

St. Lawrence County
BOARD OF LEGISLATORS
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(315) 379-2276
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RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, JULY 17, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – June 19**
- 3. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign Contracts with Medicaid Managed Care Organizations and Commercial Insurances for Behavioral Health Provider Services (Res)
 - B. Authorizing the Chair to Sign a Letter to Medicare as Part of the Credentialing Process for the Opioid Treatment Program (Res)
 - C. Authorizing the Chair to Sign a Memorandum of Understanding with Fort Drum Regional Health Planning Organization to Participate in a Health Resource and Services Administration (HRSA) Grant (Res)
 - D. Mental Health and Addiction Services Updates (Info)
- 4. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Proclaiming August as National Immunization Awareness Month (Res)
- 5. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Vacancy Review Summary (Info)
Operations:
 - B. Public Defender
 1. Fill an Assistant Public Defender, Position No. 021400008
 - C. Sheriff's Office
 1. Fill a Corrections Officer, Position No. 603000060
 2. Fill a Deputy Sheriff, Position No. 605000012
 - D. County Clerk
 1. Fill a Motor Vehicle Clerk, Position No. 009100029

Services:

- E. Social Services
 - 1. Fill a Clerk, Position No. 002300001
- F. Office for the Aging
 - 1. Abolish Temporary Nutrition Services Aides, and Create and Fill six (6) Part-Time Nutrition Services Aide, Position Nos. 801000028, 801000029, 801000030, 801000031, 801000032, 801000033
- G. Community Services
 - 1. Abolish Account Clerk, and Create and Fill a Medical Billing Clerk, Position No. 004000002
- H. Public Health
 - 1. Fill a Medical Consultant, Position No. 510800003

**Please Note: Vacancy Review Committee met on July 11th as a result of the July 4th holiday. Operations Committee Departments are presented on Services this month.

7. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

- A. Social Services Statistics - Financials (Info)
- B. 2022 Recommendations for Reserves Allocation and Fund Balance Policy (Info)

8. 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)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

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

11. ADJOURNMENT – If there is no further business.

August 7, 2023

Services Committee: 7-17-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH MEDICAID
MANAGED CARE ORGANIZATIONS AND COMMERCIAL INSURANCES
FOR BEHAVIORAL HEALTH PROVIDER SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services is in the process of updating and/or establishing new contracts with insurance providers that cover the North Country Region, and

WHEREAS, there are approximately nine (9) major insurance organizations that serve the St. Lawrence County Community that are a mix of Medicare and Medicaid Managed Care Organizations as well as several private commercial payers, and

WHEREAS, throughout this contracting process the Department will be receiving consultation from EPOCH as part of our current Agreement as per Resolution No. 48-2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with Medicaid managed care organizations and commercial insurances for behavioral health provider services, upon approval of the County Attorney.

BE IT FURTHER RESOLVED that Community Services will provide the County Administrator with updates to include terms, rates, and any other metrics to be shared with the Board of Legislators.

August 7, 2023

Services Committee: 7-17-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A LETTER TO MEDICARE
AS PART OF THE CREDENTIALING PROCESS FOR THE OPIOID
TREATMENT PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services is in the process of updating credentialing with Medicare to include the Opioid Treatment Program (OTP), and

WHEREAS, as part of this credentialing process, the application requires for a signed letter on the letterhead of the responsible government or tribal organization, and

WHEREAS, this letter will attest that the County will be legally responsible in the event there is any outstanding debt owed to Centers for Medicare and Medicaid Service (CMS), and

WHEREAS, this must be signed by an “authorized official” who has the authority to legally and financially bind the County to the laws, regulations, and program instructions of Medicare,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a letter to CMS as part of the Medicare credentialing process, upon approval of the County Attorney.

August 7, 2023

Services Committee: 7-17-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH FORT DRUM REGIONAL HEALTH PLANNING ORGANIZATION TO PARTICIPATE IN A HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) GRANT

By Mr. Hull, Chair, Services Committee

WHEREAS, the Fort Drum Regional Health Planning Organization (FDRHPO) has received a four year Health Resources and Services Administration (HRSA) grant which begins July 1, 2023 and ends on June 30, 2027, and

WHEREAS, for the purpose of this grant, FDRHPO seeks to work with the integrated rural health network in Jefferson, Lewis, and St. Lawrence counties to administer whole person-centered care management for the rural population through transitional care management after patients' discharges from inpatient or emergency department settings, in addition to implementing chronic care management where eligible high risk, high needs patients work with their care team on comprehensive care planning to achieve patients' identified wellness goals, engage in preventive care, and

WHEREAS, the expected outcomes include increased closure of identified care gaps, reduced hospital readmissions, increased access to care through telehealth services, improved patient-centered care, patient engagement in care planning, and increased collaboration between primary care and community providers, and

WHEREAS, St. Lawrence County Community Services is a participating member of the North Country Independent Practice Association (IPA), and therefore has been asked to participate in this HRSA grant, and

WHEREAS, this HRSA funding would allow Community Services to receive \$80 per patient for providing transitional case management services and \$60 per patient for providing chronic care management services, and

WHEREAS, the total amount of funding the Department (A3116205 55000) will receive is based on the number of individuals identified by FDRHPO over the four year period of the grant who are eligible and in need of these specialized case management services,

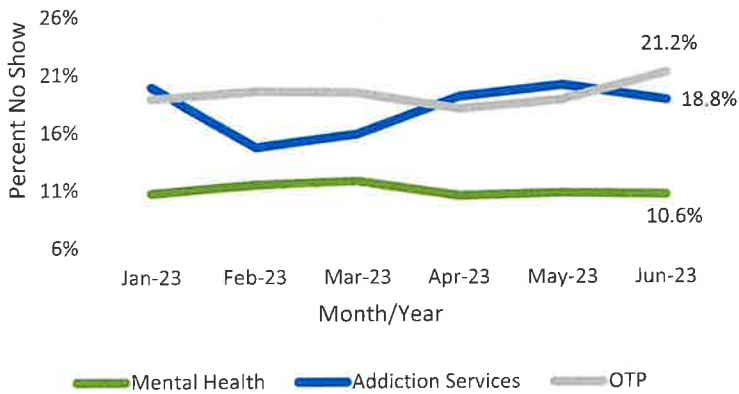
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Understanding with the Fort Drum Regional Health Planning Organization for the purpose of participation in the HRSA Grant, upon approval of the County Attorney.

Community Services Clinic Update

June 2023

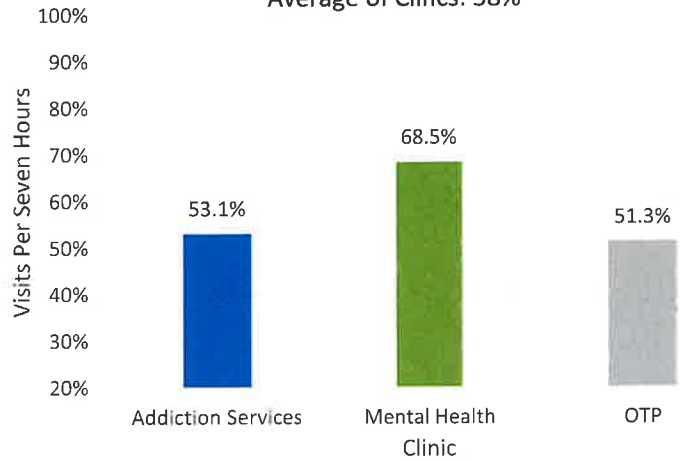
No Show Appointment Rates

Six Month Average: 16.1%



Clinic Counselor Visits Average

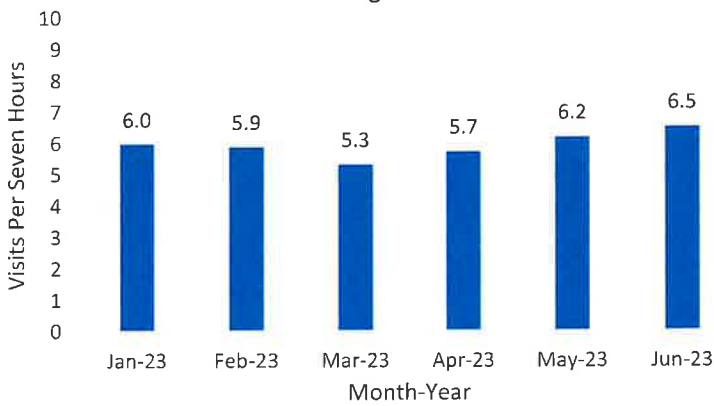
Average of Clinics: 58%



Addiction Services & OTP Visits

Per Seven Hours

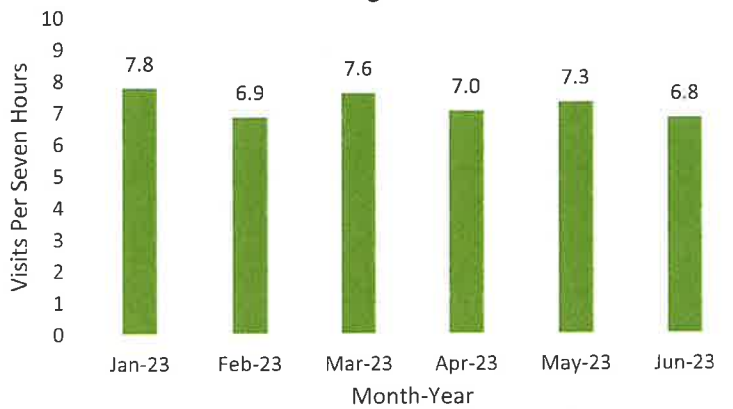
Average: 5.9



Mental Health Services Visits

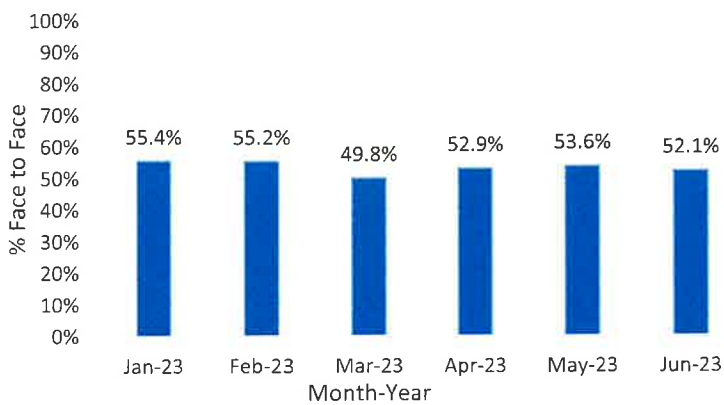
Per Seven Hours

Average: 7.3



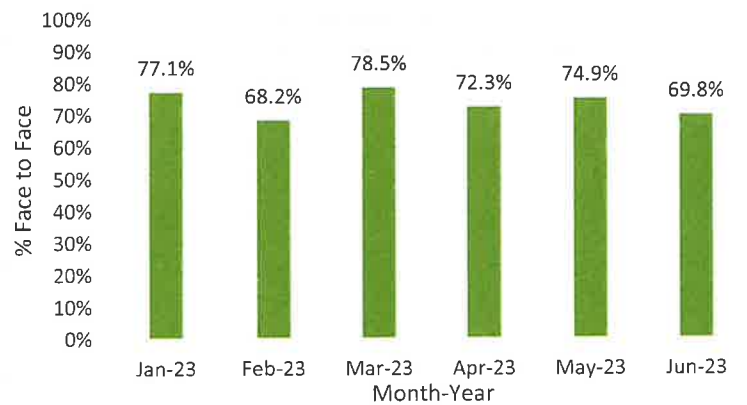
Addiction Services/OTP Face to Face %

Average 53%



Mental Health Face to Face %

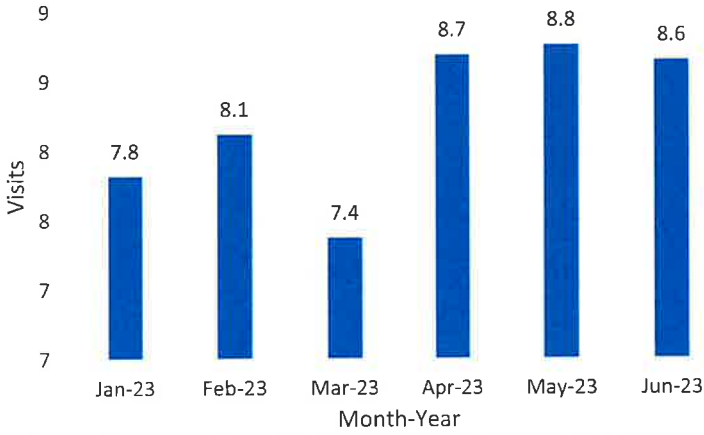
Average 73.9%



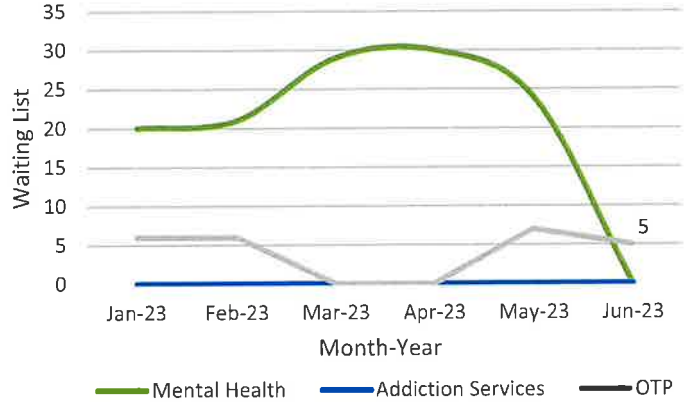
Community Services Clinic Update

June 2023

Prescribers Visits Per Seven Hours
Average 8.2



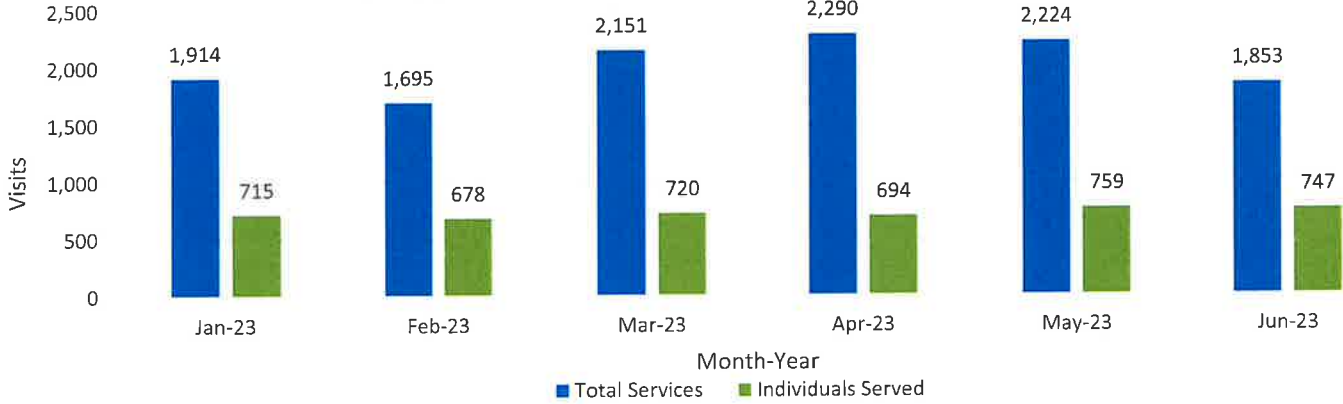
Wait Lists
Six Month Average: 21



Services Provided - All Clinics

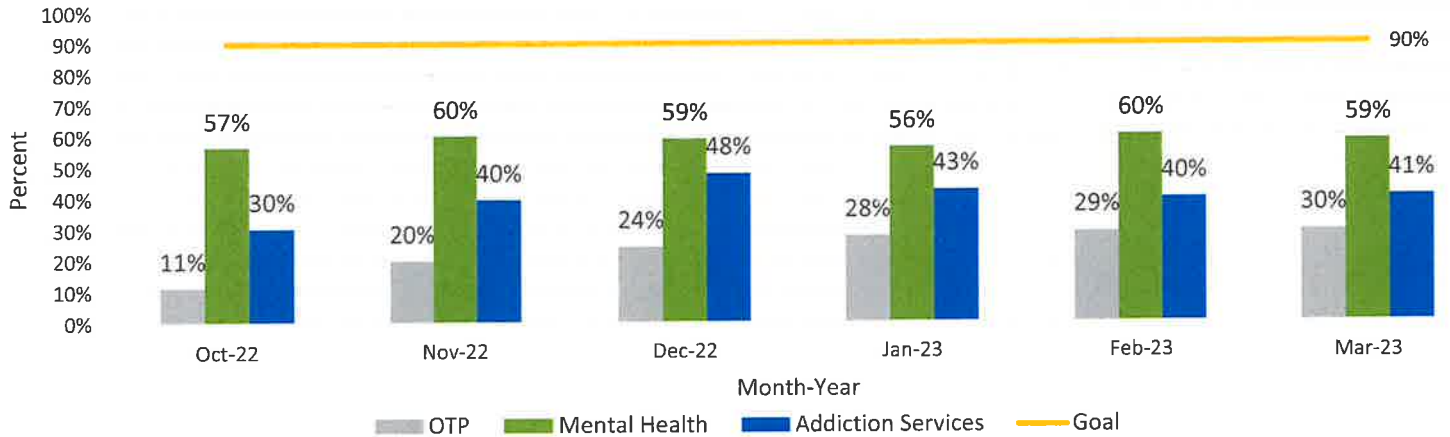
Total Services Average: 2,021

Individuals Average: 719



Percentage of Dollars Paid of Billed Services

*3 Month Lag



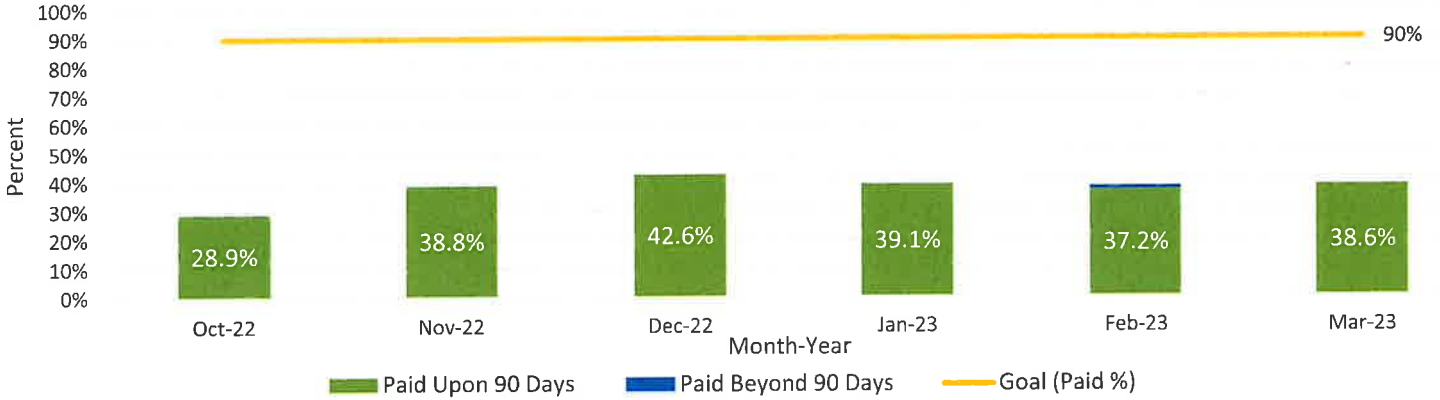
Community Services Clinic Update

June 2023

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

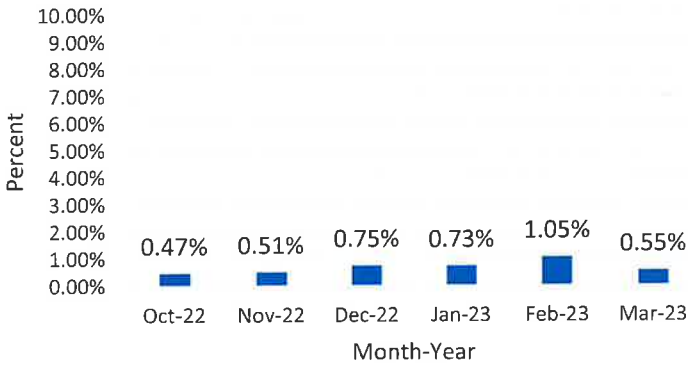
Tracking Percentage of Dollars Paid of Billed Services

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

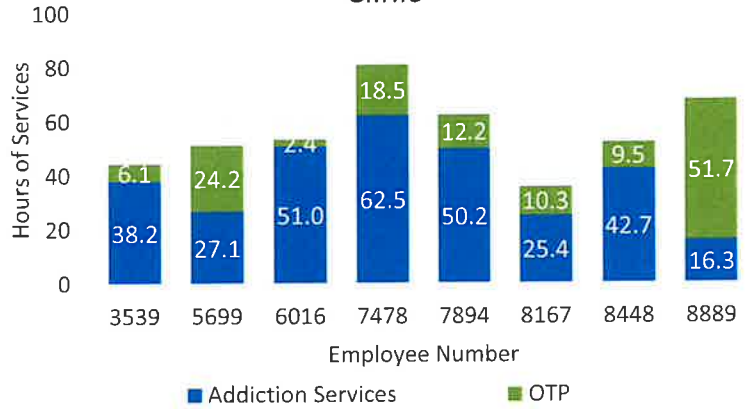


Percent of Services Provided But Not Billed

*Indicates % of services, not dollars.



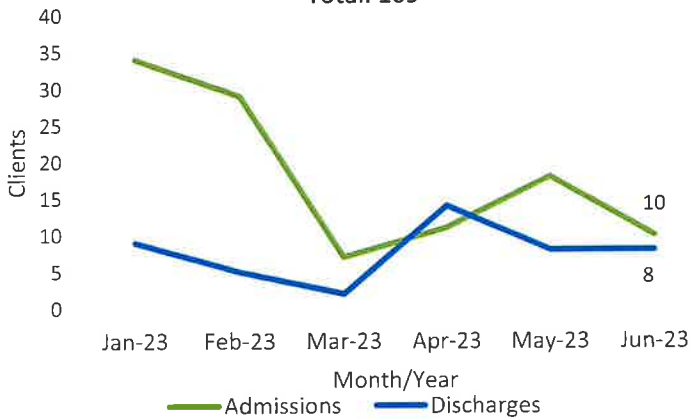
Addiction Services Counselors Hours by Clinic



OTP Admissions & Discharges

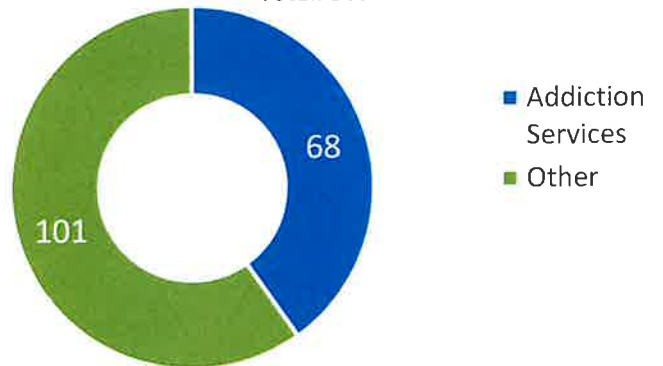
Total: 169

Net Change: 2



Opioid Treatment Program (OTP) Population Source

Total: 169



August 7, 2023

Services Committee: 7-17-2023

RESOLUTION NO. _____

PROCLAIMING AUGUST AS NATIONAL IMMUNIZATION AWARENESS MONTH

By Mr. Hull, 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 (2nd) birthday is the best way to protect against fourteen (14) serious and potentially deadly diseases, and

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

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

WHEREAS, it is important 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.

VACANCY REVIEW SUMMARY

Via Zoom

July 11, 2023

Legislators Attending: Nicole Terminelli and Margaret Haggard
Committee Members: Ruth Doyle, Jonnie Dorothy, Heather Hebert
2:30 P.M.

Summary: January 4th – July 11th

Requests: 91
Approved: 91
Denied: 0
Request/Hold: 1
Withdrawn: 0

Summary: July 11th

Requests: 19
Approved: 19
Denied: 0
Request/Hold: 0
Withdrawn: 0

Positions reviewed:

Office for the Aging:

Request: 6

Request: Abolish Temporary Nutrition Services Aides and Create Part Time Nutrition Services Aides
Position No. 801000028, 801000029, 801000030, 801000031, 801000032, 801000033, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Abolish Account Clerk Create and Fill, Medical Billing Clerk
Position No. 004000002, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 1

Request: Fill, Medical Consultant
Position No. 510800003, Immediately

Recommendation: Fill, Immediately

Public Defender:

Request: 1

Request: Fill, Assistant Public Defender
Position No. 021400008, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 1

Request: Fill, Clerk – Unit/Child Support
Position No. 002300001, Immediately

Recommendation: Fill, Immediately

Sheriff:

Request: 2

Request: Fill, Correction Officer – Unit/Correctional Facility
Position No. 603000060, Immediately

Recommendation: Fill, Immediately

Request: Fill, Deputy Sheriff
Position No. 605000012, Immediately

Recommendation: Fill, Immediately

County Clerk:

Request: 1

Request: Fill, Motor Vehicle Clerk – Unit/Department of Motor Vehicles
Position No. 009100029, Immediately

Recommendation: Fill, Immediately

Highway:

Request: 1

Request: Fill, Highway Maintenance Supervisor
Position No. 311000004, Immediately

Recommendation: Fill, Immediately

Solid Waste:

Request: 1

Request: Fill, Senior Site Crewleader
Position No. 332400001, Immediately

Recommendation: Fill, Immediately

Real Property:

Request: 1

Request: Fill, Real Property Tax Service Aide
Position No. 107000001, Immediately

Recommendation: Fill, Immediately

County Administrator:

Request: 3

Request: Fill, Assistant County Administrator
Position No. 023900001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Custodial Worker – Unit/Buildings and Grounds
Position No. 303000003, Immediately

Recommendation: Fill, Immediately

Request: Abolish Custodial Worker Create and Fill Custodial Supervisor
Position No. 303100002, Immediately

Recommendation: Fill, Immediately

Committee Members:

- 1.4 John Burke and Dave Forsythe
- 2.7 Larry Denesha and Dan Fay
- 3.7 Joseph Lightfoot and Rita Curran
- 4.4 Ben Hull and William Sheridan
- 5.2 Glenn Webster and Rick Perkins
- 6.6 Harry Smithers and Dave Forsythe
- 7.11 Nicole Terminelli and Margaret Haggard

St. Lawrence County Vacancy Authorization Form

Public Defender's Office



Type: Fill Assistant Public Defender

Subunit (If Applicable): _____ Date Submitted: June 6, 2023

Reason Vacated: Resignation Position Number: 021400008

Date Vacated: June 30, 2023 Position # Abolished: _____

Position Status: Fulltime Last Fill Date: January 1, 2022

Jurisdictional Class: Exempt Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$74,425 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$38,284 Revenue Generating: No 0 %

Base Salary: \$73,064 Reimbursed by Local, State or Federal Funds: Yes 93 %

Base Hourly: \$40.15

Grade: IND

Net County Cost: \$7,890

*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.

In 2017, the New York State Office of Indigent Legal Services established case load standards to take effect gradually beginning in 2018 and must be fully implemented by 2023. At present, the St. Lawrence County Public Defender's Office is currently operating severely understafed based on these caseload standards, therefore the filling of the Assistant Public Defender position is essential in continuing to provide constitutionally mandated services to indigent clients. The goal of this position will be to provide necessary legal services with the overarching goal of balancing out the caseloads among the attorneys in the office, in order to begin to comply with the NYS ILS caseload standards. This position is funded through the upstate caseload relief grant, however, no longer covers the full amount. This grant allows for the person in this position to be in family or criminal court.

Department Head: _____

Approved?
Yes No

County Administrator: _____

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Must be duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York.

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill



Correction Officer

Subunit (If Applicable): Correctional Facility

Date Submitted: 06/08/23

Reason Vacated: Promotion

Position Number: 603000060

Date Vacated: 06/09/23

Position # Abolished:

Position Status: Fulltime



Last Fill Date: 09/06/08

Jurisdictional Class: Competitive



Appointee Will Be: Contingent-Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$63,540

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$32,685

Revenue Generating: No 0 %

Base Salary: \$48,470

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$23.30

Grade: CORR

Net County Cost: \$96,225

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

Detailed Justification

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

The Correctional Facility shall employ the number of Correctional officers necessary to provide care, custody and control for all inmates and to perform all other necessary facility functions. The New York State Commission of Correction determines the minimum number of personnel necessary to effectively and efficiently operate the Correctional facility. Minimum staffing for Correction Officers as set forth by the New York State Commission of Corrections is fifty-six (56). In 2022, the Board of Legislators authorized the addition of four additional officers via Resolution Nos. 277-2022 & 362-2022 due to persistent overtime and staffing issues. It has been determined that sixty (60) full time Officers are necessary to assist in performing facility functions 24 hours per day, 365 days per year. This will fulfill the staffing requirements and allocations for the facility by New York State Commission of Corrections and the St. Lawrence County Board of Legislators.

Department Head:

Brooks J. Bigwarfe

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Employees in this class are required to possess a valid New York State Motor Vehicle Operator's license or otherwise demonstrate a capacity to meet the transportation needs of the position.

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Fill

Deputy Sheriff

Subunit (If Applicable):

Date Submitted: 06/15/2023

Reason Vacated: Resignation

Position Number: 605000012

Date Vacated: 06/18/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 2/22/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 40 Shift Length: 8 FTE: 1.00

Budget

Salary of Person Leaving: \$52,897

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$27,210

Revenue Generating: No 0 %

Base Salary: \$47,254

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$22.72

Grade: DEP

Net County Cost: \$80,107

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

Detailed Justification

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

The impact on the department if this position is not filled will be that of a short staffing situation, limiting the availability of Deputies for calls, potentially endangering the life of others, including Deputies and the community. This would also create challenges for prison transports, pistol permits, and other duties while increasing overtime.

Department Head: *Brooks J. Bigwarfe*

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan Diploma as described in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENTS:

1. Candidate must be a citizen of the United States.
2. Possession of a current valid New York State Driver's license.
3. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
4. **Investigative Screening:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.
5. **Psychological Evaluation:** As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies

St. Lawrence County Vacancy Authorization Form

County Clerk



Type: Fill **Motor Vehicle Clerk**

Subunit (If Applicable): Department of Motor Vehicles Date Submitted: 6/28/2023

Reason Vacated: Resignation Position Number: 009100029

Date Vacated: 7/7/2023 Position # Abolished:

Position Status: Fulltime Last Fill Date: 9/24/2018

Jurisdictional Class: Competitive Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$42,842 Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$22,038 Revenue Generating: Yes 0 %

Base Salary: \$39,966 Reimbursed by Local, State or Federal Funds: No 0 %

Base Hourly: \$21.96

Grade: 18

Net County Cost: \$64,880

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

Detailed Justification

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

The revenue that is generated by the Department of Motor Vehicles is dependent upon having sufficient staff to process the local and down state dealer registrations. The projected revenue for 2023 was based on having a certain number of trained staff which included this position. If this position is not filled, the projected revenue for 2023 will be decreased substantially. This position is required to provide quick efficient service to the public and maintain down state revenue with the expected turnaround time. Immediate fill is respectfully requested. The office is at peak vacation time for staff and summer is one of the busiest times for downstate dealer work. It takes anywhere from six months to a year to fully train a staff member. It is imperative to be able to get the process started as soon as possible.

Department Head: Sandra W. Santamoor

Approved?
Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience in bookkeeping and/or record keeping which shall have included balancing of financial accounts and/or auditing functions in an automated business environment. An automated business environment requires that the individual performs data entry functions on a personal computer and the use of a software package;
OR

(B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and certification from a vocational course in an office support/administration technology program.

Special Note: Twelve (12) credit hours in a computer training course in the areas of computer programming, spreadsheet, and/or database manipulation can be substituted for one (1) year of clerical experience as stated above.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Clerk

Subunit (If Applicable): Child Support

Date Submitted: 6/27/2023

Reason Vacated: Promotion

Position Number: 002300001

Date Vacated: 6/23/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 2/22/2011

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$39,966

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$20,559

Revenue Generating: No 0 %

Base Salary: \$34,162

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

Base Hourly: \$18.77

Grade: 13

Net County Cost: \$10,894

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

Detailed Justification

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

This position provides clerical support to 19 child support staff members by answering phones, copying petitions for Family Court scheduling, processing incoming mail, reviewing court orders for processing to other units within the Department of Social Services, reviewing monthly reports, making referrals for appropriate action to the Temporary Assistance Unit, preparing child support records for imaging, filing, copying, and carrying out other related duties, including, for example, assisting with daily Department wide mail runs when needed. Without this position, petitions would not be filed timely with Family Court and that would compromise the obtaining of current support orders, modifications and enforcement of child support obligations. Court orders would not be timely provided to other units within the Department and that would affect client eligibility for various types of public assistance. If this position is not filled, case information and documents/mail also would not be timely filed in case records, and the preparation of cases for imaging would not be done.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma; OR

(B) One (1) year of full-time clerical experience.

St. Lawrence County Vacancy Authorization Form

Office for the Aging



Type: Abolish & Create

Nutrition Services Aides

Subunit (If Applicable):

Date Submitted: 6/20/23

Reason Vacated: New Position

Position Number: 80100028 80100029 80100030 80100031 80100032 80100033

Date Vacated: N/A

Position # Abolished: 80100024 80100025 80100026 80100027 80100021 80100022

Position Status: Part Time

Last Fill Date: N/A

Jurisdictional Class: Labor

Appointee Will Be: Permanent

Hrs Per Week: 30 Shift Length: FTE: 0.86

Budget

Salary of Person Leaving: \$23,400

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$12,037

Revenue Generating: No 0 %

Base Salary: \$23,400

Reimbursed by Local, State or Federal Funds: Yes 44 %

Base Hourly: \$15.00

Grade: 7

Net County Cost: \$17,066

*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.

Due to the ongoing and continued difficulty recruiting candidates for Temporary Nutrition Aide positions, Office for the Aging is requesting to abolish the Temporary Nutrition Services Aide positions and create permanent Nutrition Aide positions. The Office believes that offering comprehensive medical benefits, accruals and NYS Retirement will draw in more candidates for these roles whereas temporary positions are ineligible for the benefits. Temporary positions also can only be employed for up to 6 months at a time.

Since COVID, there has been a sharp increase in the need and demand for food and home delivered meals. The Office is currently maintaining wait lists at numerous nutrition centers due to lack of staff or vehicles to deliver. There are parts of the County that are unable to be served due to a lack of resources.

The proposed part time positions will carry the net equivalent of 3 full time workers for the budget. If the positions are not created, it will impact the office's ability to feed older adults and assist them to remain in their homes for as long as possible.

Position Numbers Abolished: 80100024, 80100025, 80100026, 80100027, 80100021, 80100022

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Possession of a New York State driver's license.

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Abolish & Create

Medical Billing Clerk

Subunit (If Applicable):

Date Submitted: 6/26/2023

Reason Vacated: New Position

Position Number: 004000002

Date Vacated:

Position # Abolished: 100100040

Position Status: Fulltime

Last Fill Date: N/A

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$21,271

Revenue Generating: No 0 %

Base Salary: \$41,351

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$22.72

Grade: 19

Net County Cost: \$62,622

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

Detailed Justification

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

The Department is asking to abolish one of two vacant Account Clerk positions and create a second Medical Billing Clerk. If approved, the position of Medical Billing Clerk will perform specialized clerical work in conjunction with the behavioral health clinics regarding the billing services rendered to Medicare, Medicaid and third party health insurance carriers. The proposed new clerk will prepare billing claims and ensure completeness and accuracy; process claims using the an electronic health record system; review claim payments and compare to claims submitted; follow up on claims that are denied and notify patients if a particular claim is not covered by payers. The work is performed under supervision of the Administrative Services Manager with leeway allowed for use of independent judgement in carrying out the details of the work. By hiring an individual who specializes in medical billing the Department hopes to ensure timely and efficient billing to insurances as well as receive prompt receipt of payments.

Due to the current billing difficulties the Department is experiencing (resulting in the delay of remittances) an immediate fill for a Medical Billing Clerk is being requested.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and one year of experience in processing medical/health insurance claims and billing.

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Fill

Medical Consultant

Subunit (If Applicable):

Date Submitted: June 12, 2023

Reason Vacated: Retirement

Position Number: 510800003

Date Vacated: September 12, 2023

Position # Abolished:

Position Status: Part Time No Accruals

Last Fill Date: March 29, 2016

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

Hrs Per Week: 17.5 Shift Length: 7 FTE: 0.50

Budget

Salary of Person Leaving: \$10,000

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$5,144

Revenue Generating: No 0 %

Base Salary: \$10,000

Reimbursed by Local,
State or Federal Funds: No 0 %

Base Hourly: \$10.98

Grade: None

Net County Cost: \$7,572

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

Detailed Justification

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

The St. Lawrence County Public Health Department is required to have a Medical Consultant.

The Medical Consultant oversees clinics functions, signs standing orders, reviews medical charts, signs off on new hire/annual Health Assessments for staff, provides consultation for questions and concerns as needed, and is a member of the quarterly Quality Improvement Committee.

The purchase of medications/vaccines are done under the license of the Medical Consultant.

Department Head: *Jolene Munger*

Approved?
Yes No

County Administrator:

Resolution #:

Job Qualifications

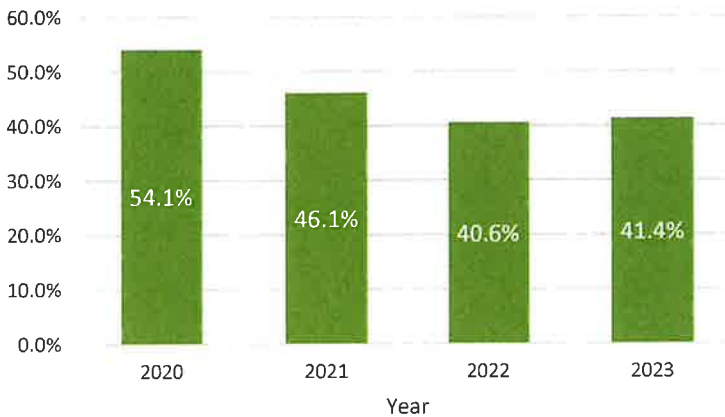
For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Possession of a current valid license and registered to practice medicine in New York State and two (2) years of experience as a practicing physician.

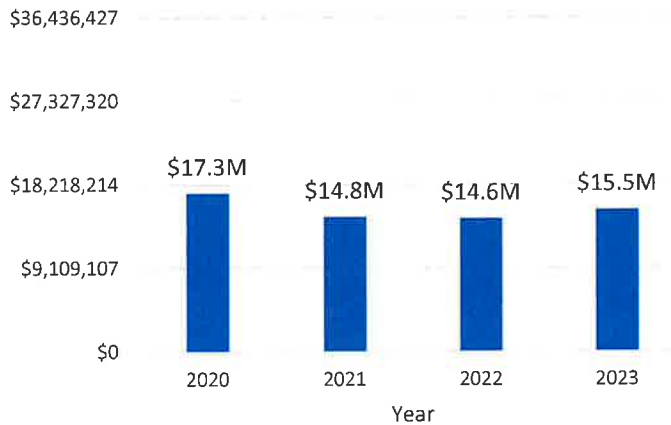
2023 Social Services Quarterly Update

Financials - Q2

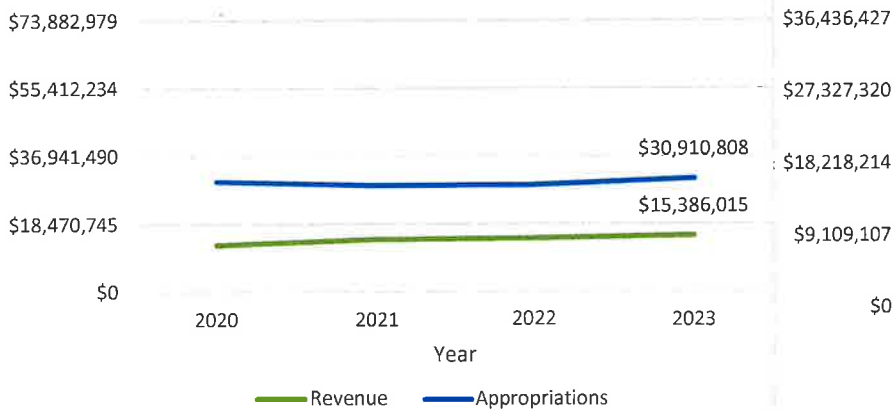
County Cost Percent of Budget



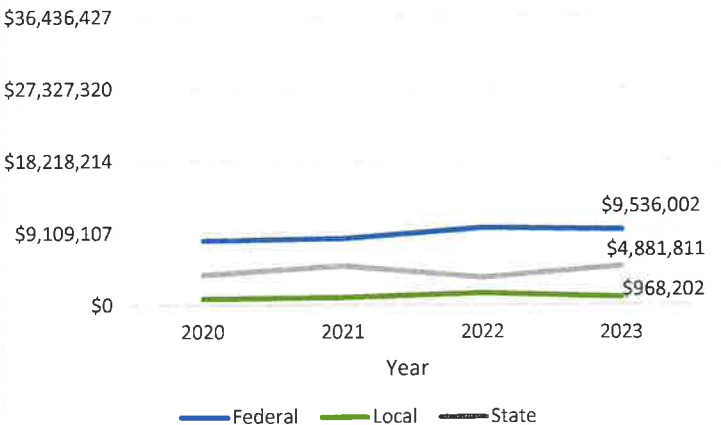
County Cost



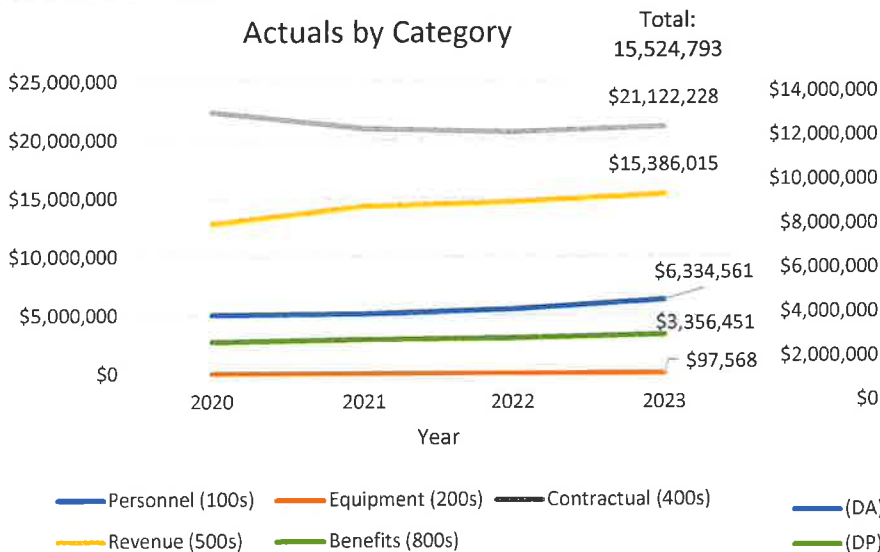
Appropriations & Revenue



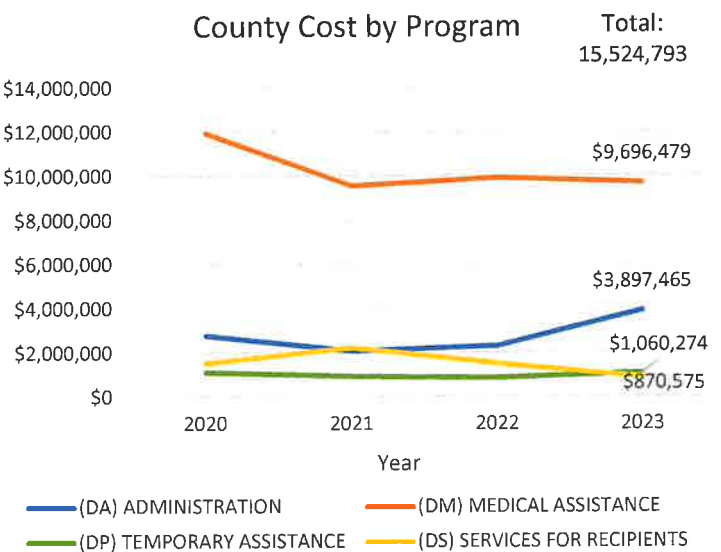
Revenue Source



Actuals by Category



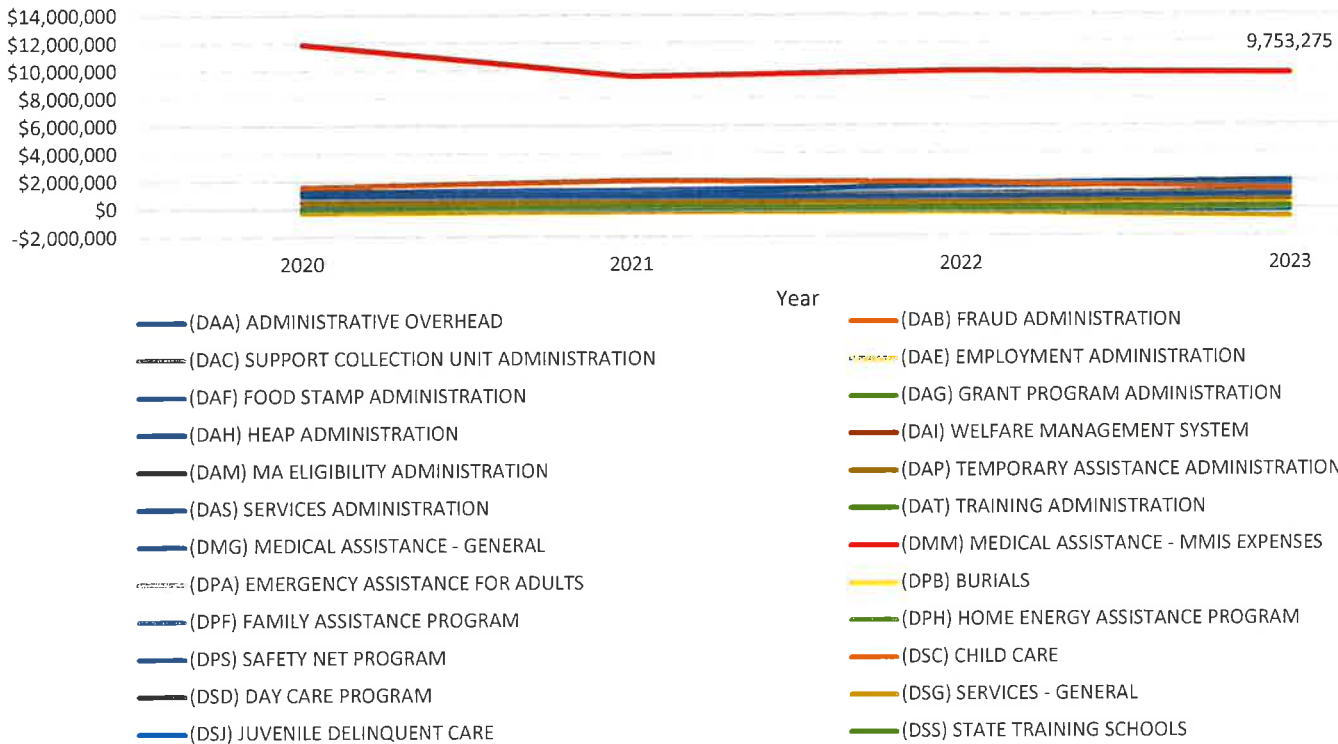
County Cost by Program



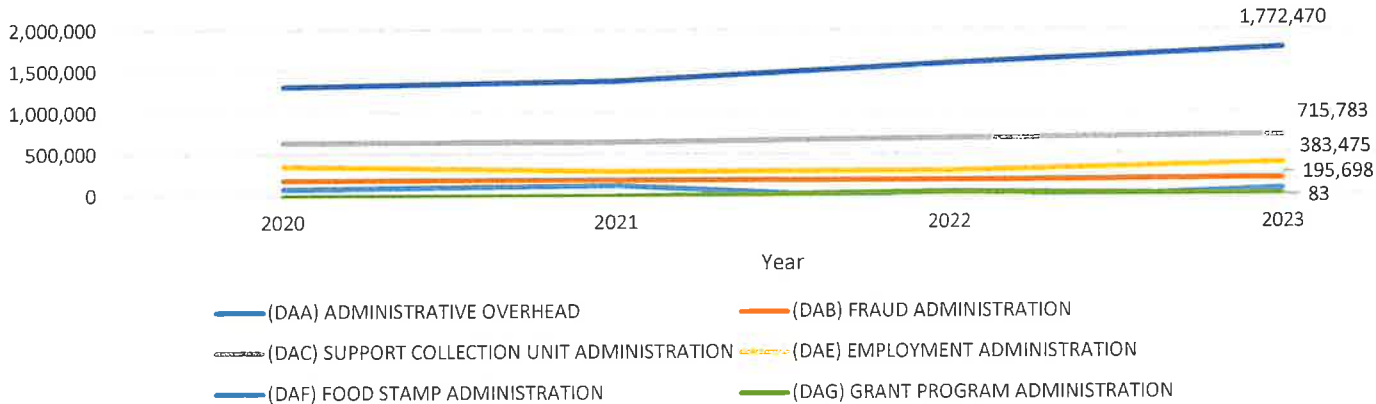
2023 Social Services Quarterly Update

Financials - Q2

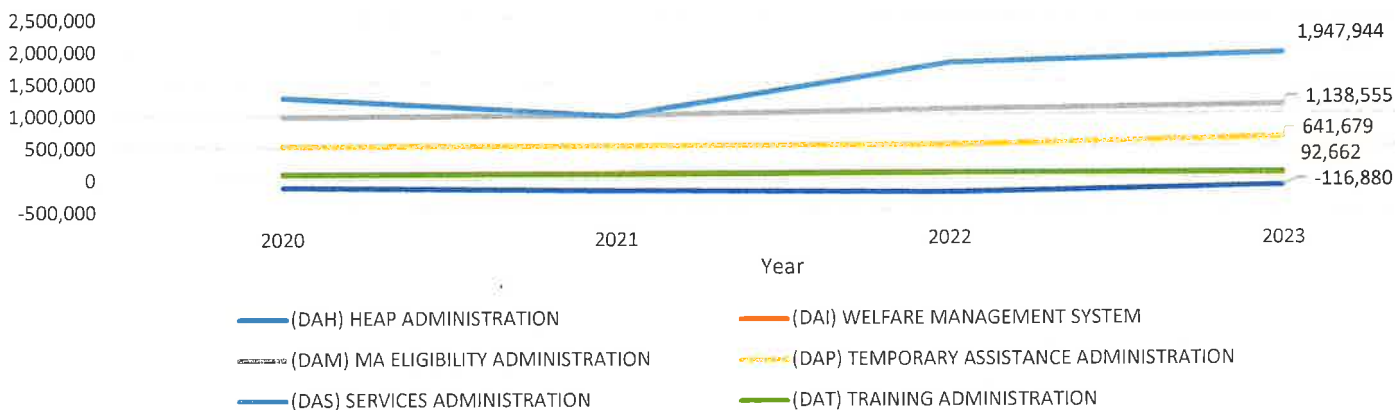
County Cost by Subunit (Medicaid & Subunits - broken down in charts 1-4)



County Cost of Subunit (1 of 4)

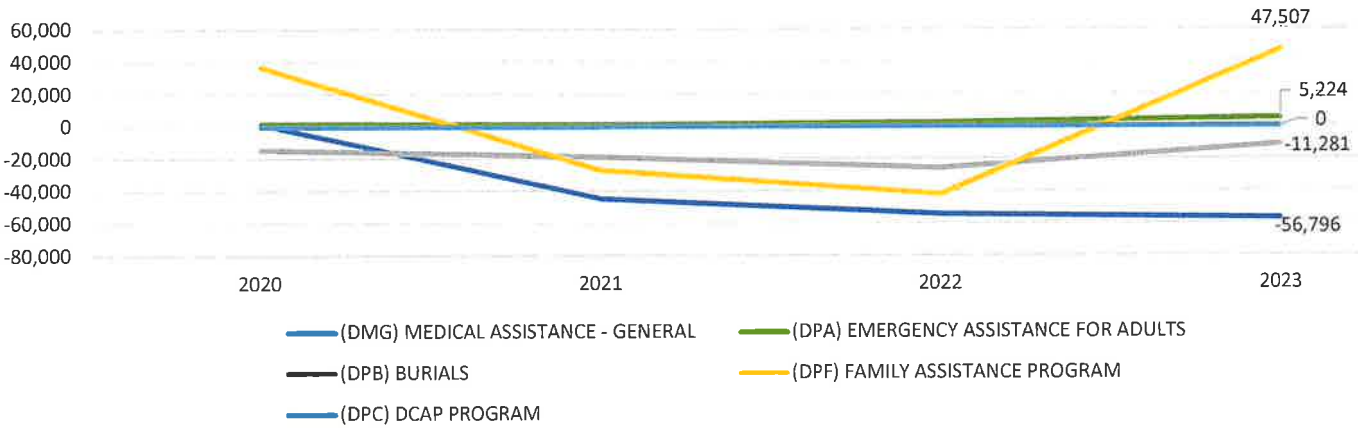


County Cost of Subunit (2 of 4)

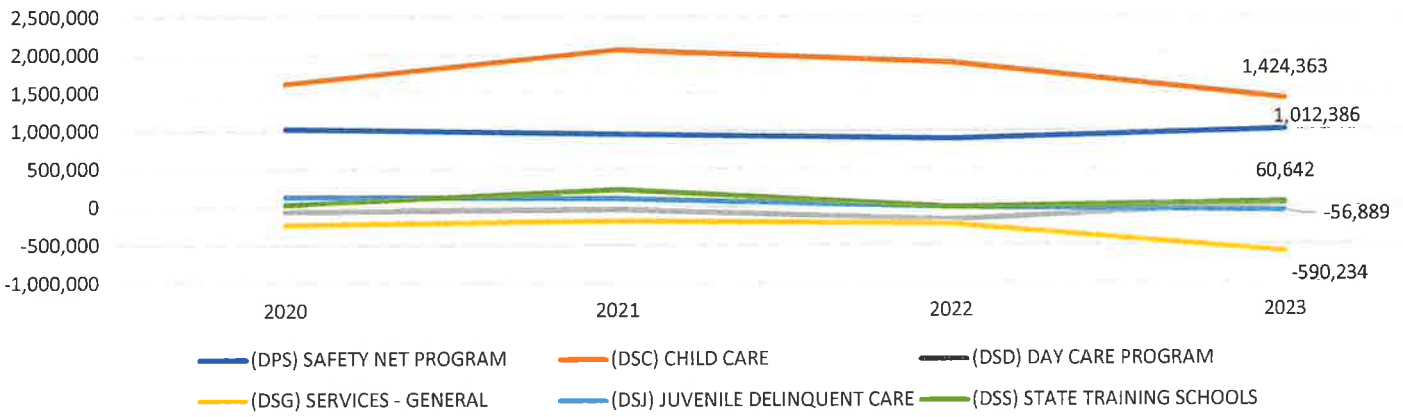


2023 Social Services Quarterly Update Financials - Q2

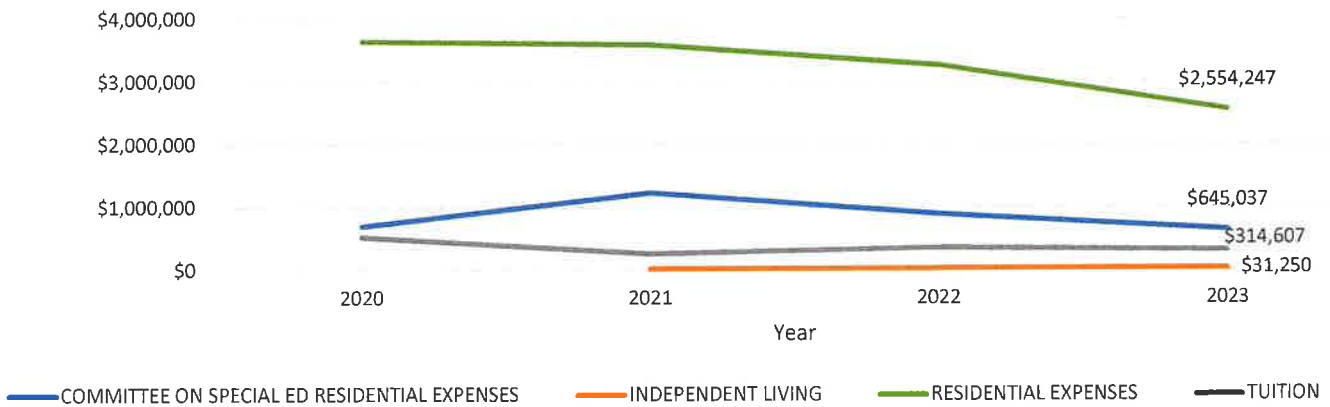
County Cost of Subunit (3 of 4)



County Cost of Subunit (4 of 4)



Institutional Costs



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

Recommendations for Reserves Allocation and Fund Balance Policy

Services Committee - July 17, 2023

Reserves Recommendations for 2022 Results - \$8.1M

Per Resolution Nos. 82-2018, 53-2019, 272-2022, & 303-2022

In June, the Treasurer presented the 2022 Unaudited Financials to the Operations Committee of the Board of Legislators which indicated approximately \$11M surplus in the general fund from 2022 actuals, subject to any adjustments by the Auditors.

According to the Policy, on an annual basis, the County Administrator is required to review budget performance and recommend distribution of the results to the established reserves and/or propose new reserves for St. Lawrence County. For 2022, the recommendation is included below and if approved, would allocate \$8.1M of the results to the General Fund Balance for 2022 and include support for the recommendation for one (1) new reserve with an appropriation of \$1M.

RESERVE TITLE (CURRENT TOTAL)	2022 NEW AMOUNT	NEW RESERVES TOTAL
Capital Reserve - Facilities (\$5M)	\$2,500,000	\$7,500,000
Employee Benefit Accrued Liability (\$2M)	\$-0-	\$2,000,000
Self-Insured/Health Insurance & Liability (\$3.1M)	\$4,600,000	\$7,700,000
Sheriff's Vehicle Reserve (\$200K)	\$300,000	\$500,000
Blighted Foreclosure Properties (\$300K)	\$200,000	\$500,000
ENRS - Environmental Reserve (\$97K)	\$500,000	\$597,000
Reserves Total (\$10.697M)	\$8,100,000	\$18,797,000
Capital Reserve - Equipment (New)	\$1,000,000	\$1,000,000
New Reserves Total	\$ 1,000,000	\$1,000,000
SUBTOTAL	\$9,100,000	
General Fund	\$1,900,000	
TOTAL	\$11,000,000	\$19,797,000

Additional Recommendation for Utilization of Fund Balance and 2022 Results - \$4.5M

For a second consecutive year, the County will add an additional \$11M to the general fund, fund balances. Considering the 2022 Budget performance and the over performance of sales tax as budgeted revenue, there is an additional recommendation for appropriations of general fund, fund balance to one (1) new reserve.

Additionally, the Board of Legislators has placed a continued priority on the importance of the work completed to maintain county roads. This has been challenging considering the market for supplies and costs driven by both demand and inflation, potentially impacting the management of the budgeted miles to be paved on county roads.

- In 2022, the Board of Legislators demonstrated a commitment to address the challenges associated with ongoing maintenance of the county road system by adding ten miles or \$2.1M to the Budget for paving. For 2023, the recommendation is to add an additional TEN (10) miles of paving throughout the County for a second consecutive year. There are 573 miles of road that the County is required to maintain for the safety of the public and annually, the County paves approximately twenty-eight (28) to thirty-two (32) miles of roads.
- Additionally, there is currently an outstanding bond associated with the purchase of equipment for the Highway Department from 2018. The recommendation would be to pay off the bond early, using existing fund balance, in the approximate remaining amount of \$1.4M.
- Finally, the recommendation would be set up and prefund a capital reserve for equipment in the amount of \$1M. This, first of its kind, prefund would begin a long term goal of the Board of Legislators and County Administrator to create a longer term plan for funding to assist the County with avoiding future additional financing. This is a best practice and recommended this year.

This will leave approximately \$1.9M to the general fund, fund balance. This is what would be used to pay the aforementioned \$1.4M for the equipment bond off early.

Per Resolution No. 227-2016

The Fund Balance Policy adopted in 2016 calls for fifteen (15%) percent of appropriations as the goal, with the approximate 2022 increase of \$11M, this brings the unreserved unappropriated general fund amount to approximately \$45M. The 2022 Budget included approximately \$730K in appropriations in accordance with the Fund Balance Policy, less than required, which is complimented and exceeded by an additional \$10.27M. Based on the 2022 Adopted Budget of \$261M, the fifteen (15%) percent would equal approximately \$39M. The 2021 unreserved unappropriated balance was \$33M.

Listed below is an update to the table that was included in the 2023 Budget Message:

YEAR	FB POLICY APPROPRIATION	ACTUAL INCREASE (millions)	DIFFERENCE (millions)
2017	1.1M	4.8	3.7
2018	1.65M	6.9	5.2
2019	1.5M	5.7	4.2
2020	1.5M	4.7	3.2
2021	1.5M	11.0	9.5
2022	730K	11.0*	10.27*
2023	650K	N/A	N/A

*Amounts and will be adjusted to reflect actuals upon conclusion of the 2022 Audit.

One aspect of the Fund Balance Policy requires that when the ceiling (15%) is reached, that the Board of Legislators review and determine if the policy should be paused. The recommendation is to reappropriate the remaining funds to the capital programming needs and deferred maintenance.

The tentative recommendation to the County Administrator, is to continue to appropriate to the fund balance policy, and look to increase funding to the reserve areas in need for the 2024 Budget. Since its adoption, the Policy has been met successfully with an excess of one (1%) of appropriations. A contribution has been made each year in an effort to minimize the long term impact on the true value tax rate (TVTR) on the local taxpayer. This is all tentative, subject to the 2023 Projections and the 2024 Budget preparation process, which is underway now. If there is a need to make an adjustment to this amount, the County Administrator will advise the Board of Legislators and provide an alternative recommendation.