

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

RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, JUNE 19, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M.*****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – May 15**
- 3. SOCIAL SERVICES – JOE SEEBER**
 - A. Authorizing the Chair to Sign Agreements with St. Lawrence County School Districts for Space Located within the Facility (Res)
 - B. Authorizing the Chair to Sign a Contract with Karole L. Houle-Marolf for Cleaning Services for the Department of Social Services Satellite Office Located at Harrowgate Commons, 280 Main Street, Massena, New York (Res)
 - C. Authorizing the Chair to Sign an Amended Lease to Include Trash Removal Fees with the Irrevocable Spousal Trust FBO Richard E. Maginn for Space Located at Harrowgate Commons, 280 Main Street, Massena, New York (Res)
 - D. Social Services Statistics – Children’s Services (Info)
- 4. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign Agreements with Claxton Hepburn Medical Center, the Children’s Home of Jefferson County, and Dr. Richard Liotta of Clinton County for Administering 730 Psychiatric Examinations (Res)
 - B. Authorizing the Chair to Sign a Contract with NCC Systems Inc. for Security System Monitoring & Maintenance for the Opioid Treatment Program (Res)
 - C. Authorizing an Intergovernmental Transfer for an Upper Payment Limit and Modifying the 2023 Budget for Community Services (Res)
 - D. Modifying the 2023 Budget for Community Services for Funding Received from NYS OASAS To St. Lawrence County as Pass Through Funding to Approved Agencies (Res)
 - E. Mental Health, Addiction Services, and Opioid Treatment Program Updates (Info)
- 5. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign the Emergency Preparedness Program Contract for the Public Health Department (Res)
 - B. Modifying the 2023 Budget for the Public Health Department for Epidemiology and Laboratory Capacity (ELC) Reopening Schools (Res)

6. RISK MANAGER – JODY WENZEL

- A. Adopting a Health & Safety Policy Manual for St. Lawrence County (Res)

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

A. Social Services

- 1. Fill a Senior Social Welfare Examiner, Position No. 814100001, in TA/SNAP
- 2. Abolish Keyboard Specialist and Create and Fill a Social Welfare Examiner, Position No. 814000075, in Children’s Services

8. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

9. 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)

10. OLD/NEW BUSINESS

11. EXECUTIVE SESSION

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

12. ADJOURNMENT – If there is no further business.

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AGREEMENTS WITH ST. LAWRENCE COUNTY SCHOOL DISTRICTS FOR SPACE LOCATED WITHIN THE FACILITY

By Mr. Hull, Chair, Services Committee

WHEREAS, St. Lawrence County is committed to fostering partnerships and supporting the work of the local school districts, and

WHEREAS, due to the rural nature and lack of resources in St. Lawrence County, there is a need for the community to have Department of Social Services Children's Services staff available to ensure the best outcomes for families and students, and

WHEREAS, various school districts in St. Lawrence County have offered to provide use of facilities, at no cost to the County, for the Department of Social Services,

WHEREAS, it is in the best interest for the Department to maintain a presence in area schools to facilitate ongoing education regarding the duties and services provided by the Department of Social Services, and

WHEREAS, a large portion of abuse and neglect cases originate in area schools, and the ability to intervene in cases as early as possible can often prevent reports or mitigate the severity of cases, and

WHEREAS, school districts in St. Lawrence County are providing this space free of charge,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign agreements with St. Lawrence County Schools Districts for space located within the schools, upon approval of the County Attorney,

BE IT FURTHER RESOLVED that the Commissioner will provide and maintain a current list and share with the County Administrator.

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
KAROLE L. HOULE-MAROLF FOR CLEANING SERVICES FOR THE
DEPARTMENT OF SOCIAL SERVICES SATELLITE OFFICE LOCATED AT
HARROWGATE COMMONS, 280 MAIN STREET, MASSENA, NEW YORK**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Department of Social Services recently entered into a lease agreement with Harrowgate Commons, 280 Main Street, Massena, New York for a satellite office (DAA60104 43007), and

WHEREAS, the lease specifies that “Lessee shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances therein, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state, and municipal governments or any of their departments,” and “Lessee shall not unreasonably permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building,” and

WHEREAS, since 2016, Karole L. Houle-Marolf has provided cleaning services for the County at Harrowgate Commons in Massena and will now also provide cleaning services at 280 Main Street in Massena at the rate of \$30 per hour with an anticipated annual cost of \$4,680 and

WHEREAS, the term of the contract is July 1, 2023 through December 31, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Karole L. Houle-Marolf for cleaning services for the Department of Social Services Satellite Office located at Harrowgate Commons, 280 Main Street, Massena, New York, upon approval of the County Attorney.

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN AMENDED LEASE TO INCLUDE TRASH REMOVAL FEES WITH THE IRREVOCABLE SPOUSAL TRUST FBO RICHARD E. MAGINN FOR SPACE LOCATED AT HARROWGATE COMMONS, 280 MAIN STREET, MASSENA, NEW YORK

By Mr. Hull, Chair, Services Committee

WHEREAS, the Department of Social Services recently leased property at Harrowgate Commons, 280 Main Street, Massena, New York as a satellite office location, and

WHEREAS, the term of the lease is January 1, 2023 through December 31, 2027, with lessee options for five (5) additional one-year extensions with payments to begin upon occupancy (DAS60104 40700), and

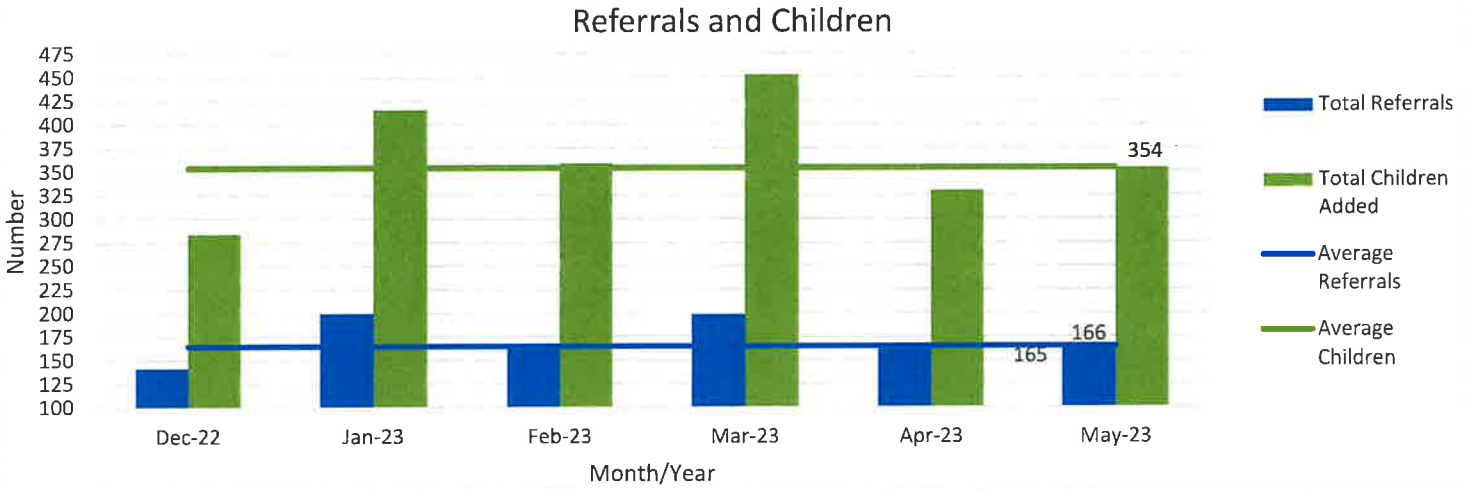
WHEREAS, the lease specifies that “Lessee shall not unreasonably permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building,” and

WHEREAS, in order to have trash removal set up in the village of Massena, the trash removal charges of \$25 per month are included on the water bill of the landlord,

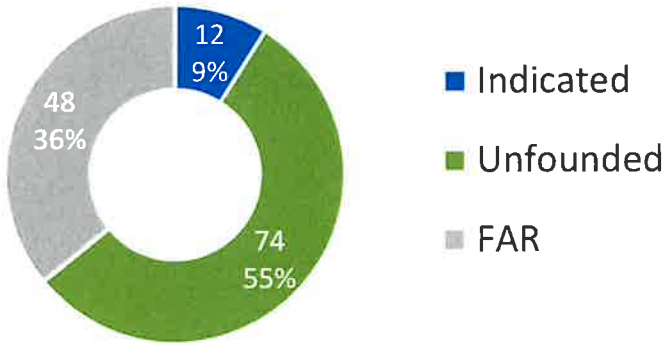
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an amended lease, retroactive to May 1, 2023, to include trash removal fees with the Irrevocable Spousal Trust FBO Richard E. Maginn for space located at Harrowgate Commons, 280 Main Street, Massena, New York, upon approval of the County Attorney.

Social Services Monthly Update – May 2023

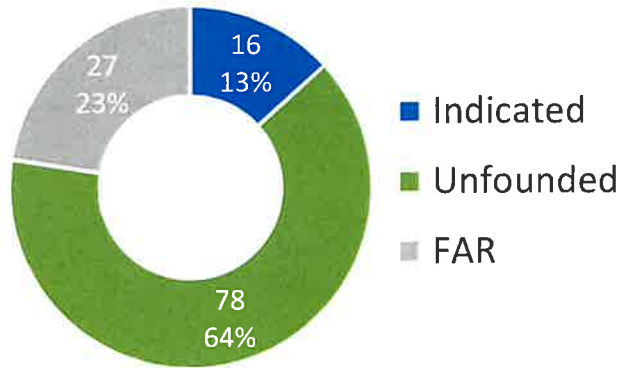
Child Protective Services



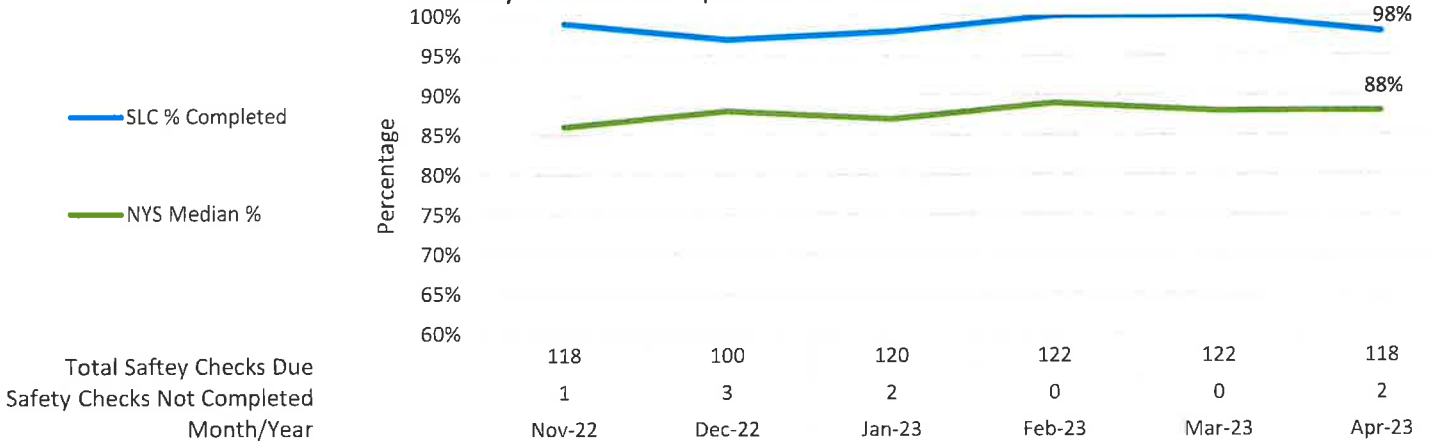
Indicated, Unfounded, & Family Assessment Response (FAR)



Average Indicated, Unfounded, & Family Assessment Response (FAR)

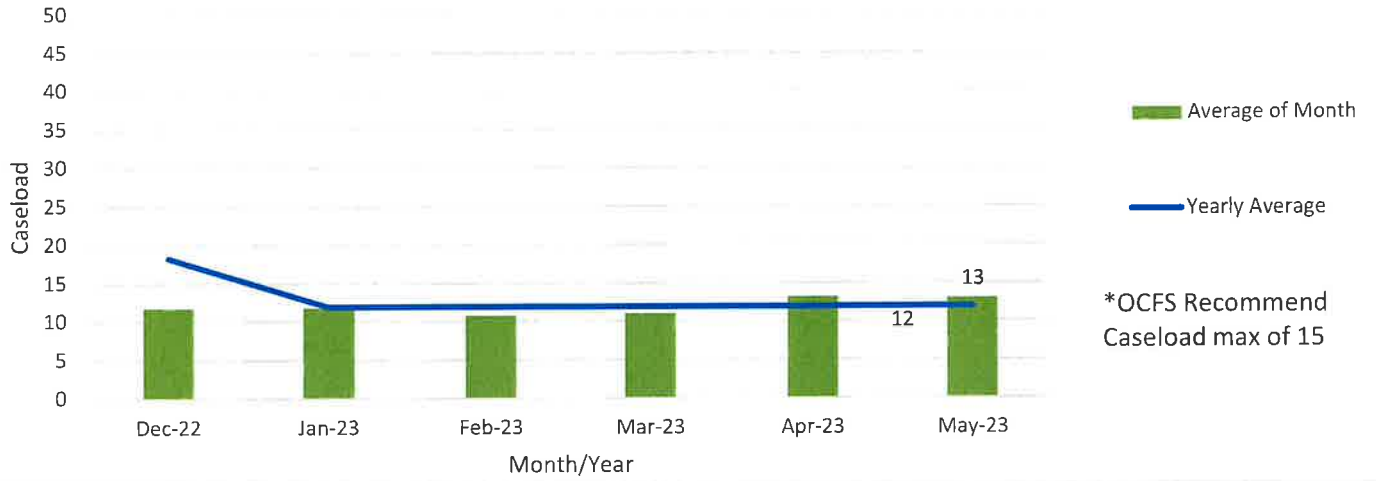


Safety Checks Completed on Time

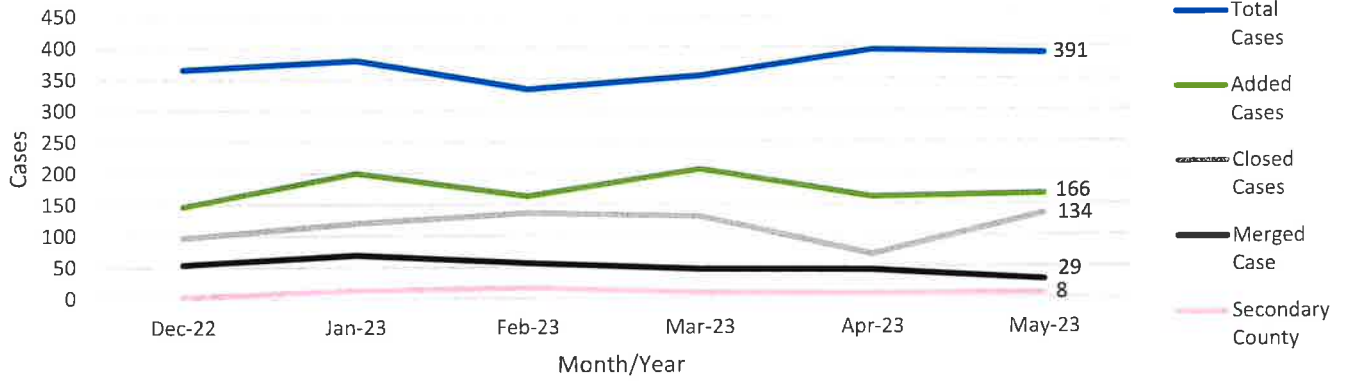


*Data Lagged By One Month Due to Reporting Timeline

Average CPS Caseload



Total Caseload



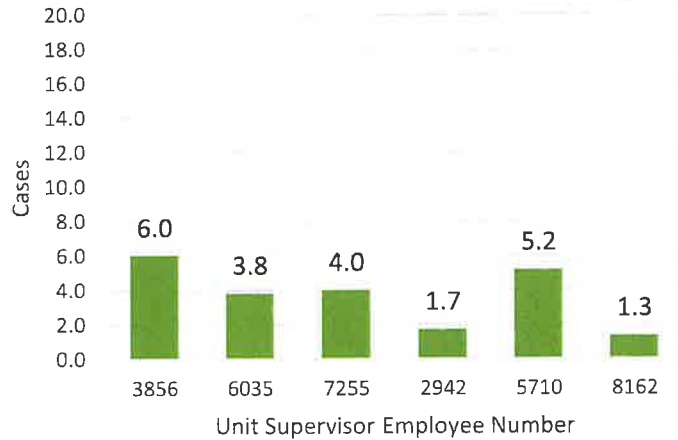
Unit Average Cases Per Month

Average: 11



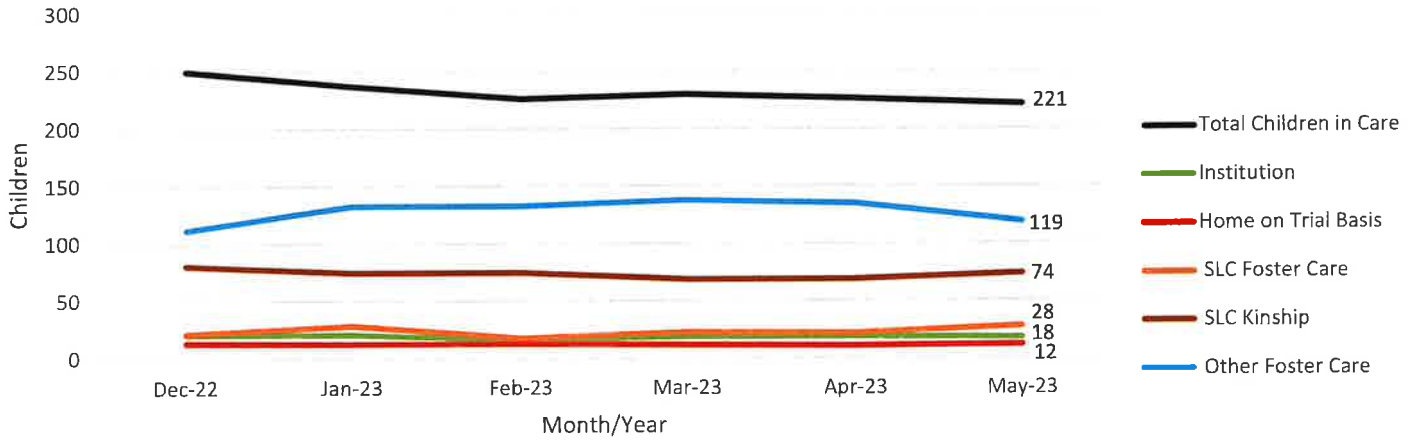
Unit Average Cases Closed

Average: 4

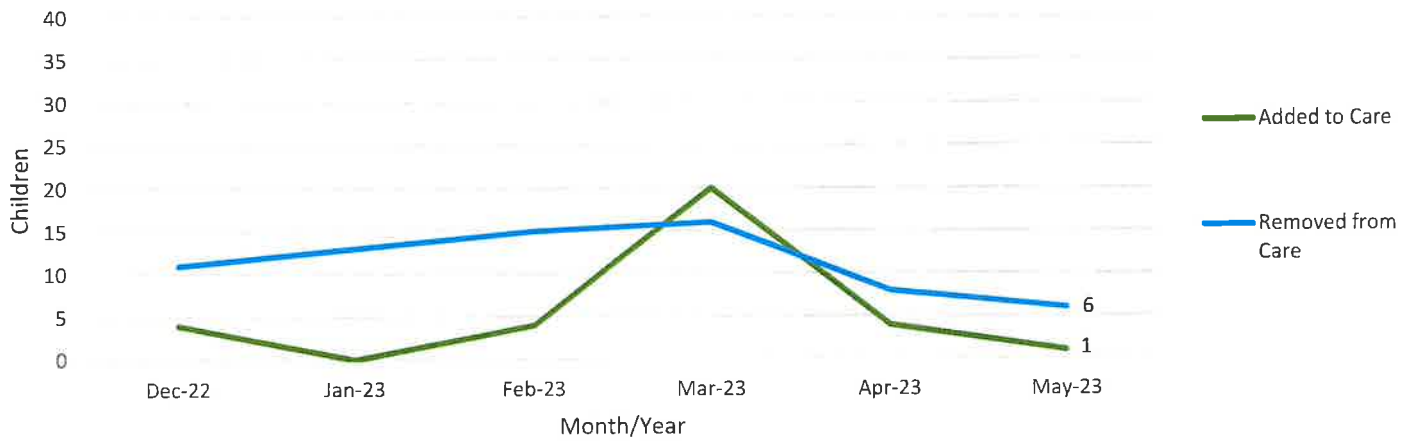


Foster Care/Preventive Services

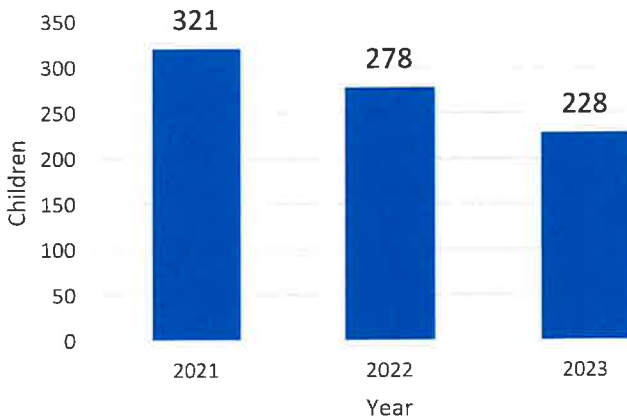
Children In Care



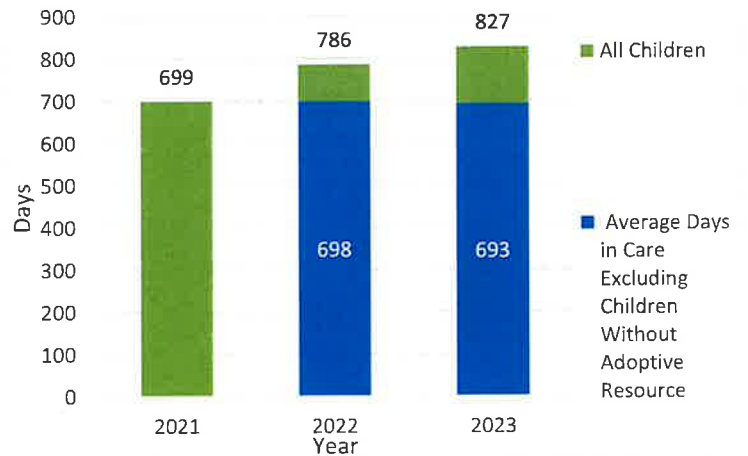
Net Change to Children in Care



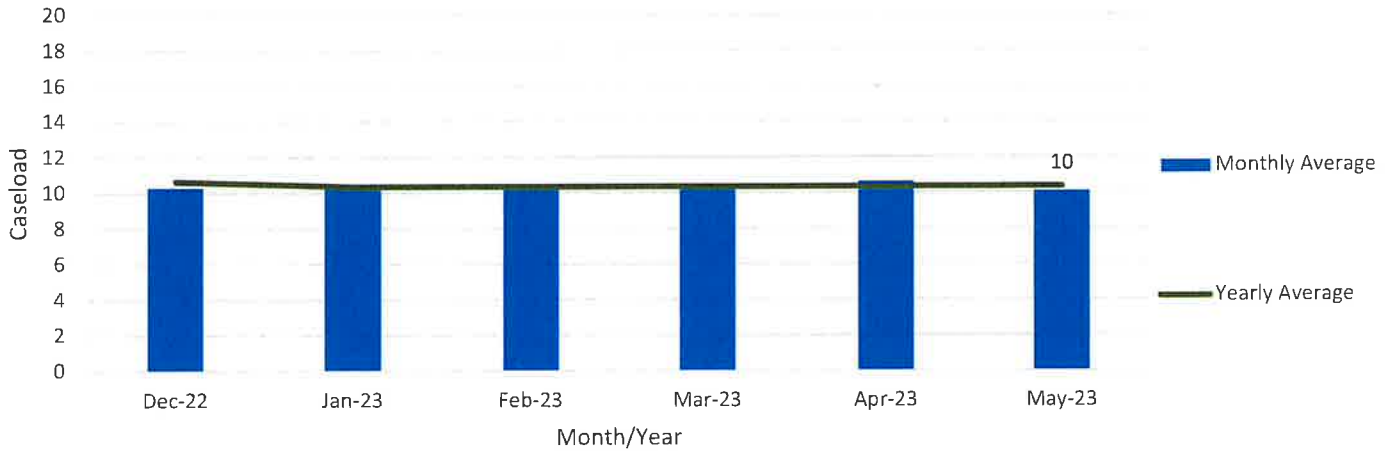
Average Number of Children in Care



Average Days Children Have Been in Care

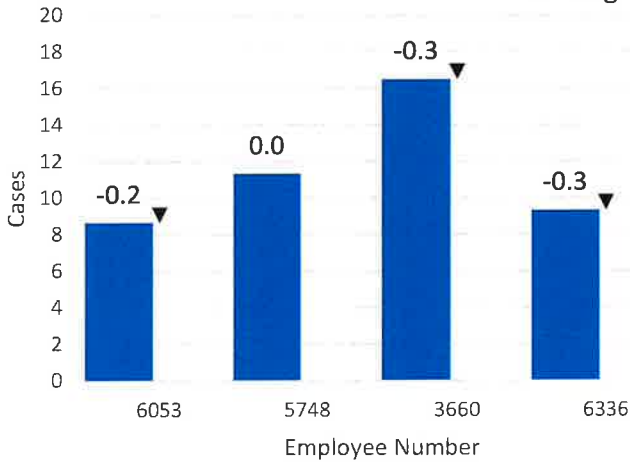


Average Foster Care/Preventive Caseload



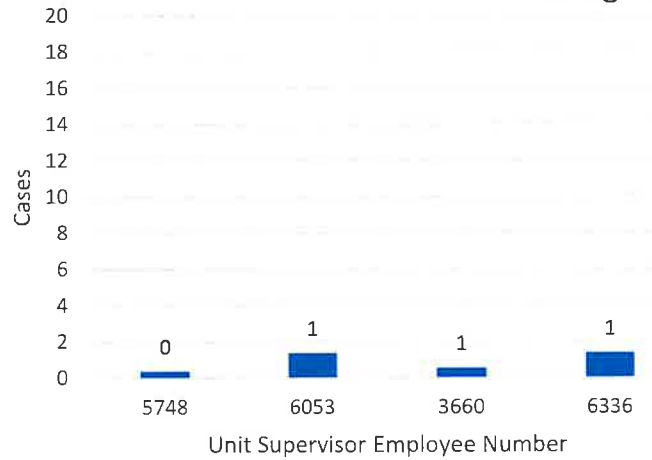
Unit Average Cases Per Month

Average: 11



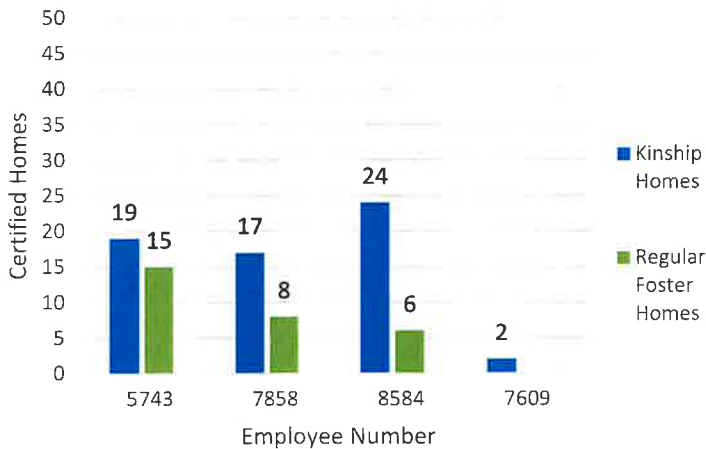
Unit Average Cases Closed

Average : 1



Home Finder Unit

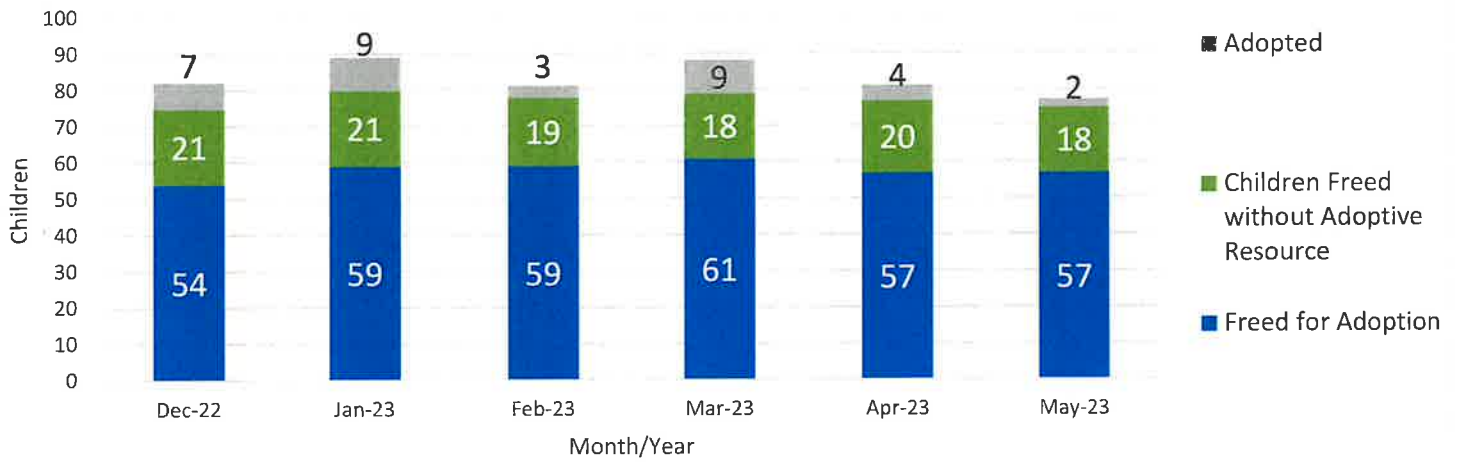
Total Change: -2



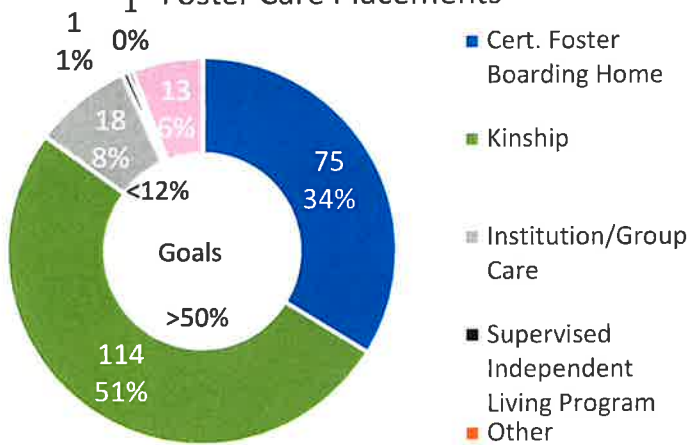
Average Number of Children in Home Receiving Services



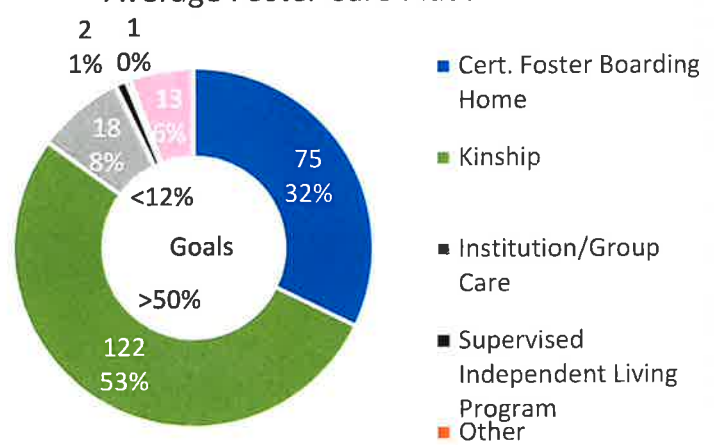
Adoption Activity



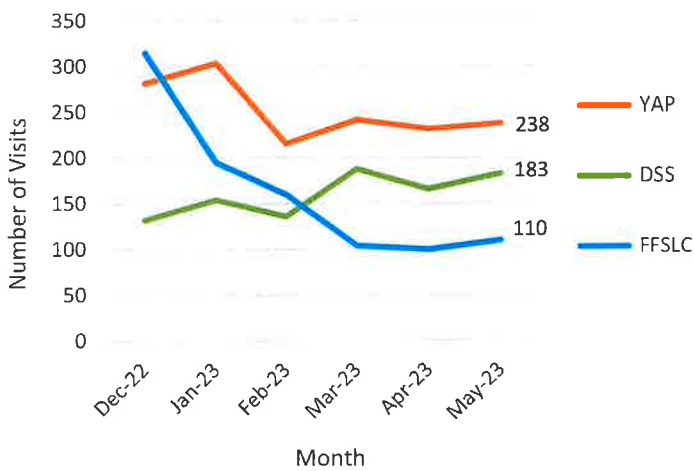
Foster Care Placements



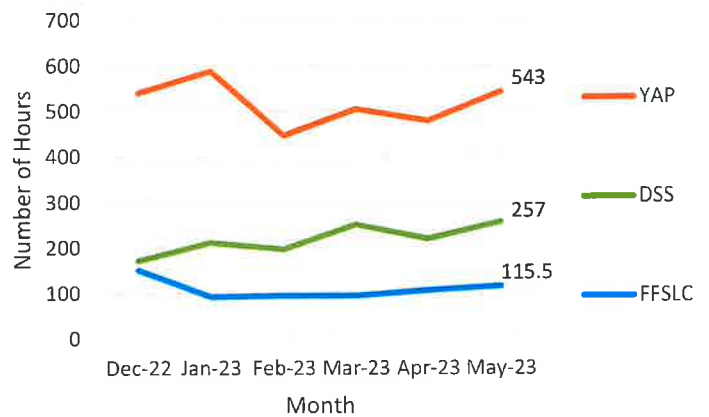
Average Foster Care Placements



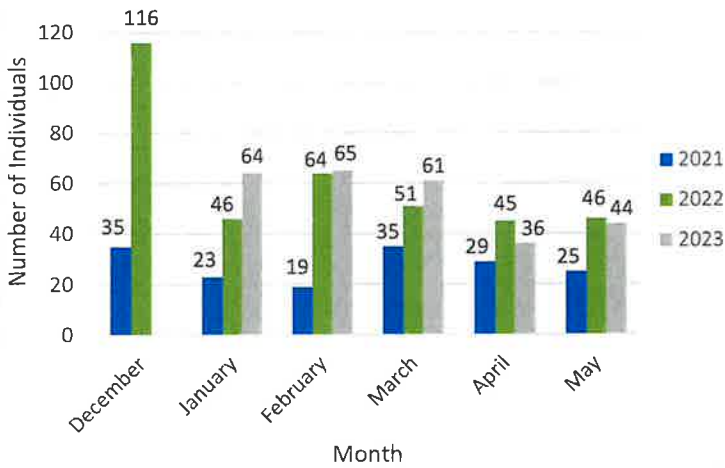
Number of Visits for 189 cases



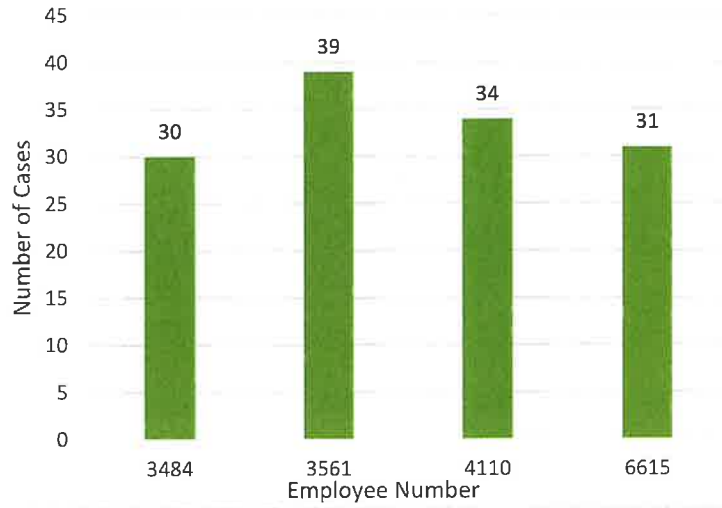
Number of Hours Supervised Visitation for 189 cases



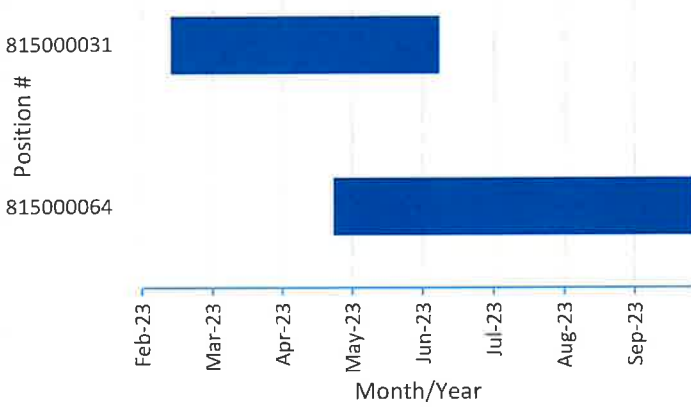
New Homeless Placements



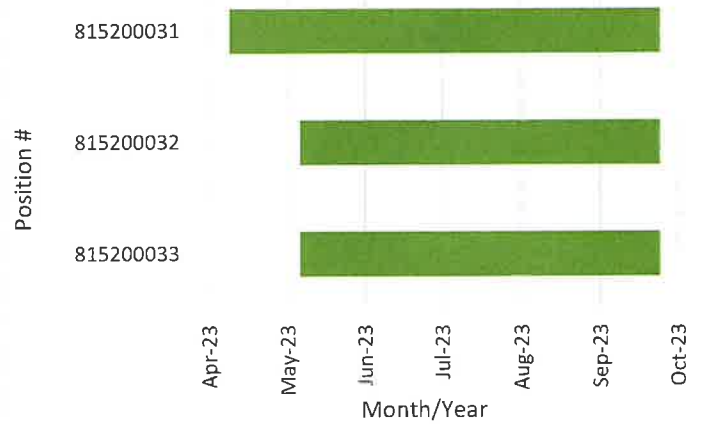
Adult Protective Cases - Totals: 134



Caseworker Trainee Period - Foster Care/Preventive

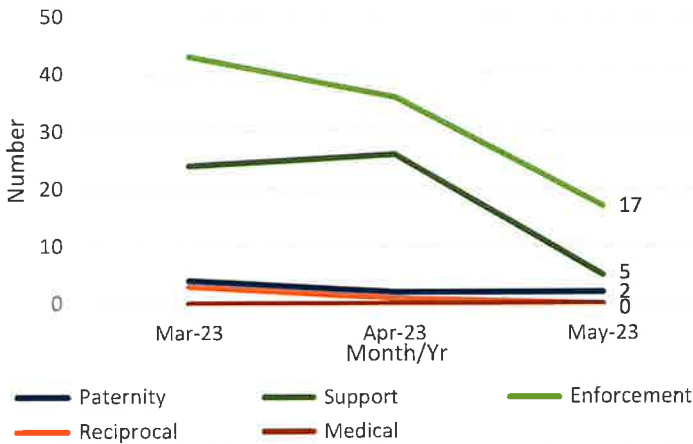


Caseworker Trainee Period - CPS



Child Support

Child Support Petitions



Child Support Collections



July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AGREEMENTS WITH CLAXTON HEPBURN MEDICAL CENTER, THE CHILDREN'S HOME OF JEFFERSON COUNTY, AND DR. RICHARD LIOTTA OF CLINTON COUNTY FOR ADMINISTERING 730 PSYCHIATRIC EXAMINATIONS

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services is responsible for determining whether individuals are incapacitate persons under Article 730 of the Criminal Procedure Law (CPL), and

WHEREAS, a renewed contract with Claxton Hepburn Medical Center will allow administration of the CPL 730 exams (BL010104 43007) for a period of three (3) years with a rate of \$250 per examination, and

WHEREAS, Article 730 exams are required to be completed within thirty (30) days of the Court Order and there are times when Claxton Hepburn Medical Center experiences a shortage of psychiatric providers that complicates the completion of the examinations in a timely manner; therefore, the Department is also seeking two additional three (3) year contracts at a rate of \$250 per examination with the Children's Home of Jefferson County and Dr. Richard Liotta of Clinton County for the provision of 730 evaluations as needed,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign agreements with Claxton Hepburn Medical Center, the Children's Home of Jefferson County and Dr. Richard Liotta of Clinton County for administering psychiatric 730 examinations, upon approval of the County Attorney.

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH NCC SYSTEMS INC.
FOR SECURITY SYSTEM MONITORING & MAINTENANCE
FOR THE OPIOID TREATMENT PROGRAM**

By Mr. Hull, Chair, Services Committee

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

WHEREAS, Community Services has received funding from OASAS Substance Abuse Prevention and Treatment (SAPT) Block Grant Program, and

WHEREAS, Resolution No. 285-2022 authorized \$10,000 of the SAPT Block Grant funds (A1Z42504 423SS SP) to be used for Security System Monitoring & Maintenance to manage the security needs for the Opioid Treatment Program located at the Human Services Center,

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators authorize the Chair to sign a contract with NCC Systems Inc., for the Security System Monitoring & Maintenance for the Opioid Treatment Program, upon approval of the County Attorney.

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

**AUTHORIZING AN INTERGOVERNMENTAL TRANSFER FOR AN
UPPER PAYMENT LIMIT AND MODIFYING THE 2023 BUDGET
FOR COMMUNITY SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Federal Centers for Medicare and Medicaid Services has approved a 2021 Clinic Upper Payment Limit (UPL) that authorizes supplemental payments for freestanding County operated behavioral health clinics for the State Fiscal Year 2021-22, and

WHEREAS, the UPL is a supplemental payment that pays the difference between the Medicaid fee-for-service payment and what Medicare would have paid facilities for the same services, and in order to receive these funds, the County is responsible for the non-Federal portion equaling 43.8% of the total CMS payment, and

WHEREAS, St. Lawrence County operated freestanding clinics licensed under Article 31 and 32 of the NYS Mental Hygiene Law are scheduled to receive a payment totaling \$52,228 for the period of April 1, 2021 through March 31, 2022, and

WHEREAS, the non-Federal share of the clinic UPL payment is \$22,876 due June 20, 2023, and having not received the notification from Department of Health until June 6, 2023, the Department will request an extension on the payment due date, which was granted the prior year, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes an Intergovernmental Transfer for an Upper Payment Limit, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2023 Budget for Community Services, as follows:

INCREASE REVENUE:

A3646015 57000	A Federal Aid, Medicaid Assistance	\$22,876
----------------	------------------------------------	----------

INCREASE APPROPRIATIONS:

A3661014 46500	A Medical Assistance PMTS	\$22,876
----------------	---------------------------	----------

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES FOR FUNDING
RECEIVED FROM NYS OASAS TO ST. LAWRENCE COUNTY AS
PASS THROUGH FUNDING TO APPROVED AGENCIES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services has received an updated NYS OASAS State Aid funding authorizations to St. Lawrence County as pass through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one-hundred percent (100%) pass through funding for contract agencies and Community Services, and

WHEREAS, these State Aid increases are the result of the New York State 2023-24 Budget which calls for a four percent (4%) cost of living adjustment (COLA) for providers of addiction treatment, prevention, and recovery programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for Community Services for funding received from NYS OASAS to St. Lawrence County as pass through funding to approved agencies, as follows:

INCREASE APPROPRIATIONS:

A2142304 46500	A St. Joe's Rehab Center	\$5,199
A2342504 46500	A NCFH Canton Other Advances	18,687
A2442504 46500	A SEACAP Other Advances	<u>34,027</u>
		\$57,913

INCREASE REVENUE:

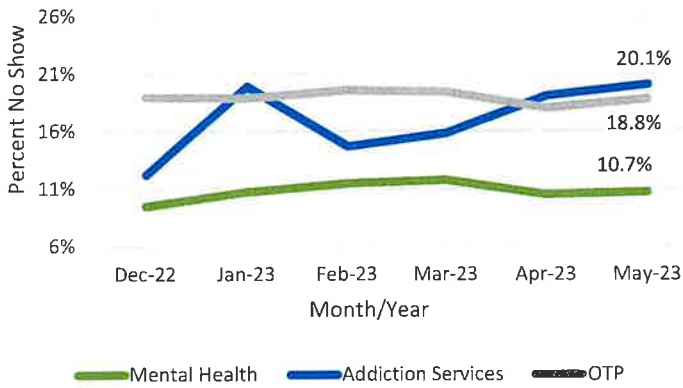
A2134865 56000	A SA St. Joe's Rehab Center	\$5,199
A2334865 56000	A SA NCFH Canton Alcohol Addiction	18,687
A2434865 56000	A SA SEACAP Alcohol Addiction	<u>34,027</u>
		\$57,913

Community Services Clinic Update

May 2023

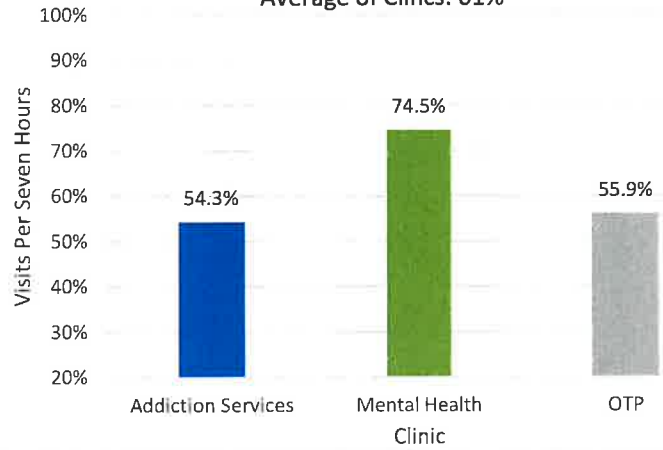
No Show Appointment Rates

Six Month Average: 15.6%



Clinic Counselor Visits Average

Average of Clinics: 61%



Addiction Services & OTP Visits

Per Seven Hours

Average: 5.8



Mental Health Services Visits

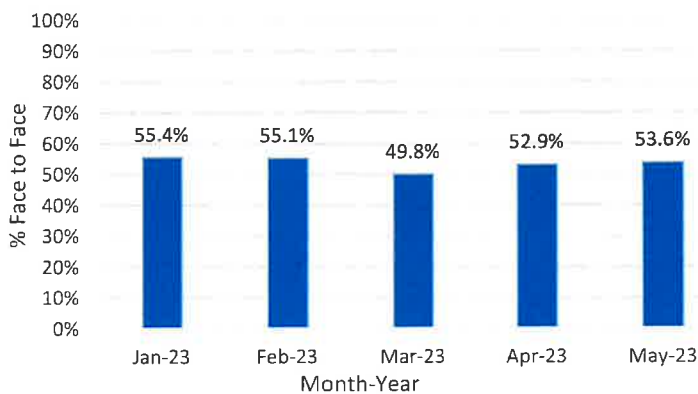
Per Seven Hours

Average: 7.4



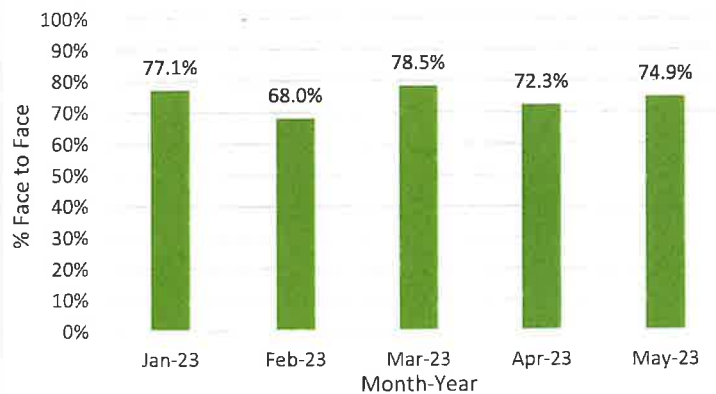
Addiction Services/OTP Face to Face %

Average 53%



Mental Health Face to Face %

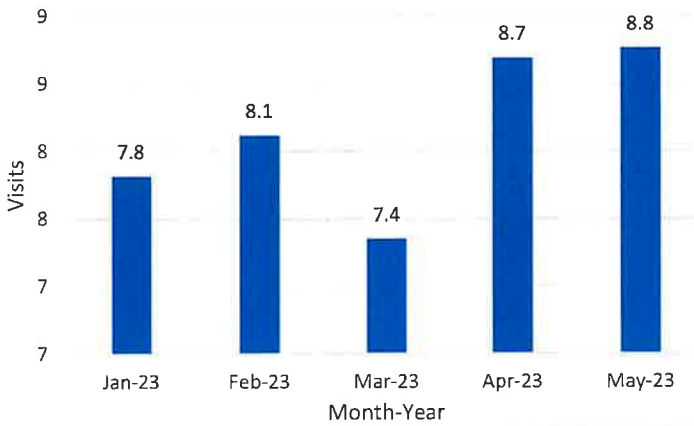
Average 74.6%



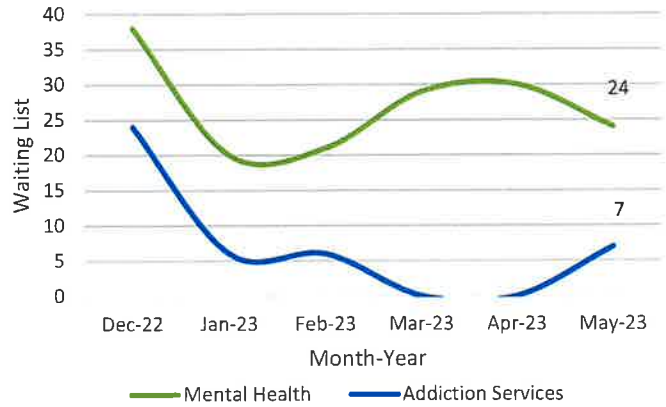
Community Services Clinic Update

May 2023

Prescribers Visits Per Seven Hours
Average 8.1



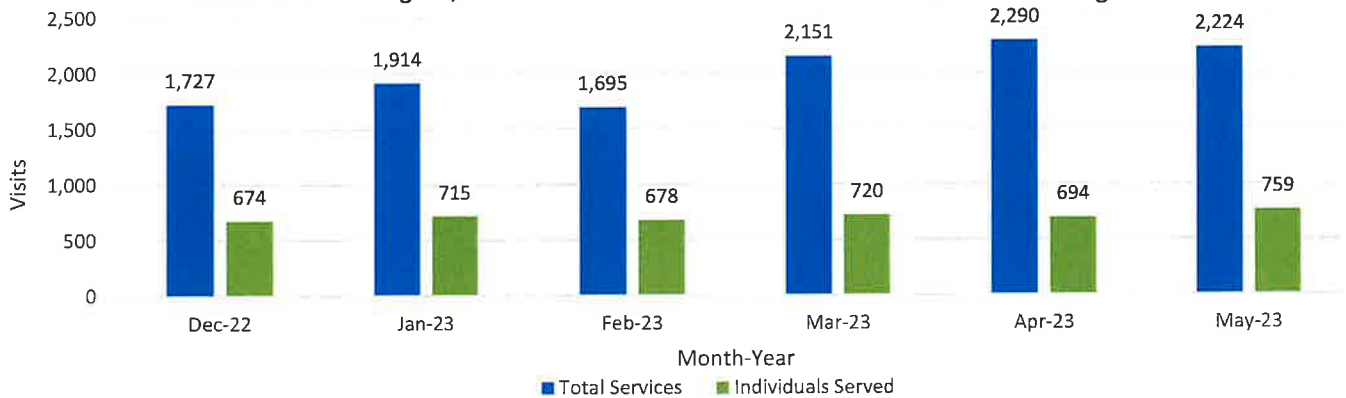
Wait Lists
Six Month Average: 34



Services Provided - All Clinics

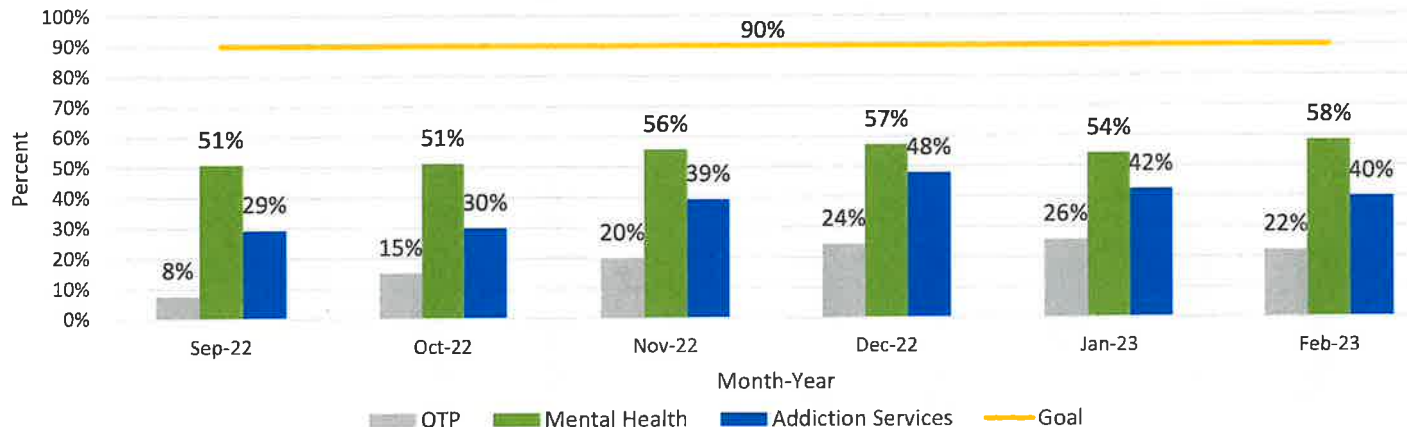
Total Services Average: 2,000

Individuals Average: 707



Percentage of Dollars Paid of Billed Services

*3 Month Lag



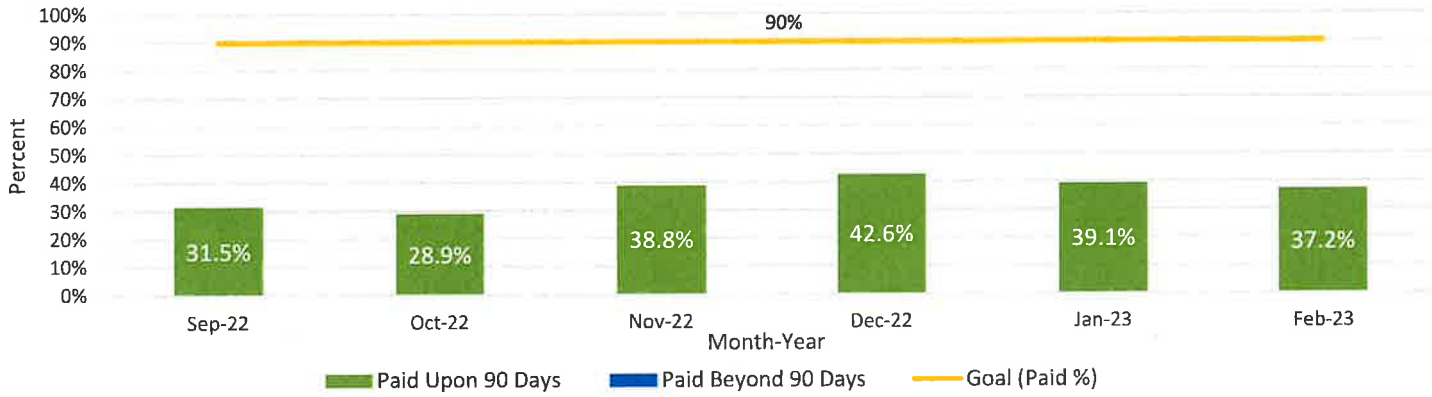
Community Services Clinic Update

May 2023

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

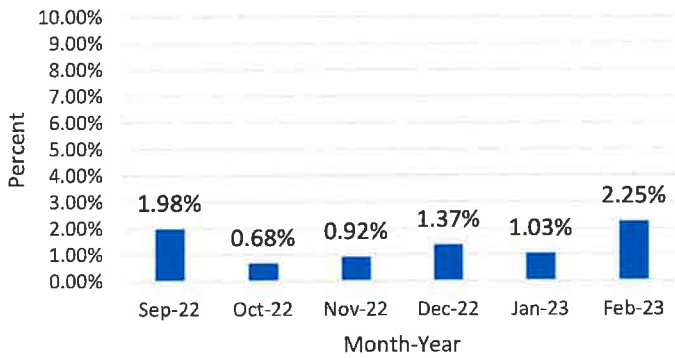
Tracking Percentage of Dollars Paid of Billed Services

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

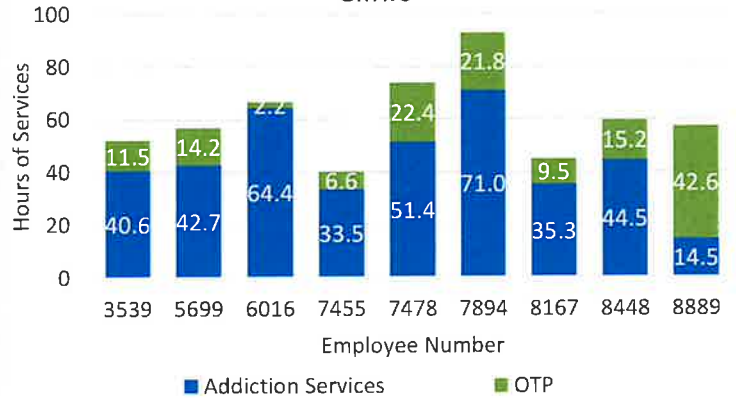


Percent of Services Provided But Not Billed

*Indicates % of services, not dollars.



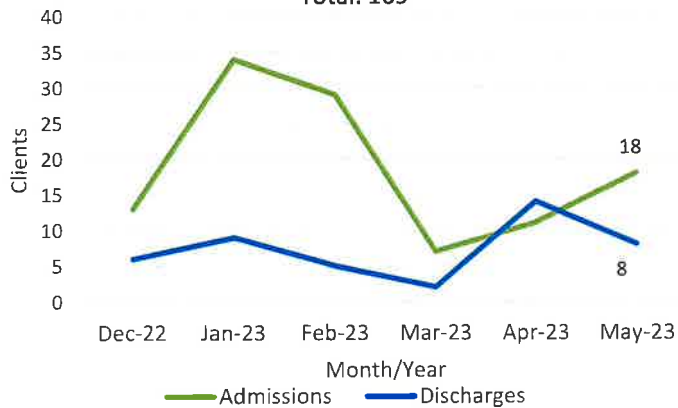
Addiction Services Counselors Hours by Clinic



OTP Admissions & Discharges

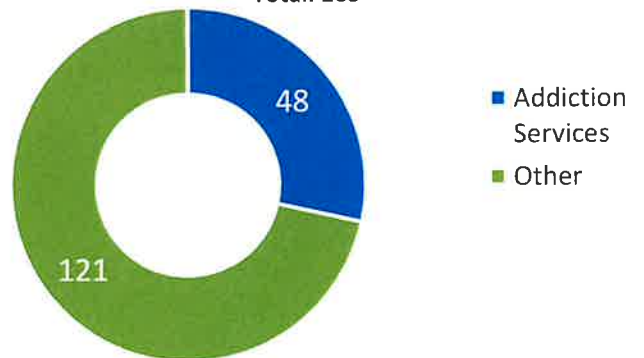
Total: 169

Net Change: 10



Opioid Treatment Program (OTP) Population Source

Total: 169



July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

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

By Mr. Hull, 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 State Aid eligibility, and

WHEREAS, the term of the Emergency Preparedness Program HRI Contract will be July 1, 2023 through June 30, 2024, 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.

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) REOPENING SCHOOLS

By Mr. Hull, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH) has awarded funding to local health departments (LHDs), and

WHEREAS, the Public Health Department was awarded \$3,407,799 (PPZ44895 57000 SCH) with objectives and goals to focus primarily on providing needed resources to implement COVID-19 screening testing programs in public and private schools aligned with the CDC recommendations for K-12 to support and maintain in-person learning, and

WHEREAS, this funding may also be used for coordination, management, technical assistance, monitoring, and data collection and reporting activities to support K-12 screening testing programs, and

WHEREAS, \$3,124,288 was restricted funding of which the Department has utilized \$1,685,418 to cover additional costs associated with the grant,

WHEREAS, this agreement is for the period of July 1, 2021 – July 31, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Public Health Department for Epidemiology and Laboratory Capacity (ELC) Reopening Schools, as follows:

INCREASE APPROPRIATIONS:

PPZ40501 11000 SCH	P ELC SCH Direct Service Work	\$31,921
PPZ40501 13000 SCH	P ELC SCH Technical	12,451
PPZ40504 42000 SCH	P ELC SCH Office Supplies & Expenses	1,042
PPZ40504 43007 SCH	P ELC SCH Other Fees and Services	1,614,892
PPZ40504 44100 SCH	P ELC I/D Fuel Charges	70
PPZ40504 44300 SCH	ELC SCH Mileage Reimbursement	500
PPZ40504 45100 SCH	P ELC SCH Medical Supplies & Expenses	12,496
PPZ40508 81000 SCH	Retirement	5,552
PPZ40508 83000 SCH	Social Security	2,985
PPZ40508 84000 SCH	Workers' Compensation	1,213
PPZ40508 84500 SCH	Group Life Insurance	65
PPZ40508 86000 SCH	Hospital & Medical Insurance	1,765
PPZ40508 86500 SCH	Dental Insurance	415
PPZ40508 89000 SCH	Vision Insurance	51
		<u>\$1,685,418</u>

INCREASE REVENUE:

PPZ44895 57000 SCH	P ELC SCH Federal Aid	\$1,685,418
--------------------	-----------------------	-------------

July 3, 2023

Services Committee: 6-19-2023

RESOLUTION NO. _____

**ADOPTING A HEALTH & SAFETY POLICY MANUAL
FOR ST. LAWRENCE COUNTY**

By Mr. Hull, Chair, Services Committee

WHEREAS, St. Lawrence County is committed to the health and safety of its workforce and wants to implement a health and safety policy regarding work-related activities, and

WHEREAS, the Public Employee Safety and Health Bureau (PESH), created in 1980, enforces safety and health standards promulgated under the United States Occupational Safety and Health Act (OSHA) and several State standards, and

WHEREAS, the PESH Act created OSHA to give occupational safety and health protection to all public sector employees, and

WHEREAS, PESH requires safety policies to be implemented and enforced for all public employers in the State of New York, and

WHEREAS, to ensure the safety of the workforce and to remain compliant with the PESH regulations, it is important that County adopts and implements a St. Lawrence County Health & Safety Policy,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators hereby adopts a Health & Safety Policy Manual for St. Lawrence County, upon approval of the Director of Human Resources and the County Attorney.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 5/30/2023

Reason Vacated: Other

Position Number: 814100001

Date Vacated: 5/26/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 5/30/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$57,988

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$29,829

Revenue Generating: No 0 %

Base Salary: \$47,856

Reimbursed by Local,
State or Federal Funds: Yes 68 %

Base Hourly: \$26.29

Grade: 23

Net County Cost: \$28,541

*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.

If this position were not filled, State mandated deadlines for processing applications and recertifications would be missed, and clients would not receive all the benefits to which they are entitled in a timely manner. Additional errors also would occur resulting in payments for inaccurate amounts that would require significant staff time to correct. This Senior Social Welfare Examiner is responsible for reviewing applications, recertifications, and case changes for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) cases for completeness, accuracy, and consistency. April 2023, this supervisor reviewed approximately 319 TA transactions and 1,549 SNAP transactions, serving approximately 3,579 individuals with Temporary Assistance or SNAP benefits. This supervisor is responsible for interpreting federal, State and local policies; answering questions from staff, clients, and other units regarding TA and SNAP programs and related rules and regulations.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college or university AND two (2) years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience in examining, investigating or evaluating a similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Abolish & Create

Social Welfare Examiner

Subunit (If Applicable): Children's Services

Date Submitted: 5/30/2023

Reason Vacated: New Position

Position Number: 814000075

Date Vacated:

Position # Abolished: 003100096

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving: \$44,483

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$22,882

Revenue Generating: No 0 %

Base Salary: \$44,483

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

Base Hourly: \$24.44

Grade: 21

Net County Cost: \$19,064

*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.

Currently, a Senior Social Welfare Examiner and Social Welfare Examiner are responsible for all Child Welfare eligibility determinations and adjustments for 245 youth in foster care. An additional Social Welfare Examiner title is needed in order to fully assist with eligibility determinations and to enter payment lines. Due to a rise in the number of children in foster care and increasing complexity and requirements in determining whether children are IV-E eligible for enhanced reimbursement, it is no longer possible for two people to complete this vital work. This position is needed to determine reimbursement for foster care costs; determine eligibility status for children who are in foster care or have been adopted; help ensure that determinations are done consistent with required rate changes, legal orders, and foster home approval and placement needs; identify corrections needed in court orders to maximize reimbursement and enter court orders into the related State database; research and approve legally exempt applicants for day care services; complete child support and third party health insurance referrals; assist in preparing case audit information for the Office of Children and Family Services and federal auditors; and handle complaints such as those concerning Medicaid coverage for children in foster care or who have been adopted. This position would also assist in reviewing foster home records to ensure they meet the the federal and State criteria to receive reimbursement.

*Abolish Keyboard Specialist

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.