

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

JOSEPH LIGHTFOOT
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BILL SHERIDAN, CHAIR
MONDAY, JULY 13, 2020
***** 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 – June 15**
- 3. COVID-19 UPDATE**
- 4. PUBLIC HEALTH – DANA MCGUIRE**
 - A. Authorizing the Chair to Sign a Contract with Health Research Inc. (HRI) for COVID-19 Response and Modifying the 2020 Budget for the Public Health Department (Res)
 - B. Proclaiming August as National Immunization Awareness Month (Rcs)
- 5. SOCIAL SERVICES**
 - A. Authorizing the Chair to Sign a Contract with Hillside Children’s Center for Recruitment of Adoptive Families for Children in Foster Care (Res)
- 6. COMMUNITY SERVICES – JAY ULRICH**
 - A. Monthly Clinic Updates (Info)
- 7. VACANCY REVIEW COMMITTEE**
 - A. Summary (Info)
 - B. Social Services
 1. Fill Social Services Attorney (818000001)
 2. Fill Principal Account Clerk (100300004)
 3. Fill Deputy Commissioner (819500001)
 - C. Youth Bureau
 1. Fill Secretary I (005100001)

8. COMMITTEE REPORTS

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

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

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

11. ADJOURNMENT – If there is no further business.

August 3, 2020

Services Committee: 7-13-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
HEALTH RESEARCH INC. (HRI) FOR COVID-19 RESPONSE AND
MODIFYING THE 2020 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, Health Research Inc.(HRI) has been awarded a grant/contract from the Centers for Disease Control (CDC) Prevent, where part of the overall project involves COVID-19 Response, and

WHEREAS, the Public Health Department has the knowledge, qualifications, and experience required for this project, and is willing and capable of performing the services required under this agreement, and

WHEREAS, upon the signing of this agreement, the Public Health Department will receive funding in the amount of \$166,544, and

WHEREAS, additionally a placeholder of \$451,310 is added to the contract in case emergency funds need to be allocated and disbursed quickly, which would allow for expedited procurement procedures,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Health Research Inc. (HRI) for COVID-19 Response, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer modify the 2020 Budget for the Public Health Department, as follows:

INCREASE REVENUE:

PP044895 57000 CVD	P FA COVID-19 Grant	\$166,544
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INCREASE APPROPRIATIONS:

PP040104 18000 CVD	P CVD Overtime	\$57,109
PP040104 42000 CVD	P CVD Office Supplies	1,000
PP040104 42302 CVD	P CVD Other Phone Services	1,000
PP040104 43005 CVD	P CVD Advertising Fees	9,507
PP040104 43007 CVD	P CVD Other Fees & Services	54,869
PP040104 44300 CVD	P CVD Mileage Reimbursement	500
PP040104 45100 CVD	P CVD Medical Supplies & Expenses	14,170
PP040108 81000 CVD	P CVD Retirement	7,550
PP040108 83000 CVD	P CVD Social Security	4,050
PP040108 84000 CVD	P CVD Workmens Compensation	1,600

August 3, 2020

PP040108 84500 CVD	P CVD Group Life Insurance	92
PP040108 86000 CVD	P CVD Medical Insurance	14,200
PP040108 86500 CVD	P CVD Dental Insurance	607
PP040108 89000 CVD	P CVD Vision Insurance	<u>290</u>
		\$166,544

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

August 3, 2020

Services Committee: 7-13-2020

RESOLUTION NO. _____

PROCLAIMING AUGUST AS NATIONAL IMMUNIZATION AWARENESS MONTH

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department is observing National Immunization Awareness Month in August to highlight the importance of vaccinations for people of all ages, and

WHEREAS, providing children the vaccines recommended by the Center for Disease Control and Prevention before their second birthday is the best protection against fourteen (14) serious and potentially deadly diseases, and

WHEREAS, vaccines recommended for individuals are based on age, health conditions, job, lifestyle or travel habits, and

WHEREAS, some childhood vaccines can wear off over time making it necessary for adults to keep vaccinations up-to-date to help protect themselves and others, and

WHEREAS, it is essential for pregnant women to receive vaccinations, not only to protect themselves, but to create protective antibodies that will be passed on to her baby providing short-term protection, and

WHEREAS, vaccinations are one of the most convenient and safest preventive care measures available,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims August as National Immunization Awareness Month.

August 3, 2020

Services Committee: 7-13-2020

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH HILLSIDE
CHILDREN'S CENTER FOR RECRUITMENT OF ADOPTIVE FAMILIES
FOR CHILDREN IN FOSTER CARE**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Department of Social Services recruits adoptive families for children in foster care and works collaboratively to facilitate the appropriate matching and placement of identified children in permanent homes, and

WHEREAS, with support from the Dave Thomas Foundation for Adoption, Hillside Children's Center uses permanency recruiters to carry out evidence-based child-focused recruitment using the Wendy's Wonderful Kids Program to assist the recruitment efforts of the Department of Social Services, and

WHEREAS, an agreement that outlines the mutual responsibilities between Hillside Children's Center and St. Lawrence County for recruiting adoptive families for children in foster care is necessary to access the available additional support from the Wendy's Wonderful Kids Program,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Hillside Children's Center for recruitment of adoptive families for children in foster care, upon approval of the County Attorney.

VACANCY REVIEW COMMITTEE

County Administrator's Office

July 7, 2020

9:00 a.m.

Positions to be reviewed:

Summary: January 7th – July 7th

Requests: 73
Approved: 71
Denied: 0
Request/Hold: 2
Withdrawn: 0

Summary: July 7th

Request: 12
Approved: 11
Denied: 0
Request/Hold: 1
Withdrawn: 0

Positions reviewed:

Sheriff:

Request: 2

Request: Fill, Sergeant
Position No. 605100004, 60 Days

Recommendation: Fill, Immediately

Request: Fill, Deputy Sheriff
Position No. 6050000-xxxx, 60 Days

Recommendation: Fill, 60 Days

District Attorney:

Request: 1

Request: Fill, Chief Confidential Investigator
Position No. 026700001, 30 Days

Recommendation: Fill, 30 Days

Emergency Services:

Request: 1

Request: Fill, Dispatcher
Position No. 612100023, Immediately

Recommendation: Fill, 90 Days

Probation:

Request: 2

Revisit: Fill, Keyboard Specialist
Position No. 003100034, Immediately

Recommendation: Fill, 90 Days

Request: Abolish Probation Assistant, Create and Fill Probation Officer
Position No. 610000030, Immediately

Recommendation: Hold

Social Services:

Request: 3

Request: Fill, Social Services Attorney
Position No. 818000001, Immediately

Recommendation: Fill, 30 Days

Request: Fill, Principal Account Clerk
Position No. 100300004, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy Commissioner
Position No. 819500001, Immediately

Recommendation: Fill, 90 Days

Youth Bureau:

Request: 1

Request: Fill, Secretary I
Position No. 005100001, 60 Days

Recommendation: Fill, 90 Days

Real Property:

Request: 1

Request: Fill, Real Property Tax Service Aide
Position No. 107000005, 60 Days

Recommendation: Fill, 60 Days

Highway:

Request: 1

Request: Fill, Motor Equipment Mechanic Helper
Position No. 308000002, Immediately

Recommendation: Fill, 30 Days

Vacancy Committee Members: Two (2) Legislators, Ruth Doyle, Dylan Soper, Jonnie Dorothy, Stephanie Hall and Ashlee Whalen

- 1.7.2020 John Burke and Larry Denesha
- 2.4.2020 Kevin Acres and David Haggard
- 3.2.2020 Dan Fay
- 4.7.2020 James Reagen and Dave Forsythe
- 5.5.2020 Larry Denesha and Nance Arquiett
- 6.2.2020 Joe Lightfoot and Rick Perkins
- 7.7.2020 Day Fay and William Sheridan

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Services Attorney

Subunit (If Applicable): Legal

Date Submitted: 6/30/2020

Reason Vacated: Resignation

Position Number: 818000001

Date Vacated: 7/10/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 8/28/2017

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$66,822

Revenue Generating: No 0 %

Benefits: Yes \$33,217

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$61,542

Budget Mod Attached, If Required?

Grade: M4

Net County Cost: \$19,007

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 Social Services Department, which is normally staffed with four full time attorneys, struggles to cover court appearances and keep up with the legal work. In 2018, the Department prepared approximately 3,430 child welfare documents including petitions and reports for Family Court proceedings. The Department prepared 4,133 such documents for filing in 2019. The Department also prepares hundreds of child support and paternity petitions each year. In addition to children being at risk because of untimely court proceedings, the impact of not having a sufficient number of attorneys includes a diminished ability to adequately represent the Department in child abuse and neglect proceedings, child support and paternity proceedings, adult protective proceedings, and various other proceedings from initial appearances to trials. Department attorneys address a variety of legal issues and are responsible for preparing petitions, motions, discovery replies, appellate briefs, and other documents for filing with the courts, and for fair hearings and appeals associated with child protective proceedings. The Department is under strict time restraints for filing petitions and for occasional emergency court appearances. The Department normally is responsible for appearing in at least two courts, as well as participating in settlement conferences, and some conferences with a court attorney-referee for matters of custody and visitation. This position generates significant reimbursement at approximately 81%.

Department Head: *Heather Wenzel*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Principal Account Clerk

Subunit (If Applicable): Accounting

Date Submitted: 6/30/2020

Reason Vacated: Promotion

Position Number: 100300004

Date Vacated: 6/26/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 6/11/2018

Hours Per Week: **35**

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$49,423

Revenue Generating: No 0 %

Benefits: Yes \$24,568

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$41,005

Budget Mod Attached, If Required?

Grade: 21

Net County Cost: \$14,058

Detailed Justification

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

This position, which is reimbursed at approximately 81%, is needed to make sure that essential accounting work for the Department is completed. The person in this position reconciles monthly expense ledgers, prepares monthly federal and State administrative claiming reimbursement for the Department; reconciles monthly revenue ledgers using the Claims Register; reviews, analyzes and prepares entries for Settlement Notices which include various state and federal revenues and recharges; prepares monthly journal entries to record federal and State revenue; prepares federal and State administrative claiming reimbursement for the Department's current year projected budget figures and next year's budget figures; assists the Fiscal Manager in the budget preparation of both appropriations and revenues; tracks allocations to ensure spending is on target for requested reimbursement; oversees the operation of the Department's cash management system which includes accounts receivables, cash receipts, and trust accounts; assists clients with billing and account inquiries; prepares income executions, and provides unit backup for payroll function. This position affects the benefits and services of more than 20,000 County residents. If this position were not filled, workers in other positions would attempt to carry out this work while sacrificing other necessary work.

Department Head: *Heather Wenzel*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Deputy Commissioner

Subunit (If Applicable):

Date Submitted: 7/7/2020

Reason Vacated: Resignation

Position Number: 819500001

Date Vacated: 7/3/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 4/30/2015

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$76,027

Revenue Generating: No 0 %

Benefits: Yes \$37,793

Reimbursed by State or Federal Funds: Yes 81 %

Base Salary: \$70,580

Budget Mod Attached, If Required?

Grade: M5

Net County Cost: \$21,626

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 person in this position assists the Commissioner of Social Services in the overall operation and the day-to-day functioning of the Department and its efforts to serve thousands of County residents, effectively coordinating Department functions, including, for example, Children's Services. The position is needed to assist in program development; formulation and implementation of local department policy and procedures; personnel recruitment and selection; addressing of personnel issues and problems; public relations regarding the Department; budget and report preparation; communication with staff and local and state agencies; and studies of proposed administrative changes to improve operations. The Deputy is also needed to represent the Commissioner in a variety of forums, and to be in charge of all Department operations in the absence of the Commissioner. The functioning and coordination of the Department would be severely compromised if this position were not filled.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Youth Bureau



Type: Fill

Secretary I

Subunit (If Applicable):

Date Submitted: 6/24/2020

Reason Vacated: Resignation

Position Number: 005100001

Date Vacated: 1/11/2020

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 2/03/2003

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 60 Days

Temporary Position? No

Salary of Person Leaving: \$46,314

Revenue Generating: No 0 %

Benefits: Yes \$23,023

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$39,493

Budget Mod Attached, If Required?

Grade: 20

Net County Cost: \$69,337

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.

Serves as only administration support to the Youth Bureau Director. Secretary helps support Director's program initiatives, helps meet program deadlines and commitments, and ensure the success of the Youth Bureau. This position is critical to the day-to-day operations of the Department.

Department Head: *Allycia Burkus*

Approved?
Yes No

County Administrator:

Resolution #: