

St. Lawrence County
BOARD OF LEGISLATORS
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Canton, New York 13617-1169
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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 17, 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 – April 19**
- 3. PUBLIC HEALTH – JOLENE MUNGER**
 - A. 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 the Public Health Department for the July 1, 2021 to June 30, 2022 Program Year (Res)
 - B. Authorizing the Chair to Sign a Service Agreement between the Public Health Department and Stericycle for Disposal of Medical Waste (Res)
 - C. Authorizing the Chair to Sign the Emergency Preparedness Program Contract for the Public Health Department (Res)
- 4. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign a Contract with Coordinated Care Services, Inc., for Preparation of the 2020 Consolidated Fiscal Report and Modifying the 20201 Budget for Community Services (Res)
 - B. Authorizing the Chair to Sign a New Membership Agreement with Northwinds Integrated Health Network IPA, Inc. (Res)
 - C. Clinic Update (Info)
 - D. COSSAP Grant Update – St. Lawrence Health Care Systems (Discussion)
- 5. SOCIAL SERVICES – CINDY ACKERMAN**
 - A. Authorizing the Chair to Sign a Lease Agreement with Lot #21 Inc. for Space for the Department of Social Services in the City of Ogdensburg, New York, Located at 206 Ford Street and Modifying the 2021 Budget for the Department of Social Services (Res)

- B. Authorizing the Chair to Sign a Contract between the Department of Social Services and the Mental Health Clinic of Community Services to Provide the Services to provide the services of a Qualified Individual Under the Family First Prevention Services Act (FFPSA) (Res)
- C. Family First (Discussion)
- D. Monthly Statistics (Discussion)

6. LEGISLATOR KEVIN ACRES

- A. Authorizing the Release of Funds Set Aside for the 2021 Bassmaster Elite Series in Waddington, New York (Res)

7. LEGISLATOR JOSEPH LIGHTFOOT

- A. Commemorating the Bicentennial of the Town of Morristown (Res)

8. VACANCY REVIEW COMMITTEE

- A. Social Services
 - 1. Fill Case Supervisory, Grade B, in Adult Protective Services (816100001)
 - 2. Fill Case Supervisor, Grade B, in Child Protective Services (816000003)
 - 3. Fill Caseworker in Children's Services (815000020)
 - 4. Fill Caseworker in Child Protective Services (815200005)
 - 5. Fill Clerk in Children's Services (002300008)
 - 6. Create and Fill Case Supervisor, Grade B, in Children's Services (816100010)
 - 7. Create and Fill Senior Caseworker in Child Protective Services (815400004)
 - 8. Create and Fill Keyboard Specialist in Children's Services (003100104)
- B. Youth Bureau
 - 1. Fill Youth Interns (995500005)

9. COUNTY ADMINISTRATOR'S REPORT

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.

June 7, 2021

Services Committee: 5-17-2021

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 THE PUBLIC HEALTH DEPARTMENT FOR THE
JULY 1, 2021 TO JUNE 30, 2022 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, 2021 to June 30, 2022, upon approval of the County Attorney.

June 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A SERVICE AGREEMENT
BETWEEN THE PUBLIC HEALTH DEPARTMENT AND STERICYCLE
FOR DISPOSAL OF MEDICAL WASTE**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department operates an Article 28 Clinic which provides injectable immunizations, medications, and venipunctures to humans along with providing rabies vaccinations to animals, and

WHEREAS, the medical waste generated in the diagnosis, treatment or immunization of humans and/or the vaccination of animals have specific guidelines for labeling, segregation and disposal, and

WHEREAS, these guidelines include the use of clearly marked containers for regulated medical waste, sharps and recyclables, which are separated from other waste at the clinics, and all containers must be properly labeled with “infectious” and/or “regulated medical waste”, and

WHEREAS, Stericycle is a compliance company in collecting and disposing of regulated medical waste and sharps, pharmaceuticals, hazardous waste in the United States, and

WHEREAS, Stericycle has currently been providing the regular pickup and disposal of our medical waste at the rate of \$3,816 annually (PP040104 43007),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a service agreement between the Public Health Department and Stericycle for the disposal of medical waste, upon approval of the County Attorney.

June 7, 2021

Services Committee: 5-17-2021

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, the term of the Emergency Preparedness Program HRI Contract for the Public Health Department will be July 1, 2021 through June 30, 2022, and

WHEREAS, the Emergency Preparedness Program Contract (PP044895 57000 EP) is \$87,485, and

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

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 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH COORDINATED CARE SERVICES, INC., FOR PREPARATION OF THE 2020 CONSOLIDATED FISCAL REPORT AND MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services is in need of assistance to complete the Consolidated Fiscal Report (CFR) for 2020, and

WHEREAS, Coordinated Care Services, Inc. (CCSI) provides support in behavioral health and human services, specifically in financial reporting, claiming, and budgeting for counties and providers in New York State, and

WHEREAS, CCSI would prepare the 2020 CFR and provide specialized Local Government Unit (LGU) Fiscal Supports for Community Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Coordinated Care Services, Inc., for preparation of the Consolidated Fiscal Report for 2020, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Community Services, as follows:

DECREASE APPROPRIATIONS:

A5043101 13000	A ADM Technical	\$10,540
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INCREASE APPROPRIATIONS:

A5043101 43007	A ADM Other Fees & Services	\$10,540
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June 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A NEW MEMBERSHIP AGREEMENT WITH
NORTHWINDS INTEGRATED HEALTH NETWORK IPA, INC.**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Office of Mental Health (NYS OMH) and Office of Alcoholism and Substance Abuse Services (OASAS) have launched the NYS Behavioral Health Value Based Payment (VBP) Readiness Program which will fund behavioral health providers to form behavioral health care collaborative in an effort to position such providers to succeed in the VBP Environment, and

WHEREAS, the VBP Readiness Program will make funding available through Medicaid Managed Care organizations to achieve goals established for VBP Readiness Program, and

WHEREAS, the North County Behavioral Health Care Collaborative (NC-BHCC) was formed for purposes of the VBP Readiness Program, with Citizen Advocates, Inc., designated to act as the lead agency for NC-BHCC, and

WHEREAS, these funds are for the purpose of creating an organization and enhancing data analytics, quality oversight, and clinical integration, and

WHEREAS, the NC-BHCC created a subsequent not-for-profit corporation Northwinds Integrated Health Network IPA, Inc. to manage VBP Readiness Program and service agreements with Managed Care organizations and/or Accountable Care organizations for the provision of behavioral health and related health care services to respective health plan members, and

WHEREAS, Resolution No. 313-2019 authorized the Chair to sign a Tier 2 Membership Agreement with Northwinds Integrated Health Network IPA, Inc., and

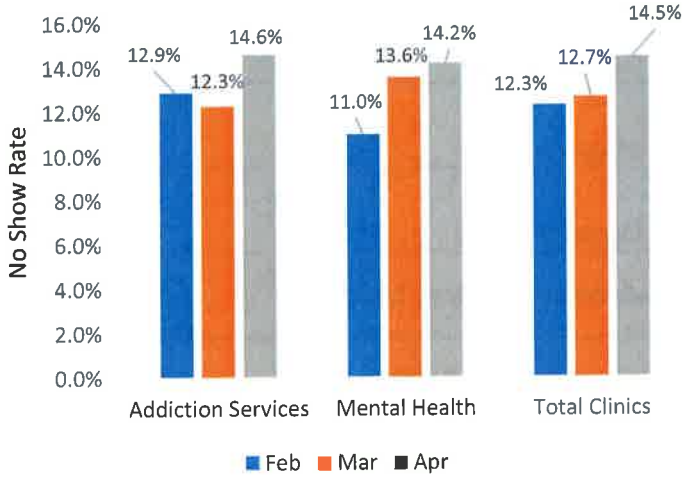
WHEREAS, it is the best interest of Community Services to enter into a new membership agreement with Northwinds Integrated Health Network IPA, Inc., and

WHEREAS, this agreement can be terminated upon sixty (60) days prior written notice,

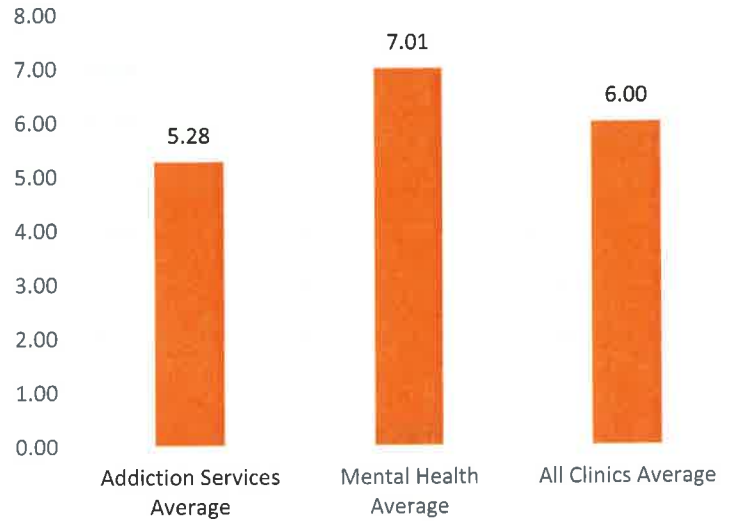
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a new membership agreement with Northwinds Integrated Health Network IPA, Inc., upon approval of the County Attorney.

Community Services Update April 2021

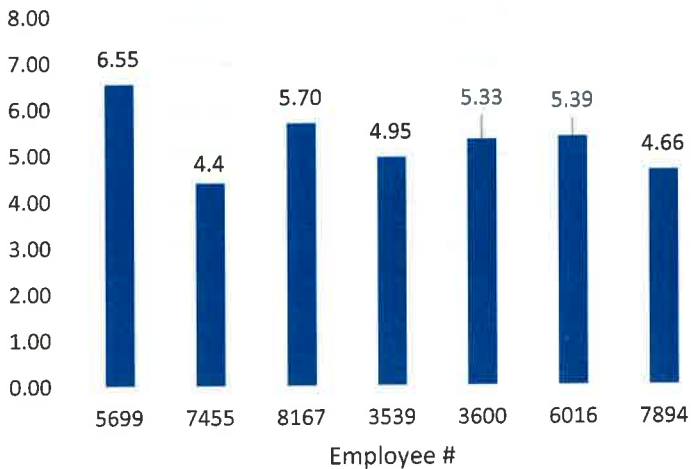
No Show Rates By Month (23.3% Before Call Reminders)



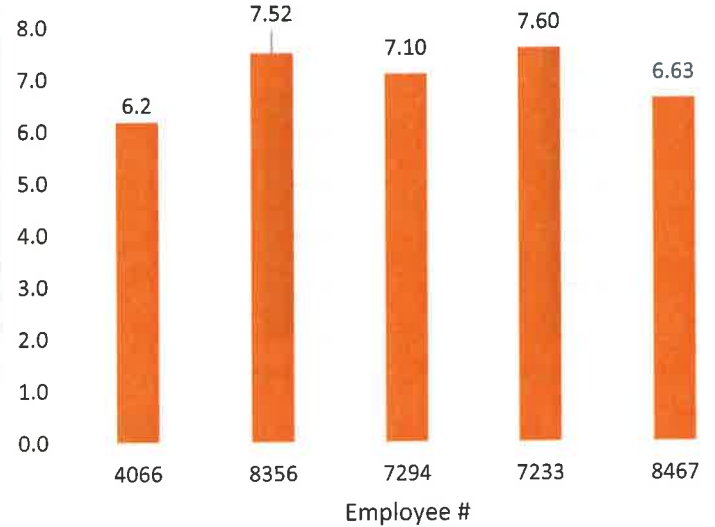
Clinic Counselor Visits Average



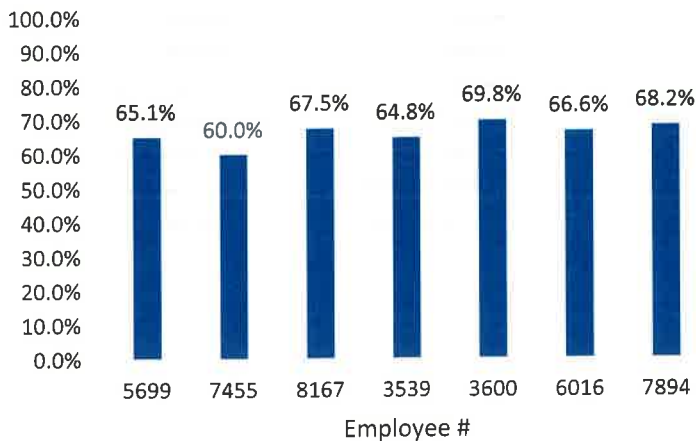
Addiction Services Visits Per Seven Hours



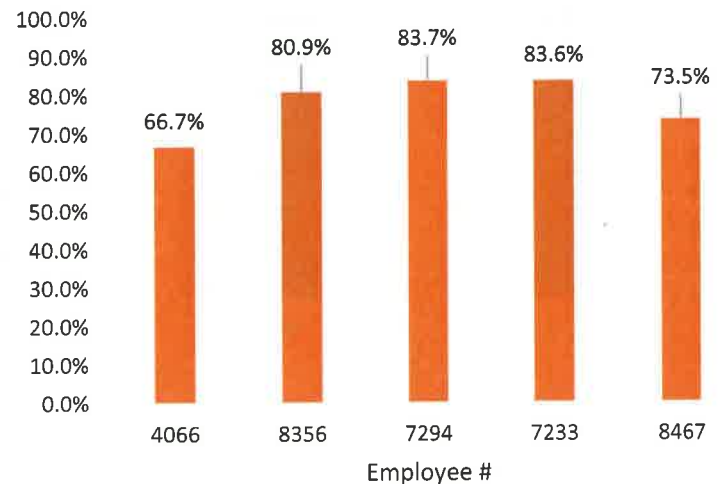
Mental Health Visits Per Seven Hours



Addiction Services Weighted Face to Face %

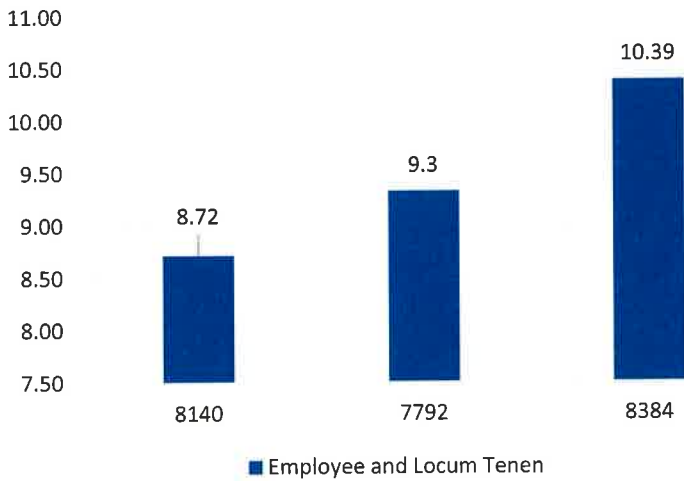


Mental Health Weighted Face to Face %



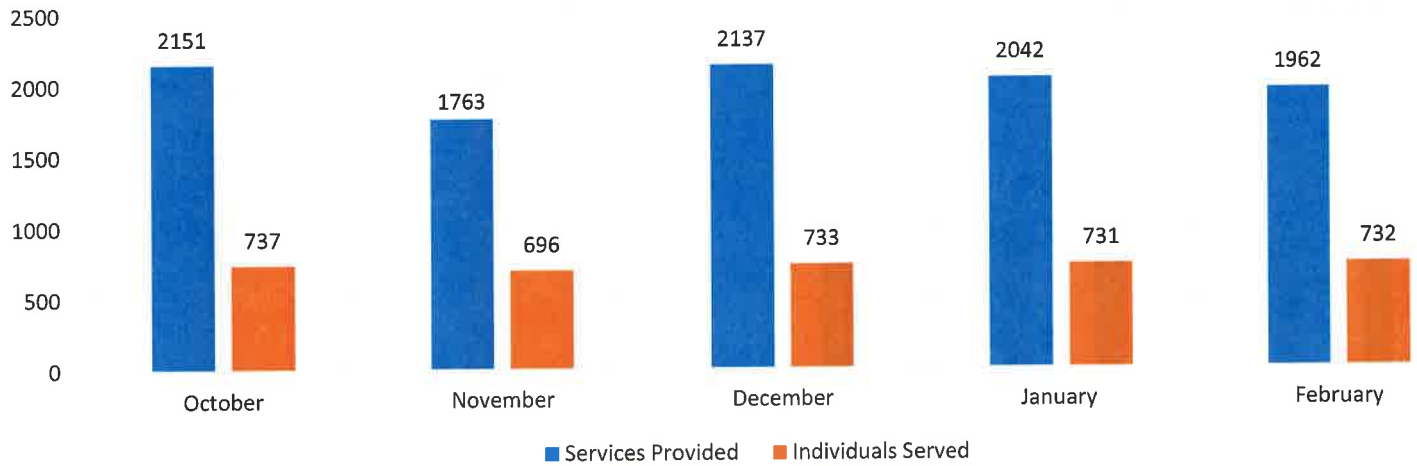
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

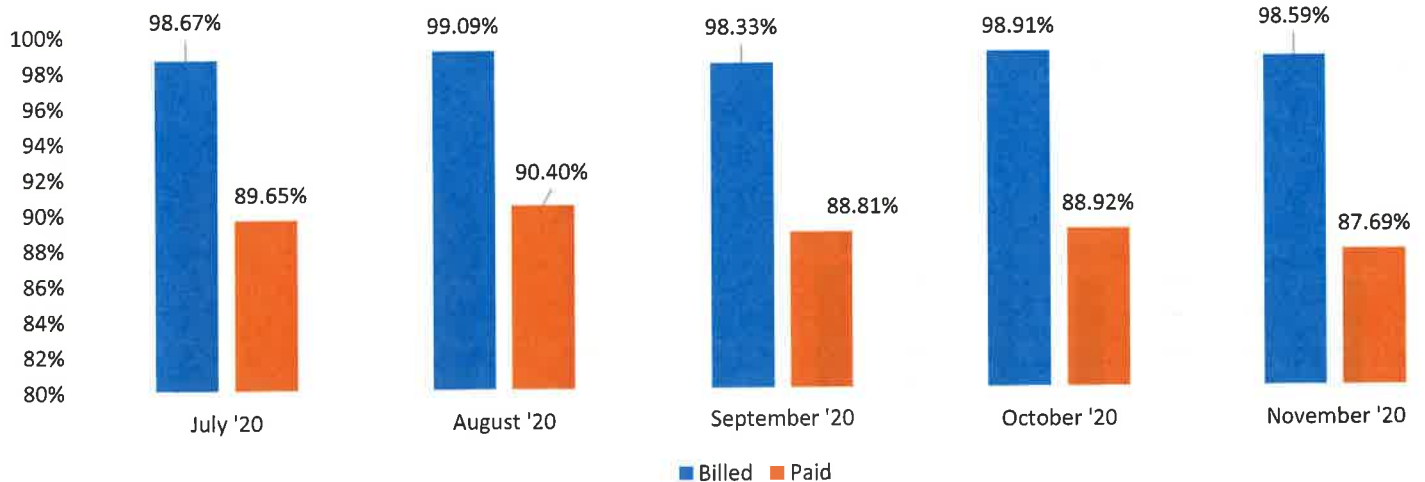


Waiting Lists	Number
Canton AS	0
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	0
Addiction Services Total	0
Mental Health Total	23

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



June 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A LEASE AGREEMENT WITH LOT #21 INC. FOR SPACE FOR THE DEPARTMENT OF SOCIAL SERVICES IN THE CITY OF OGDENSBURG, NEW YORK, LOCATED AT 206 FORD STREET AND MODIFYING THE 2021 BUDGET FOR THE DEPARTMENT OF SOCIAL SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Resolution No. 213-2008 authorized the Chair to sign a contract with David and Lynn Blevins for the lease of property at 206 Ford Street, Ogdensburg, New York, and

WHEREAS, the space is currently occupied by the Department of Motor Vehicles, Probation, and Community Services' Addiction Services Clinic, and

WHEREAS, there is a need for additional office space for the Department of Social Services and an opportunity to potentially create efficiencies through a pilot program of placement of staff in the community, and

WHEREAS, the terms of the agreement will be for three (3) years, from July 1, 2021 through June 30, 2024, for approximately 1,926 square feet, and

WHEREAS, the rental rate will be \$12.00 per square foot in the first year of the lease, and the annual amount will increase approximately \$161 each year for the three (3) year term of the lease,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a lease agreement with Lot #21 Inc. for space for the Department of Social Services in the City of Ogdensburg, New York, located at 206 Ford Street, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for the Department of Social Services, as follows:

BE IT FURTHER RESOLVED the initial rental rate will be \$12.00 per square foot in the first year of the three year term, July 1, 2021 through June 30, 2024,

INCREASE APPROPRIATIONS:

DAS60104 40700 D SG Building and Property Rent \$11,566

DECREASE APPROPRIATIONS:

T1013254 40700 T TRES Ogd/Mass Rent Shortfall \$9,150
DMM61004 46500 D Medicaid to State 2,416
\$11,566

June 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT BETWEEN THE DEPARTMENT OF SOCIAL SERVICES AND THE MENTAL HEALTH CLINIC OF COMMUNITY SERVICES TO PROVIDE THE SERVICES OF A QUALIFIED INDIVIDUAL UNDER THE FAMILY FIRST PREVENTION SERVICES ACT (FFPSA)

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Family First Prevention Services Act of 2018 seeks to prevent the unnecessary removal of children from families by providing funding for mental health, addiction services, and efforts for in home parenting skill training, and

WHEREAS, the Local Department of Social Services (LDSS) is making modifications to comply, among them, to create and provide a more timely process for a determination of the most appropriate level of care for children to ensure the requirements of the 2018 Family First Prevention Services Act (FFPSA) can be met, and

WHEREAS, an important aspect of the Act requires the Local Department of Social Services (LDSS) to obtain the services of qualified individual(s) who can utilize Office of Children and Family Services (OCFS) approved assessment documentation and work collaboratively with the LDSS to provide competent recommendations, when it becomes necessary to place children in NYS Qualified Residential Treatment Programs, and

WHEREAS, the critical need for timely and competent assessments for children in these circumstances could be best be accomplished by the professional staff in the Mental Health Clinic at Community Services, and

WHEREAS, the availability of Title IV-E funding is affirmed by a timely and responsive process as established through the Federal Government and affirmed by New York State and the term of this initial contract will be for one year (July 1, 2021 through June 30, 2022),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract between the Department of Social Services and the Mental Health Clinic in Community Services to provide the services of 'Qualified Individual(s)' under the Family First Prevent Services Act, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that New York State is currently working through the allowable rates for these services that will be acceptable for claiming and expected to provide counties with guidance on how to proceed, once that has been received by the County, a budget modification will be prepared for consideration by the Board of Legislators.

June 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

**AUTHORIZING THE RELEASE OF FUNDS SET ASIDE FOR THE
2021 BASSMASTER ELITE SERIES IN WADDINGTON, NEW YORK**

By Mr. Lightfoot, Chair, Services Committee
Co-Sponsored by Mr. Acres, District 8

WHEREAS, the Bassmasters Elite Series Tournaments began in 2013 in Waddington, New York and St. Lawrence County provided \$75,000 from state/tribal gaming compact funds for the first tournament, and continued to provide financial support through Resolutions Nos. 164-2018 and 144-2019 for events in 2018 and 2019, and

WHEREAS, Resolution No. 207-2020 modified the 2020 Budget to authorize \$30,000 in appropriations in support of the Bassmaster Elite Series in Waddington for 2020, but unfortunately due to the COVID-19 pandemic the tournament scheduled for the summer of 2020 was canceled, and

WHEREAS, the Board of Legislators authorized Resolution No. 347-2020 creating a reserve account (01TG0899 50300 BMST) for the 2020 appropriations for the Bassmaster Tournament to be made available for the next time a tournament could successfully be held, and

WHEREAS, the success of past events generated an unprecedented contract with Bassmaster to host an Elite Series event in Waddington for four consecutive years (2018-2021), with an additional B.A.S.S. Nation Regional Tournament in 2022, increasing the destination exposure and leveraging economic development opportunities, and

WHEREAS, the impacts of COVID-19 prevented the tournament from taking place in St. Lawrence County last year, and the County is looking forward with great anticipation to the 2021 tournament,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the release of funds set aside for the 2021 Bassmaster Elite Series in Waddington, New York.

June 7, 2021

Services Committee: 5-17-2021

RESOLUTION NO. _____

COMMEMORATING THE BICENTENNIAL OF THE TOWN OF MORRISTOWN

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, in the year 2021, the Town of Morristown, New York, celebrates its Bicentennial and it is fitting to recognize the Town of Morristown on the occasion of this special milestone and to applaud its distinguished history, and

WHEREAS, the Town of Morristown was officially created on March 27, 1821 by the State Legislature from part of the town of Oswegatchie and the first Town Board Meeting was held on April 10, 1821, and

WHEREAS, the Town has been primarily a rural farmland area with a rich and varied history includes ferries, railroads, grist mills, saw mills, tanneries, Indian Root pill factory, funeral homes, local schools and marinas, and

WHEREAS, the County holds in high regard the Morristown community and pays tribute to the residents of Morristown who bravely served in Wars and Conflicts faced by this nation and to all who have served on the Town Board and committees that have contributed to its success, and

WHEREAS, the Town of Morristown consists of the hamlets of Morristown, Edwardsville, and Brier Hill and the boundaries include the beautiful St. Lawrence River and scenic Black Lake, and

WHEREAS, in recognition of the rich history of the Town of Morristown and enduring contributions, it is indeed an honor to pay tribute to the Town upon the occasion of its Bicentennial,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators commemorates the Bicentennial of the Town of Morristown, and

BE IT FUTHER RESOLVED that the Board of Legislators sends along high regards to past and current residents on this momentous occasion, and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Town of Morristown and Interim Historian Nancy LaFaver.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Case Supervisor, Grade B

Subunit (If Applicable): Adult Protective Services

Date Submitted: 4/27/2021

Reason Vacated: Retirement

Position Number: 816100001

Date Vacated: 5/28/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/30/2002

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$67,380

Revenue Generating: No 0 %

Benefits: Yes \$32,443

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$54,926

Budget Mod Attached, If Required?

Grade: 28

Net County Cost: \$28,250

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.

Adult Protective Services (APS) is a mandated service. APS is required to take and investigate reports of abuse, neglect and financial exploitation of the elderly and disabled. The Supervisor oversees 4 APS Caseworkers, 2 Personal Care Caseworkers, a Senior Caseworker and a Keyboard Specialist. APS averages 30-35 referrals a month and 150 on-going cases. Personal Care is responsible for assessing and setting up personal care for 250 disabled medicaid clients. The Supervisor also acts as the Homeless Coordinator and is responsible for arranging for emergency housing for an average of 30-35 people a month as well as recruiting and inspecting motels for this purpose. The Supervisor is also responsible for recruiting and inspecting Licensed Family Type Homes. Failure to fill this position would impact the department's ability to provide these essential services and ensure our compliance with the mandates.

Department Head: *Lyndia M. Williams*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Case Supervisor, Grade B/CPS

Subunit (If Applicable): CPS

Date Submitted: 4/27/2021

Reason Vacated: Promotion

Position Number: 816000003

Date Vacated: 4/16/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/10/2009

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$70,234

Revenue Generating: No 0 %

Benefits: Yes \$33,818

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$57,197

Budget Mod Attached, If Required?

Grade: 29

Net County Cost: \$29,447

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 five Caseworkers in CPS. In December 2020, each Caseworker in CPS averaged 24.1 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: *Lyndee M. Williams*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 4/27/2021

Reason Vacated: Resignation

Position Number: 815000020

Date Vacated: 6/1/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 6/4/2019

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 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$20,500

Detailed Justification

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

This Caseworker is assigned to work primarily with foster/adoptive families to ensure youth placed into the Department's custody is placed in the least restrictive setting. Home finders certify, train, educate and provide on-going support and monitoring of certified foster families. Home finders must comply with OCFS regulations in certification and training processes to meet the mandatory requirements for reimbursements. Home finders are responsible for recruitment of new foster parents and ongoing recruitment efforts to meet the needs of the number of youth in care to best meet the need of continuity of community and a least restrictive setting. Home finders are critical in meeting the federal regulations and state mandates of 50% family-based placements by September 2021. If this position is not filled, certification and training for relative care providers will not be possible and the County will suffer fiscal sanctions. Home finders also complete Interstate Compact for the Placement of Children regulatory home study requirements; home studies for adoptions that move youth to permanency and requests for familial home studies that are provided to the court.

Department Head: *Caroline M. Belmont*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 4/27/2021

Reason Vacated: Promotion

Position Number: 815200005

Date Vacated: 4/30/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/1/2012

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$59,554

Revenue Generating: No 0 %

Benefits: Yes \$28,675

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

Net County Cost: \$24,969

Detailed Justification

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

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 12 to 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 26.5 as of March 22, 2021. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. The pandemic has resulted in an increase in social problems in addition to the increase in the severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) which require additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations daily. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *[Signature]*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Clerk

Subunit (If Applicable): Children's Services

Date Submitted: 4/27/2021

Reason Vacated: Promotion

Position Number: 002300008

Date Vacated: 2/19/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/1/2004

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$37,855

Revenue Generating: No 0 %

Benefits: Yes \$18,227

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$32,358

Budget Mod Attached, If Required?

Grade: 13

Net County Cost: \$15,871

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 Clerk position is essential and necessary to serve all of children's services. The duties of this position would include supervising and training summer youth; performing Accruint checks on-line; maintaining cell phones and pagers; the logs for the county vehicles as well as the mileage calculations, maintenance/repair scheduling and moving as needed; DMV checks; maintaining car seat records (logs, discarding when outdated, requesting new ones); answering the phone; backup for the in-house mail run; collect and maintain flex memos; update children's services phone directory; research records on imaging and print out old information for staff as well as mail birth records for foster youth; filing; copying; organization of records; extensive contact with the legal unit; data entry; stocking supplies that are needed for children's services. This position is essential to support the entire children's services in the coordination, organization and maintenance of daily office duties and processes.

Department Head: *Lynda M. Johnson*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Case Supervisor, Grade B

Subunit (If Applicable): Children's Services

Date Submitted: 4/27/2021

Reason Vacated: New Position

Position Number: 816100010

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$54,926

Revenue Generating: No 0 %

Benefits: Yes \$26,447

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$54,926

Budget Mod Attached, If Required?

Grade: 28

Net County Cost: \$23,029

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 supervisory position would be responsible for a unit comprised of 5 Foster Care/Preventive Caseworkers. This unit trains and certifies St. Lawrence County foster parents; identifies family resources for children who need placement and completes home studies for Family Court; recruits new foster families; and manages cases including children who are placed with relatives and children who are transitioning to adoption. The Grade B Supervisor reviews and approves all court work prior to filing, reviews and approves service plans, creates adoption and kinship guardianship subsidy cases and payment resource contacts, conducts bi-weekly case conferences with Caseworkers to discuss safety and permanency on all cases, creates and updates the foster home recruitment and retention plan and Kinship Guardianship plan, reviews dictation, correspondence, and service authorization forms for accuracy, tracks court orders, dates, and annual subsidy letters, and assists with and reviews court-ordered home studies. If this position were not filled, it would not be possible to administer the St. Lawrence County Foster Home program and the timeliness and accuracy of adoptions would be negatively impacted. Caseworkers would not have the supervisory guidance needed to make appropriate case decisions and the safety and permanency of children in the custody of the Commissioner of the Department of Social Services and children placed with relatives would be adversely affected. This position is necessary to ensure we maintain the current workload levels and ensure OCFS regulatory processes/mandates are being adhered to, as well as compliance with the legal statutes for child welfare. This position will be instrumental in ensuring the mandates of the federal legislation in the Family First Preventive Services Act."

Department Head: *Caroline M. Johnson*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Senior Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 4/27/2021

Reason Vacated: New Position

Position Number: 815400004

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$52,797

Revenue Generating: No 0 %

Benefits: Yes \$25,422

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$52,797

Budget Mod Attached, If Required?

Grade: 27

Net County Cost: \$22,136

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 will include 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, and database training, as well as cultural competency, strength-based and trauma-informed practices. The senior caseworker will train new staff on federal, state, and local policies, procedure, and practices to follow all regulatory requirements. The senior caseworker will provide 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 senior caseworker may provide regular training to experienced staff; mentor/coach staff that are struggling; and create instructional videos for staff that promote best practices. This senior caseworker may 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: *Caroline M. Belmont*

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: 4/27/2021

Reason Vacated: New Position

Position Number: 003100104

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: \$34,371

Revenue Generating: No 0 %

Benefits: Yes \$16,550

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$34,371

Budget Mod Attached, If Required?

Grade: 15

Net County Cost: \$14,411

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: *Angela M. Belmont*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Youth Bureau



Type: Create & Fill

Youth Intern

Subunit (If Applicable):

Date Submitted: 4/27/21

Reason Vacated: New Position

Position Number: 995500005

Date Vacated:

Position # Abolished:

Position Will Be: Part-time

Last Fill Date: 1/01/2016

Hours Per Week: 30

Appointee Will Be: Temporary

Budget

Fill Request Timeline: Immediately

Temporary Position? Yes

Salary of Person Leaving: \$2,835

Revenue Generating: No 0 %

Benefits: No Health Insurance \$651

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$2,835

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 4-5 youth interns for a period of 6-7 weeks this summer. These youth will be involved in the following projects: restructuring county school tours, developing peer to peer high school mentor programs, developing social media content, and writing newsletter articles. These positions are seasonal and 100% reimbursed by Youth Development Programs. These positions will be in place of the former Crew Members. $\$13.50/\text{hour} * 30\text{ hours per week} * 7\text{ weeks} = \$2,835 * 5\text{ potential positions} = \$14,175$

Department Head:

Alana J. Backus

Approved?

Yes No

County Administrator:

Resolution #: