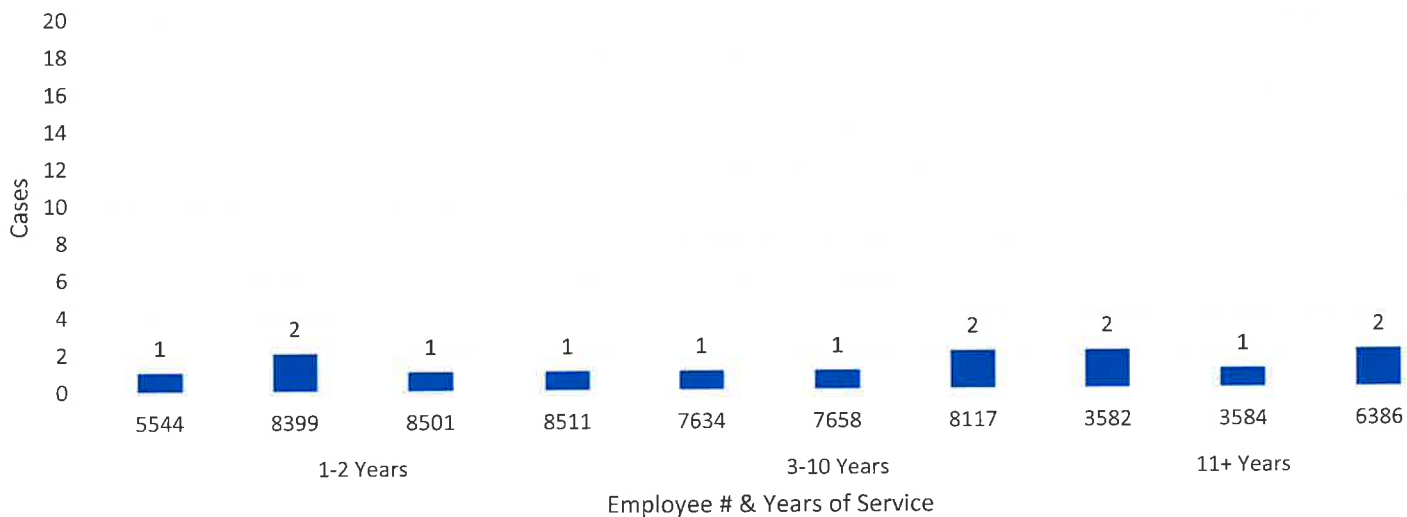
Average Number of Children in Home Receiving Services



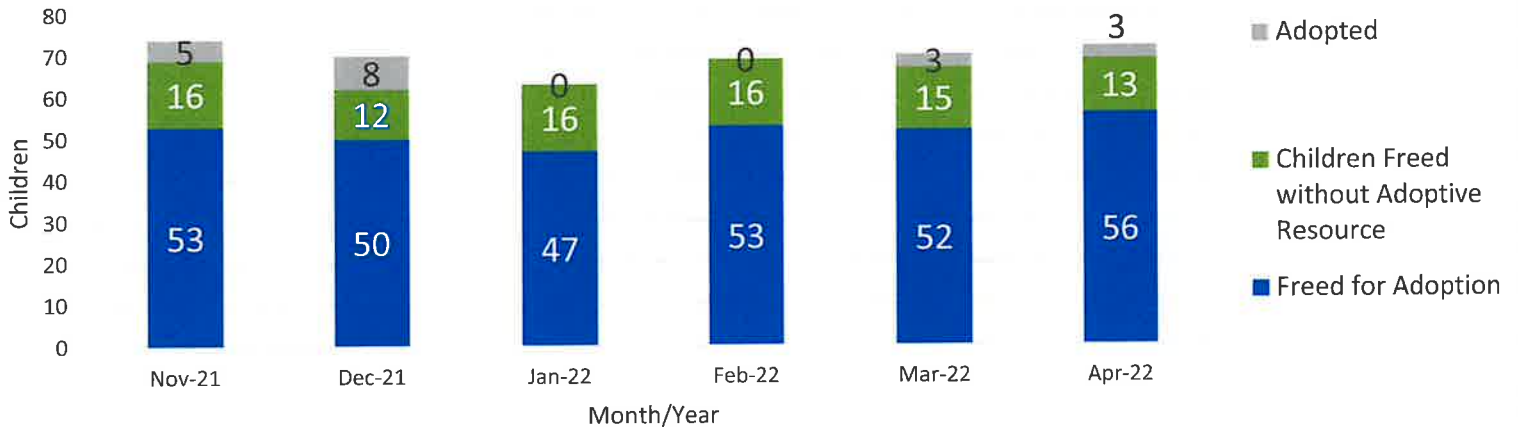
Trainee Period



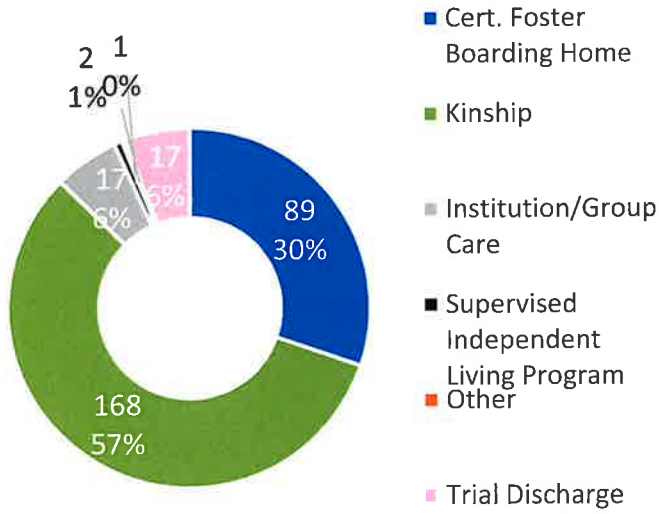
Cases Closed



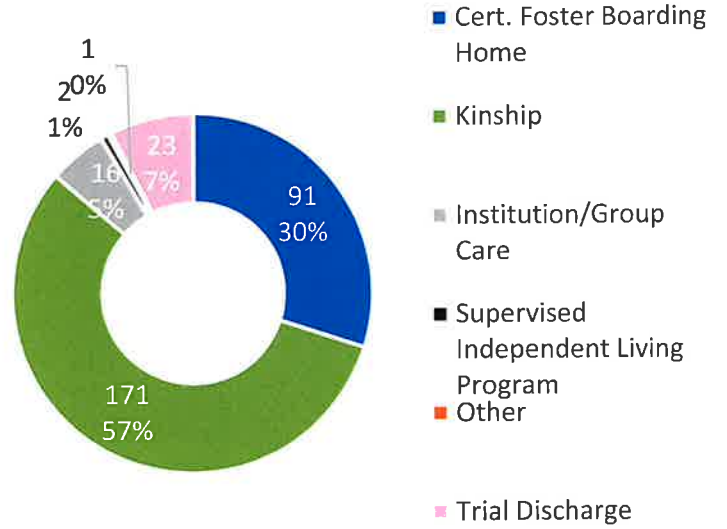
Adoption Activity



Foster Care Placements

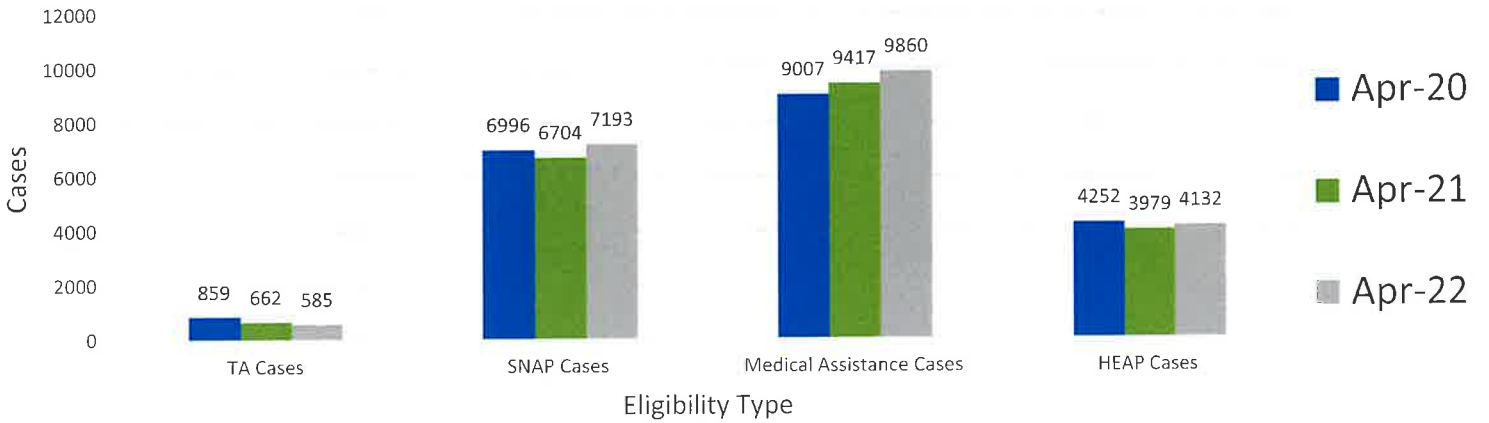


Average Foster Care Placements

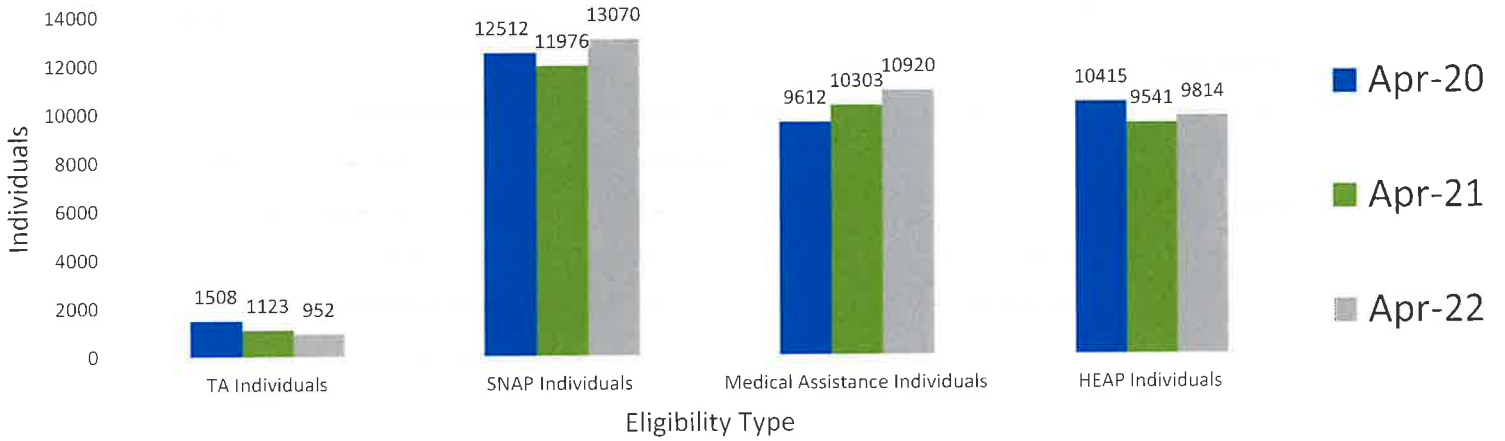


Eligibility Programs

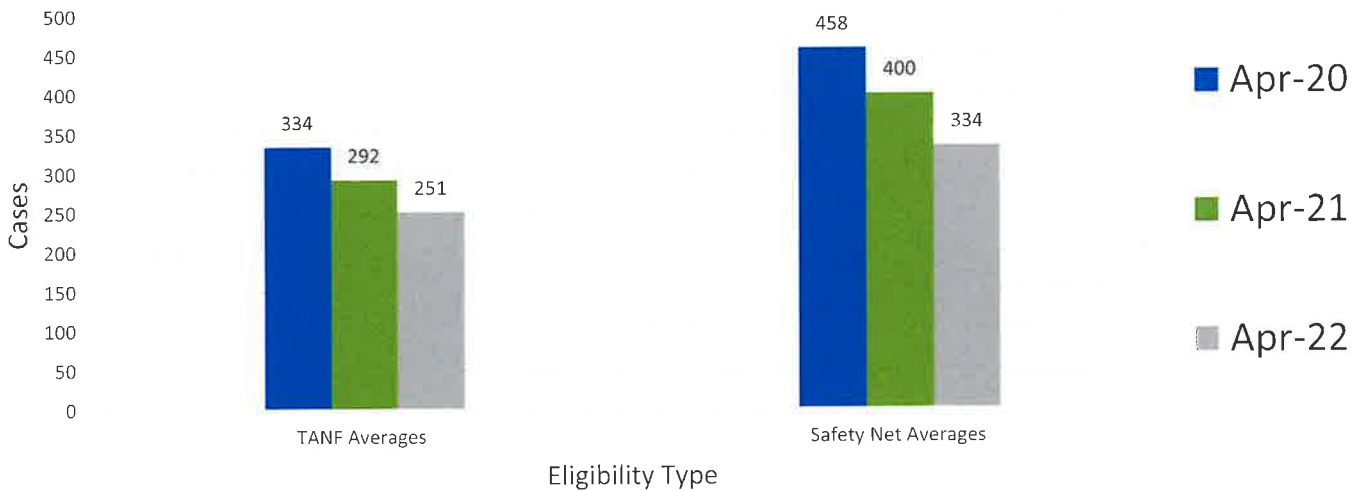
Cases



Individuals



TANF & Safety Net Averages



June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A RENEWAL AGREEMENT WITH
SECURITAS SECURITY SERVICES FOR THE PROVISION OF
SECURITY SERVICES AT THE HAROLD B. SMITH BUILDING AND MODIFYING
THE 2022 BUDGET FOR SOCIAL SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Securitas Security Services has been providing quality security at the Harold B. Smith Building for more than twenty (20) years, and

WHEREAS, a competitive bid process was conducted to ensure the most competitive rate is provided for the County and, the proposed rate is determined by New York State contract pricing, and

WHEREAS, St. Lawrence County and Securitas Security Services would like to renew the agreement (DAA60104 430SS) for four (4) years to provide two (2) security guards at the Harold B. Smith Building in order to provide the needed security, and

WHEREAS, the rate allowed under New York State Contract is calculated using a contractual mark-up of 23.6% of prevailing wages plus supplemental benefit rates posted by the New York State Department of Labor,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a renewal agreement with Securitas Security Services for the provision of security services for four (4) years at the Harold B. Smith Building, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2022 Budget as follows:

INCREASE APPROPRIATIONS:

DAA60104 43055	D ADM Security Services	\$21,000
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DECREASE APPROPRIATIONS:

DMM61004 46500	D Medicaid to State	\$21,000
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June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR SOCIAL SERVICES
FOR OFFICE EQUIPMENT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, there is a County initiative to upgrade desk phones and there are available funds in the MMIS account because of lower than expected costs, and it is necessary to modify the 2022 Budget for Social Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Treasurer to modify the 2022 Budget for Social Services, as follows:

INCREASE APPROPRIATIONS:

DAA60102 22003	D Admin General Office Equipment	\$25,000
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DECREASE APPROPRIATIONS:

DMM61004 46500	D Medicaid to State	\$25,000
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June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR SOCIAL SERVICES
FOR THE SAFE HARBOR PROGRAM**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, there is an updated budget available for the Safe Harbor Program making it necessary to modify the 2022 Social Services Budget,

WHEREAS, the Department of Social Services started overseeing the Safe Harbor program in 2020 and to date the department has spent a total of \$42,200,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Treasurer to modify the 2022 Social Services Budget as follows:

INCREASE APPROPRIATIONS:

DAG73104 41102 SAFE	D SAFE Educational Workshops	\$8,400
DAG73104 41902 SAFE	D SAFE Commercial Printing	3,000
DAG73104 43005 SAFE	D SAFE Advertising Fees & Expenses	20,020
DAG73104 44500 SAFE	D SAFE Other Travel Reimbursement	1,500
DAG73104 46500 SAFE	D SAFE Other Payments	<u>4,100</u>
		\$37,020

INCREASE REVENUE:

DAS38205 56000 SAFE	D SA Safe Revenue	\$37,020
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DECREASE APPROPRIATIONS:

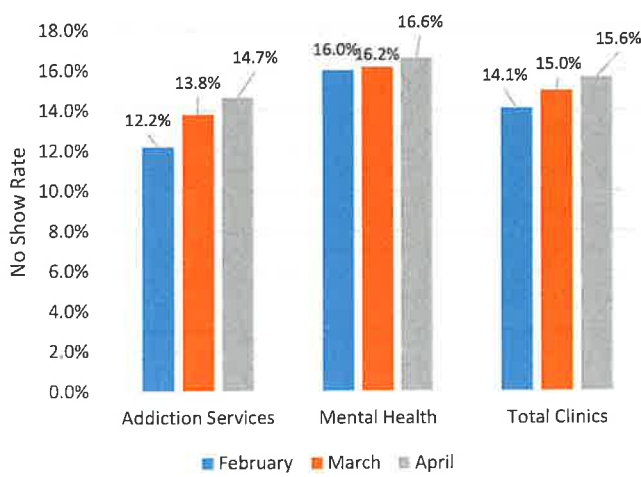
DSG73104 465YA SAFE	D SAFE Youth Advocacy Program	\$25,000
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DECREASE REVENUE:

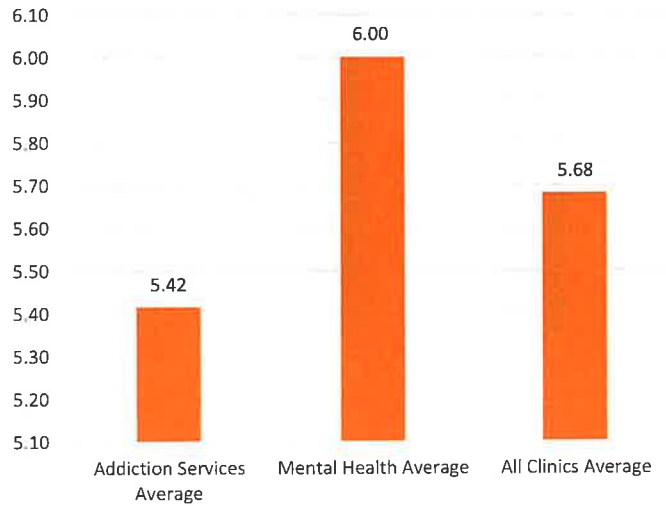
DSG38205 56000 SAFE	D SA Safe Revenue	\$25,000
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Community Services Update April 2022

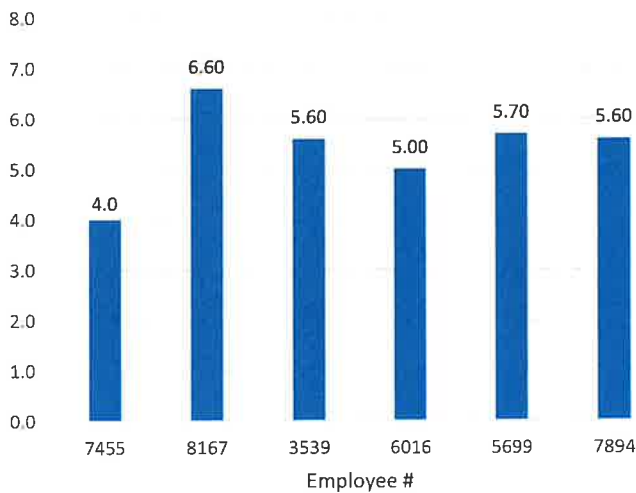
No Show Rates By Month (23.3% Before Call Reminders)



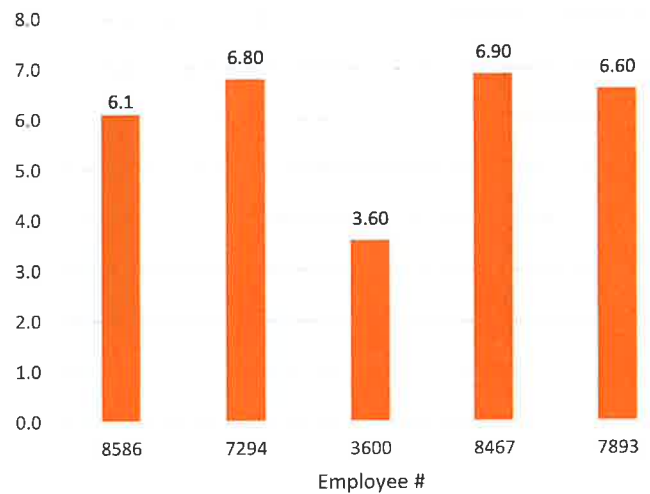
Clinic Counselor Visits Average



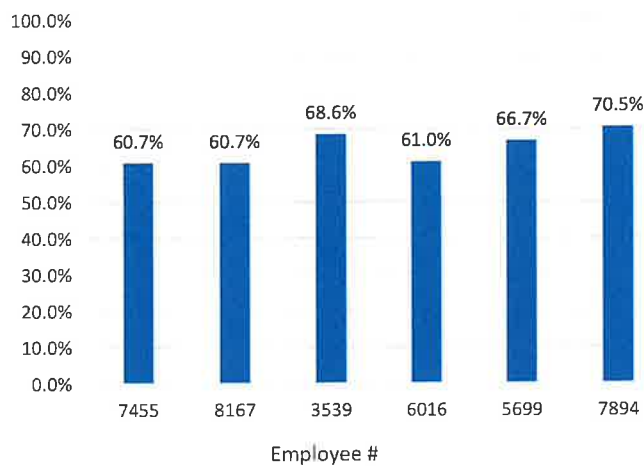
Addiction Services Visits Per Seven Hours



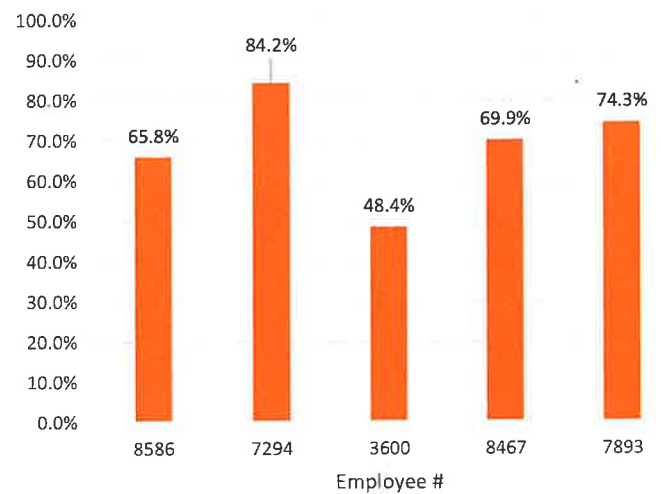
Mental Health Visits Per Seven Hours



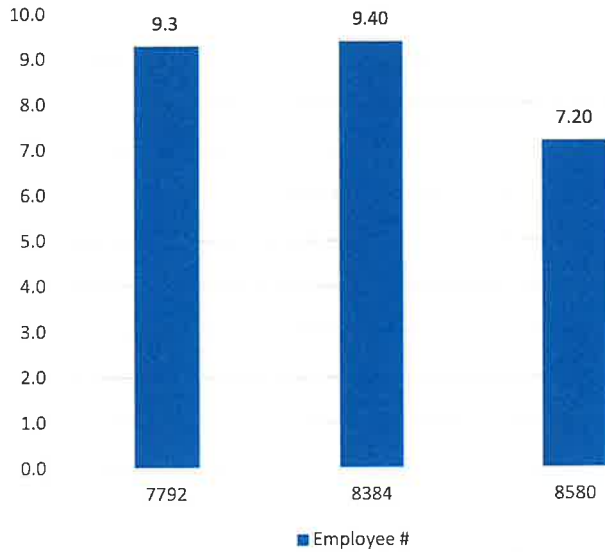
Addiction Services Weighted Face to Face %



Mental Health Weighted Face to Face %

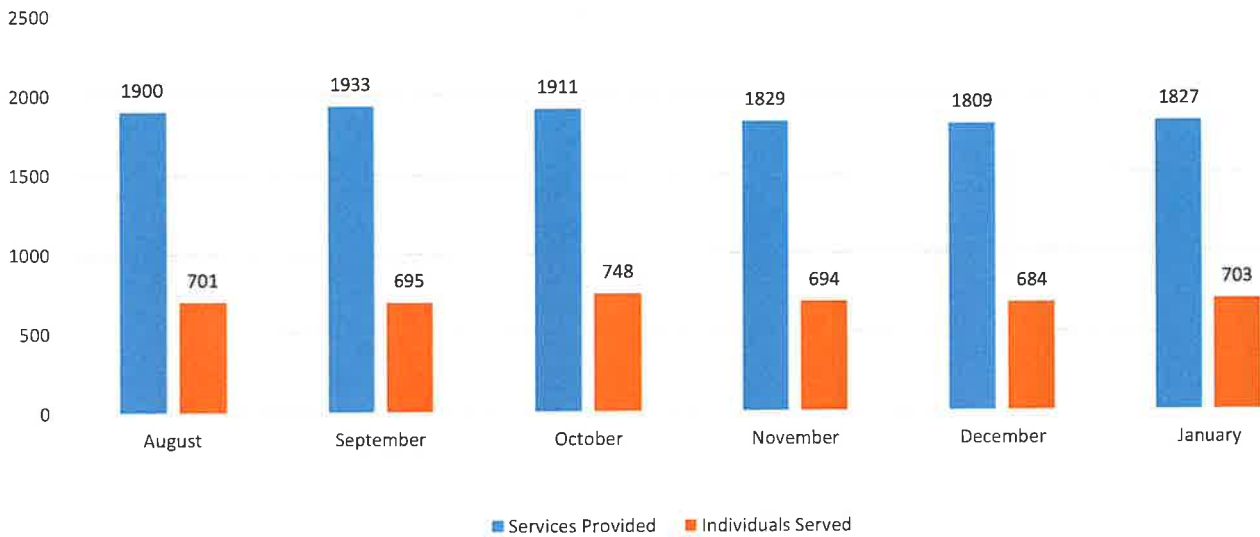


Prescriber Visits Per Seven Hours

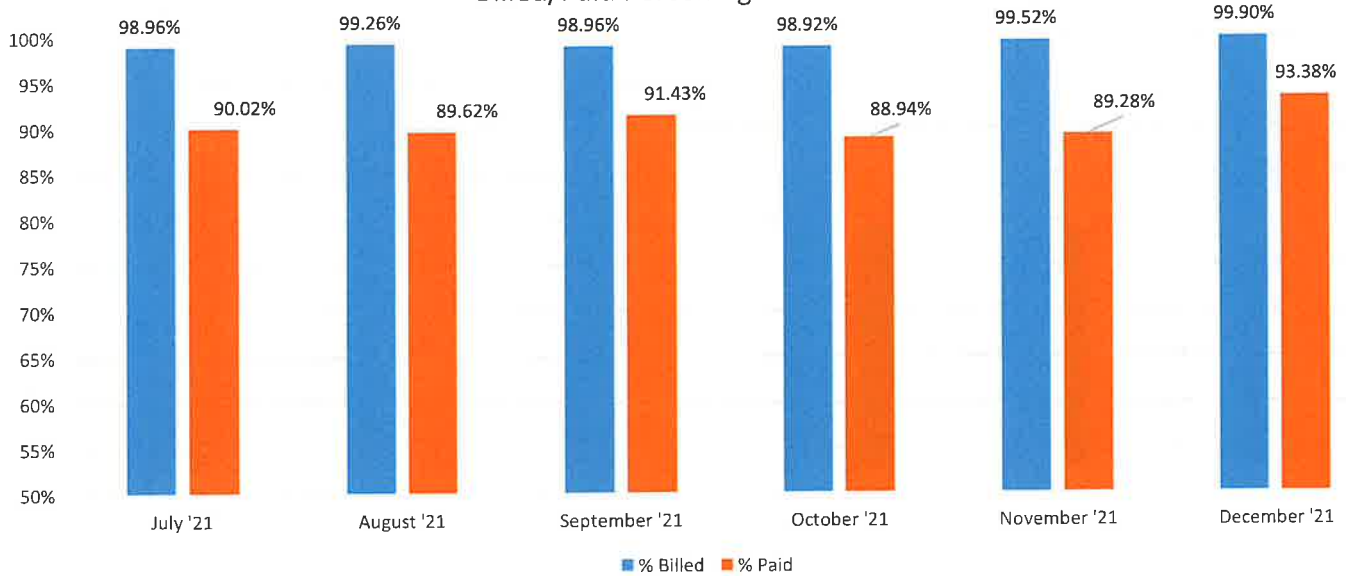


Waiting Lists	Number
Canton CD	9
Gouverneur CD	3
Massena CD	2
Ogdensburg CD	3
Addiction Services Total	16
Mental Health Total	18

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Case Supervisor, Grade B/CPS

Subunit (If Applicable): CPS

Date Submitted: 4/26/2022

Reason Vacated: Promotion

Position Number: 816000004

Date Vacated: 5/2/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/29/2018

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$67,835

Revenue Generating: No 0 %

Benefits: Yes \$38,042

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$58,770

Budget Mod Attached, If Required?

Grade: 29

Net County Cost: \$29,963

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. On March 31, 2022, each Caseworker in CPS averaged 27 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 completed 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 per month. Because caseloads exceed this recommendation, the Grade B Supervisor provides intensive 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. Because of the high caseloads, 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 are 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: Create & Fill

Keyboard Specialist

Subunit (If Applicable): Children's Services

Date Submitted: 04/29/2022

Reason Vacated: New Position

Position Number: 003100105

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$35,316

Revenue Generating: No 0 %

Benefits: Yes \$19,805

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$35,316

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$15,599

Detailed Justification

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

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

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Office for the Aging



Type: Create & Fill

Program Coordinator

Subunit (If Applicable):

Date Submitted: 4/26/22

Reason Vacated:

Position Number: 803000008

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$26,119

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

Base Salary: \$46,575

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$18,174

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.

Since the COVID pandemic, the Office for the Aging has experienced a 40% increase in demand for services in all programs. By 2030, the number of adults 65 and older will double in this country. In St. Lawrence County, there are over 25,000 older adults and this number is anticipated to grow to over 35,000 by 2030.

On average, our office has a daily call volume of over 100 calls or more; seeking information, programs, assistance and services. As such, our department is critically in need of additional case management staff to assist our clients in accessing supports and services to help them age in place.

The Program Coordinator is a case manager who will be cross trained in our NY Connects Program (Information on Long Term Supports & Services), HIICAP (Health Insurance and Information Counseling Program) and Wellness and Educational Programming. Currently, we only have 3 Program Coordinators working within these programs. We cannot handle the large volume of calls requesting assistance and services with the current staffing levels.

Budget Account Number: OA067721 11000.

Department Head: *Andrea Montgomery*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Office for the Aging



Type: Create & Fill

Senior Program Coordinator

Subunit (If Applicable):

Date Submitted: 4/26/22

Reason Vacated:

Position Number: 803100002

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes (56.08%) \$32,958

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

Base Salary: \$58,770

Budget Mod Attached, If Required?

Grade: 29

Net County Cost: \$22,932

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.

Since the COVID pandemic, the Office for the Aging has experienced a 40% increase in demand for services in all programs. By 2030, the number of adults 65 and older will double in this country. In St. Lawrence County, there are over 25,000 older adults and this number is anticipated to grow to over 35,000 by 2030.

On average, our office has a daily call volume of over 100 calls or more; seeking information, programs, assistance and services. As such, our department is critically in need of additional case management staff to assist our clients in accessing supports and services to help them age in place.

The Senior Program Coordinator exercises daily supervision over the Program Coordinators and ensures Federal and State Reporting requirements/mandates are met. This position will monitor all programming staff to ensure program quality, client satisfaction and adherence to policies; as well as monitor all contractors. Currently the Director handles all of these duties and provides direct supervision to 33 staff members. The Senior Program Coordinator will be cross trained in EISEP (Home Care Program); which provides intensive case management services to critically in need clients receiving home care. The current EISEP Coordinator will be retiring within 2 years; after over 20 years in this position.

The Senior Program Coordinator will provide case management services for our IIIE (Respite Programs) and IIID Programs (Health Promotion Program). He or she will also be cross trained in our NY Connects Program (Information on Long Term Supports & Services), HIICAP (Health Insurance and Information Counseling Program) and Wellness, Recreational, & Educational Programming.

The Senior Program Coordinator will also plan, implement, and present preventative & educational long term care programs to the public.

Budget Account Number: OA067721 11000.

Department Head: *Andrea Montgomery*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Youth Bureau



Type: Fill

Youth Intern

Subunit (If Applicable):

Date Submitted: 4/26/2022

Reason Vacated: Other

Position Number: 995500005

Date Vacated: 8/19/2021

Position # Abolished:

Position Will Be: Part-time

Last Fill Date: 7/12/2021

Hours Per Week: 30

Appointee Will Be: Temporary

Budget

Fill Request Timeline: Immediately

Temporary Position? Yes

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: No Insurance (22%) \$1,514

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

Base Salary: \$2,700

Budget Mod Attached, If Required?

Grade:

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 Youth Bureau plans to hire four youth interns for a period of six weeks this summer. These youth will be involved in the following projects: reviewing and adding content for Youth Ambassador high school programs, supporting school district summer programs, developing social media content and messages, writing newsletter articles, and providing support to other departments as requested. These positions are seasonal and 100% reimbursed by Youth Advocacy funds. \$15.00/hour *30 hours per week * 6 weeks = \$2,700 * 4 potential positions = \$10,800

Department Head:

Alexa Backus
Signer ID: 7FKFECGLW7...

Approved?

Yes No

County Administrator:

Resolution #:

June 6, 2022

Services Committee: 5-16-2022

RESOLUTION NO. _____

TRANSFERRING APPROPRIATIONS FROM 2021 TO 2022 TO COMPLETE FINAL DISBURSEMENTS TO THE BONADIO GROUP AND MODIFYING THE 2022 BUDGET FOR THE DEPARTMENT OF SOCIAL SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Resolution No. 315-2021 authorized an agency review of Children's Services by the Bonadio Group to review policy, procedures, current practices, address concerns raised by the public, and modified the 2021 Budget to authorize \$85,000 for the cost for the review, and

WHEREAS, the Bonadio Group is conducting a review of the programs within Children's Services and will conclude the review in June 2022 with a report including recommendations, and

WHEREAS, the final report will identify areas of strength for the Department, and areas of weakness and/or concern will be addressed and fully corrected to ensure the needs of the children being served by the Department are met, and

WHEREAS, for the duration of the review reports were provided working with Hancock Estabrook, LLP, that captured the work being completed and a status of the work for the Board of Legislators, and

WHEREAS, the cost has not changed and the work completed in 2021 totaled \$21,250; the second payment due is \$42,500 and the final payment due is \$21,250 following completion of the review for a total due of \$63,750, and

WHEREAS, the funds originally appropriated in 2021 need to be moved into 2022 so the final two payments can be made to The Bonadio Group,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to transfer appropriations from 2021 to 2022 to complete final disbursements to The Bonadio Group, and modify the 2022 Budget for the Department of Social Services, as follows:

DECREASE UPAPPROPRIATED FUND BALANCE:

01TG0911 50300	Fund Balance, Unreserved Unappropriated	\$63,750
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INCREASE APPROPRIATED FUND BALANCE:

01TG0910 50300	Fund Balance, Unreserved Appropriated	\$63,750
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INCREASE APPROPRIATIONS:

DAA60104 43007	D ADM Other Fees & Services	\$63,750
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