

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

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, JULY 19, 2021

***** BOARD ROOM AND LIVE VIA YOUTUBE*****

***** IMMEDIATELY FOLLOWING OPERATIONS COMMITTEE *****

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – June 14

3. COMMUNITY SERVICES – JAY ULRICH

- A. Modifying the 2021 Budget for Community Services for Funding Received from NYS OMH as Pass through Funding to Approved Agencies (Res)
- B. Clinic Update (Info)

4. PUBLIC HEALTH – JOLENE MUNGER

- A. Proclaiming August as National Immunization Awareness Month (Res)
- B. Authorizing the Chair to Sign a Contract Extension with Health Research Inc. /New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection (Res)
- C. Modifying the 2021 Budget for Public Health Department for the COVID-19 Response (Res)
- D. Authorizing the Chair to Sign Contracts with Area K-12 Public and Private Schools for COVID-19 Screening Testing Programs (Res)
- E. Authorizing the Chair to Sign a Contract with Health Research Inc. (HRI) for Epidemiology and Laboratory Capacity (ELC) Reopening Schools (Res)
- F. Authorizing the Chair to Sign Contracts with Medical Facilities and Vendors for School Screening Testing (Res)
- G. Authorizing the Chair to Sign a Contract for the Early Intervention Administration Program for Public Health (Res)
- H. Authorizing the Chair to Sign a Contract with Glens Falls Hospital for Morgue and Laboratory Services (Res)
- I. Authorizing the Chair to Sign a Contract Extension for the Lead Poisoning Prevention Program Grant (Res)
- J. Authorizing the Chair to Sign a Contract with Lamar Advertising for Promoting the Hepatitis A Campaign (Res)

- 5. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
 - A. Modifying the 2021 Budget for Office for the Aging to Receive New York State Office for the Aging (NYS OFA) Funding from the American Rescue Plan (ARPP) for St. Lawrence County (Res)

- 6. SOCIAL SERVICES – CINDY ACKERMAN**
 - A. Authorizing the Chair to Sign a Memorandum of Understanding with Maximizing Independent Living Choices (MILC) (Res)
 - B. New Social Services Statistics (Info)

- 7. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Social Services
 1. Create and Fill a Case Supervisor, Grade B – Unit/Children’s Services
Position No. 816100013
 2. Fill a Homemaker – Unit/Children’s Services, Position No. 805000004
 3. Fill a Caseworker – Unit/Children’s Services, Position No. 815000047
 4. Fill a Caseworker – Unit/Children’s Services, Position No. 815000039
 5. Fill a Caseworker – Unit/Adult Protective Services, Position No. 815000056
 6. Fill a Secretary 1, Position No. 005100023
 7. Fill a Senior Caseworker – Unit/CPS, Position No. 815400002

- 8. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE**

- 9. COMMITTEE REPORTS**
 - A. Board of Health (Acres)
 - B. CDP Board of Directors (Sheridan)
 - C. Community Services Board (Curran)
 - D. Office for the Aging Advisory Board (Denesha)
 - E. Youth Advisory Board (Terminelli)

- 10. OLD/NEW BUSINESS**

- 11. EXECUTIVE SESSION**
 - A. Litigation
 - B. Personnel
 - C. Negotiations
 - D. Appointments

- 12. ADJOURNMENT – If there is no further business.**

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR COMMUNITY SERVICES FOR FUNDING
RECEIVED FROM NYS OMH AS PASS THROUGH FUNDING
TO APPROVED AGENCIES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services has received updated NYS OMH State Aid Funding authorization 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,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Community Services Budget for funding received from NYS OMH funding as pass through funding as follows:

INCREASE APPROPRIATIONS:

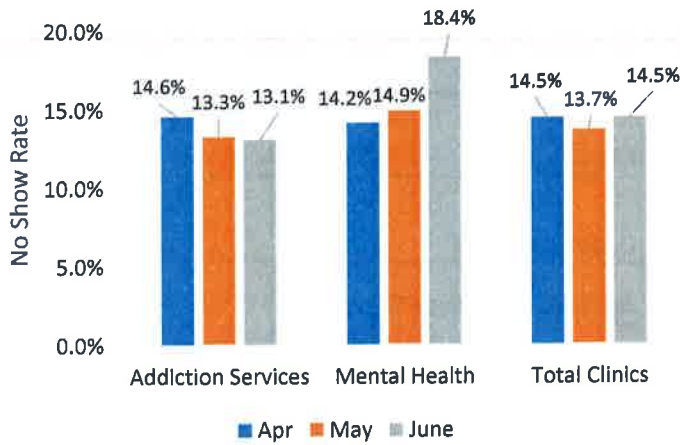
A4143224 465CC	A CSS Catholic Charities Advances	\$1,688
A4143224 465AR	A CSS ARC Advances	1,554
A4143224 465SS	A CSS Step By Step Advances	551
A4143224 465RO	A CSS Reachout Advances	351
A4243224 465CC	A CRV Catholic Charities Advances	859
A4243224 465AR	A CRV ARC Advances	337
A4243224 465RO	A CRV Reachout Advances	1,474
A4243224 465SS	A CRV Step By Step Advances	651
A4243224 465TL	A CRV NCTLS Advances	747
A4243224 465UH	A CRV United Helpers Advances	189
A4343224 465RO	A CPP Reachout Advances	181
A4343224 465SS	A OFS Step By Step Advances	1,226
A4443224 465NR	A OFS NRCIL Advances	1,254
A4443224 465AR	A OFS ARC Advances	1,770
A4443224 465TL	A OFS NCTLS Advances	1,050
A4443224 465UH	A OFS United Helpers Advances	<u>4,408</u>
		\$18,290

INCREASE REVENUE:

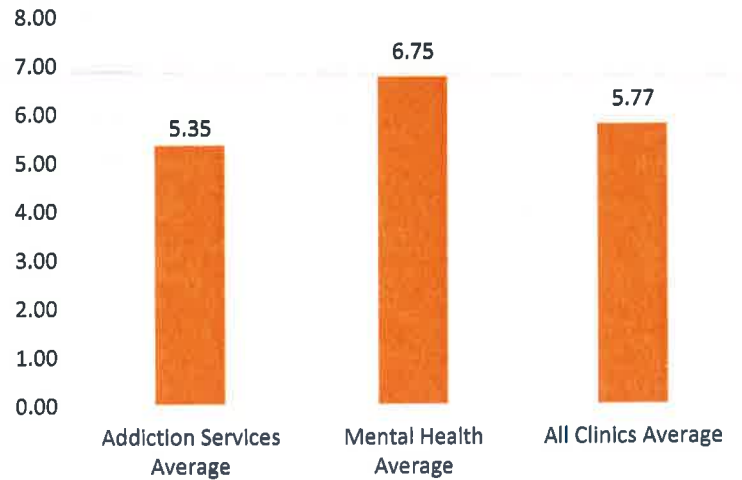
A4134905 56000	A SA CSS Mental Health	\$3,792
A4234905 56000	A SA CR Other Mental Health PR	3,438
A4334905 56000	A SA CPP Other Mental Health P	1,407
A4434905 56000	A SA OFS Other Mental Health P	<u>9,653</u>
		\$18,290

Community Services Update June 2021

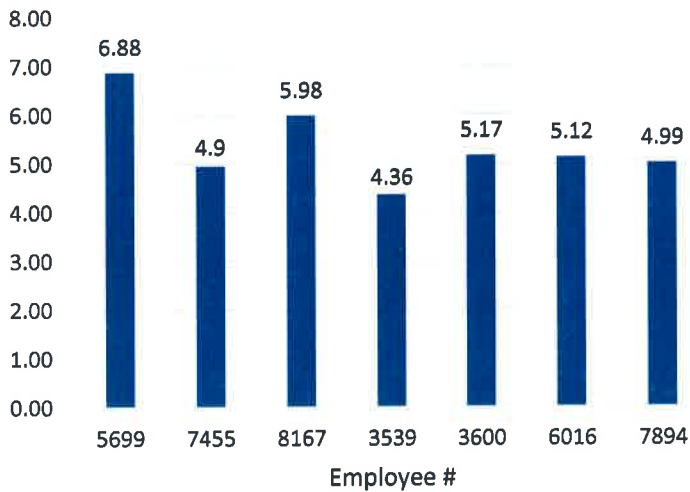
No Show Rates By Month (23.3% Before Call Reminders)



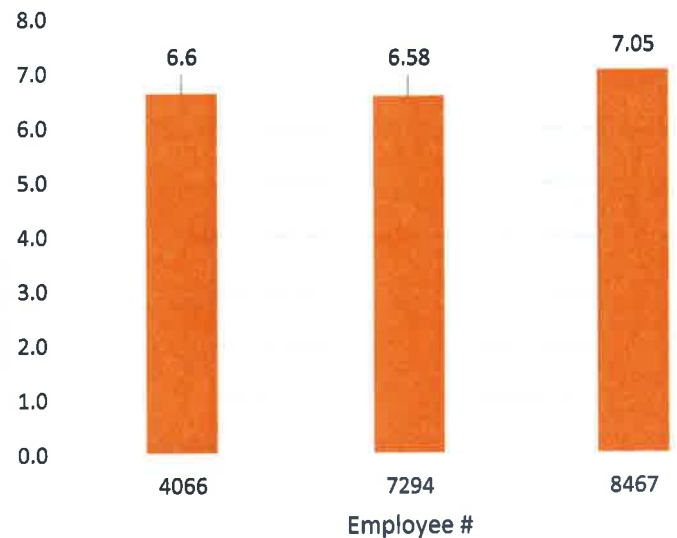
Clinic Counselor Visits Average



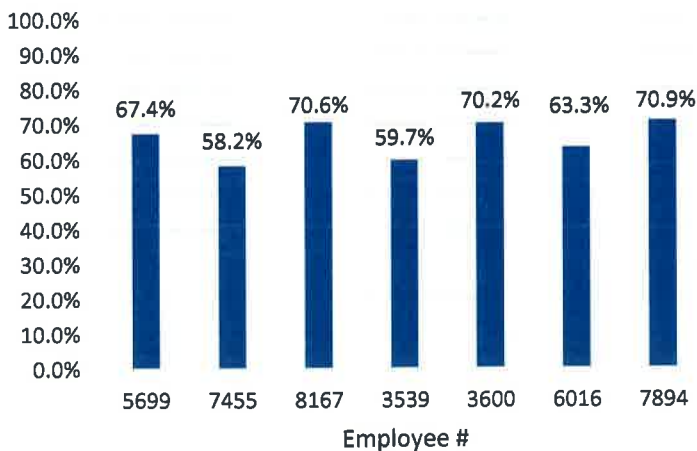
Addiction Services Visits Per Seven Hours



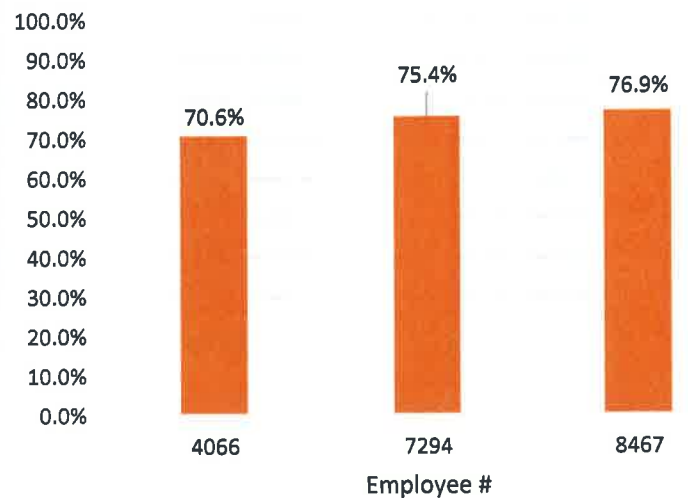
Mental Health Visits Per Seven Hours



Addiction Services Weighted Face to Face %

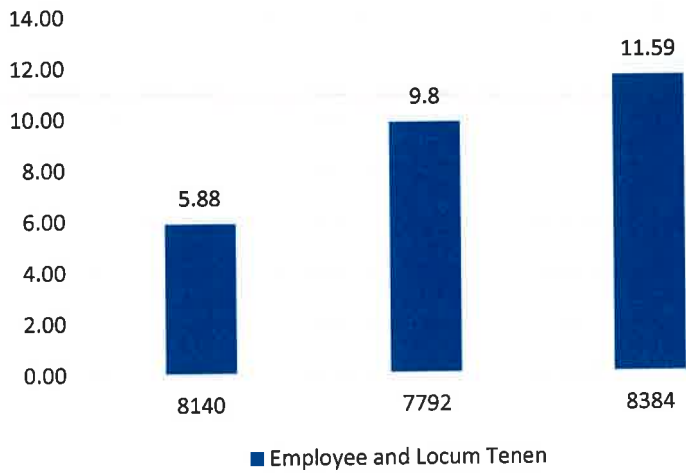


Mental Health Weighted Face to Face %



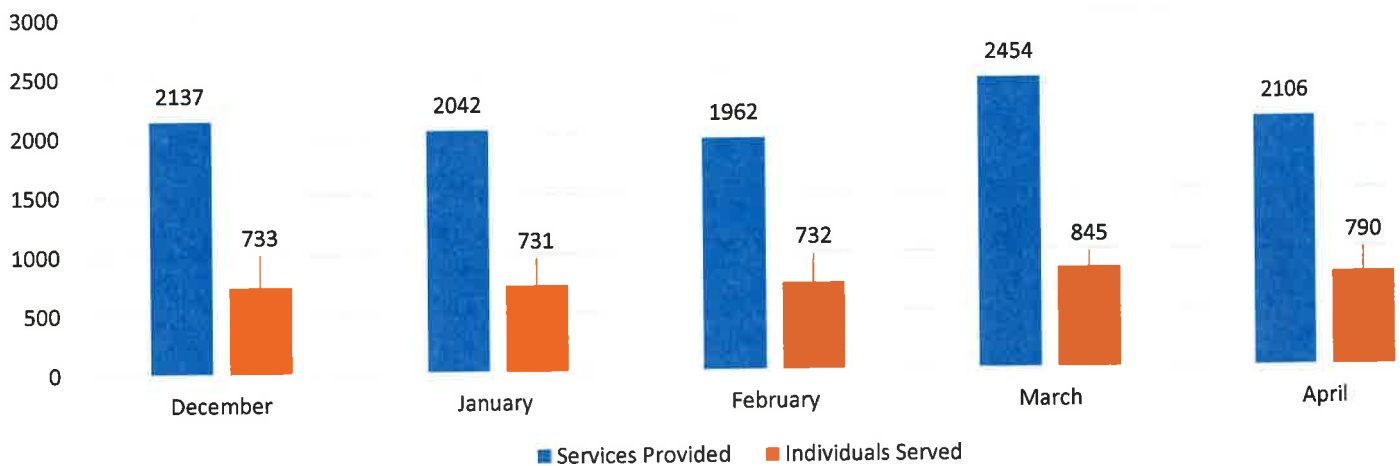
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

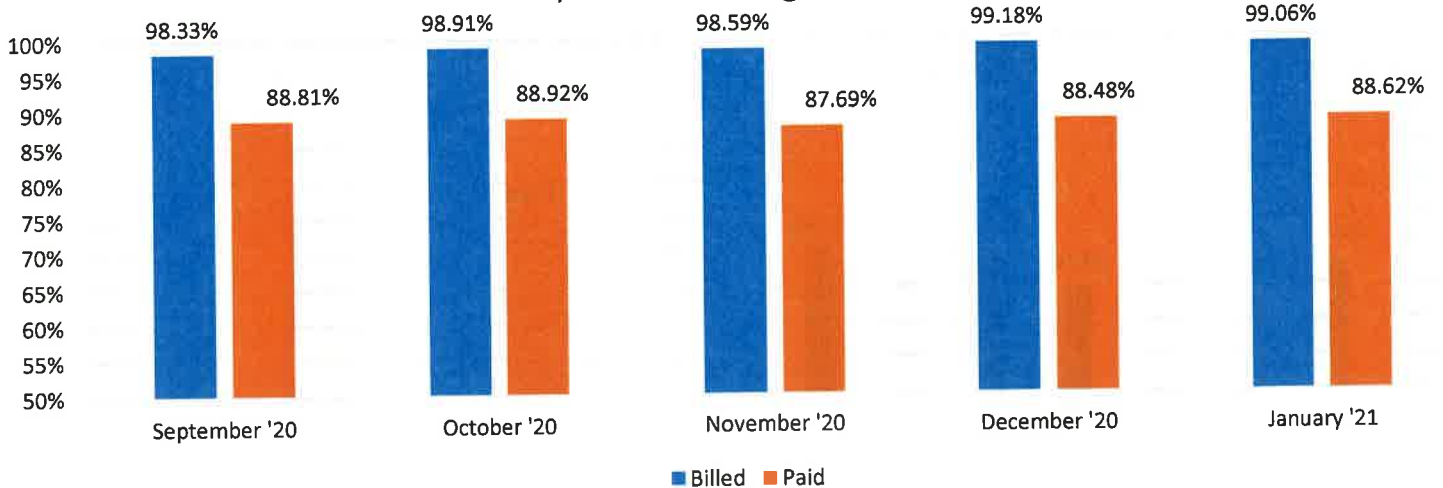


Waiting Lists	Number
Canton AS	8
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	0
Addiction Services Total	8
Mental Health Total	42

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

PROCLAIMING AUGUST AS NATIONAL IMMUNIZATION AWARENESS MONTH

By Mr. Lightfoot, 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 way to protect against fourteen (14) serious and potentially deadly diseases, 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 the baby providing short-term protection, and

WHEREAS, vaccines recommended for individuals are based on age, health conditions, job, lifestyle or travel habits, 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 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT EXTENSION WITH HEALTH RESEARCH INC. /NEW YORK STATE DEPARTMENT OF HEALTH (HRI/NYSDOH) FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19 ENHANCED DETECTION

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH) will be awarding funding to local health departments (LHDs) for enhanced detection, surveillance and prevention of COVID-19, based on county populations plus a supplemental award based on percent of COVID-19 cases, and

WHEREAS, the funding is part of a Center for Disease Control (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), CFDS# 93.323, and

WHEREAS, Resolution No. 257-2020 approved a two (2) year contract from July 1, 2020 through June 30, 2022, and this contract has been extended through March 31, 2023, and

WHEREAS, the majority of these funds will continue to be used for new personnel to enhance efforts for case and contact investigations, vaccination planning and POD related activities, expanded testing and surveillance, and vaccination activities across communities, schools, childcare programs and other vulnerable populations such as those living in congregate living settings and homeless shelters, and

WHEREAS, upon the signing of this agreement extension, the Public Health Department will receive additional funding in the amount of \$392,994, and

WHEREAS, additionally a placeholder of \$1,000,000 will be added to the contract extension in case emergency funds are 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 extension with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR PUBLIC HEALTH DEPARTMENT
FOR THE COVID-19 RESPONSE**

By Mr. Sheridan, Chair, Services Committee

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

WHEREAS, the Public Health Department is knowledgeable, qualified, and experienced in the skill(s) 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 received funding in the amount of \$166,544, and

WHEREAS, there have been higher than anticipated expenses in overtime,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Public Health for the COVID-19 Response as follows:

INCREASE APPROPRIATIONS:

PP040104 18000 CVD	P CVD Overtime	\$26,278
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DECREASE APPROPRIATIONS:

PP040104 41901 CVD	I/D Central Printing	\$109
PP040104 42000 CVD	P CVD Office Supplies	582
PP040104 42800 CVD	P CVD Other Supplies	229
PP040104 43005 CVD	P CVD Advertising Fees & Expenses	1,682
PP040104 43007 CVD	P CVD Other Fees and Services	14,819
PP040104 44300 CVD	P CVD Mileage Reimbursement	487
PP040104 45100 CVD	P CVD Medical Supplies & Expenses	<u>8,370</u>
		\$26,278

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

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH AREA K-12 PUBLIC AND PRIVATE SCHOOLS FOR COVID-19 SCREENING TESTING PROGRAMS

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department, through funding from HRI ELC Reopening Schools, will be providing area K-12 public and private schools resources to assist with the implementation of COVID-19 screening testing programs, and

WHEREAS, the Public Health Department supports safe, in-person instruction in K-12 schools and screening testing can provide another layer of protection to protect schools, teachers, and staff to slow the spread of SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), and while it is critical for schools to open as soon as possible (and remain open) for academic and social, emotional benefits, it is equally important to do so safely, and

WHEREAS, the Public Health Department will need to have contracts in place with area K-12 public and private schools to provide the reimbursement for allowable costs under this grant, including, but not limited to: staffing needs related to testing, testing kits, testing supplies, personal protective equipment (PPE), etc. necessary for the school screening testing programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with area K-12 public and private schools for COVID-19 school screening testing programs, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH HEALTH RESEARCH
INC. (HRI) FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC)
REOPENING SCHOOLS**

By Mr. Lightfoot, 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, this agreement is for the period of July 1, 2021 through July 31, 2022,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Health Research Inc. /New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) Reopening Schools, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH
MEDICAL FACILITIES AND VENDORS FOR SCHOOL SCREENING TESTING**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department has received funding to assist area schools with resources to implement COVID-19 screening testing programs in schools aligned with the CDC recommendations for K-12 schools to support and maintain in-person learning, and

WHEREAS, contracts will need to be signed with medical facilities and vendors to obtain materials and process the screening tests, including laboratory services to be performed at area public and private schools,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with medical facilities and vendors for school screening testing, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT FOR THE
EARLY INTERVENTION ADMINISTRATION PROGRAM FOR PUBLIC HEALTH**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Early Intervention Administration Program for the Public Health Department (C36429GG) has been approved for the period of October 1, 2021 through September 30, 2026, and

WHEREAS, the Early Intervention Grant is funded (PE034015 56000 EISA) by the New York State Department of Health in the amount of \$63,080, annually, to offset administration costs of the program, and

WHEREAS, local governments have responsibility for administering the Early Intervention Program subject to regulations of the Commissioner of Health, Subpart 69-4 of Subchapter 14 of Chapter 11 of Title 10 of the Official Compilation of Codes, Rules and Regulations of the State of New York,

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

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
GLENS FALLS HOSPITAL FOR MORGUE AND LABORATORY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department has the responsibility of the Coroners' Program, and

WHEREAS, the current contracted Pathologist travels to three (3) individual hospitals within St. Lawrence County, and

WHEREAS, during times the Pathologist is unavailable, there is a need to have an alternate location for morgue and laboratory services, and

WHEREAS, Glens Falls Hospital has agreed to receive cases from St. Lawrence County in the absence of the current Pathologist and/or provide for services when a forensic autopsy is required (PC011854 45100 and PC011854 407MF),

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators authorizes the Chair to sign a contract with Glens Falls Hospital for morgue and laboratory services, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT EXTENSION FOR THE
LEAD POISONING PREVENTION PROGRAM GRANT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Childhood Lead Poisoning Prevention Program contract for the Public Health Department has been extended for the time period of October 1, 2020 through September 30, 2021, and

WHEREAS, the Childhood Lead Poisoning Prevention Program Grant is \$35,829 (PP034725 56000 LEAD) each year of the contract,

NOW, THEREFORE, BE IT RESOLVED the Board of Legislators authorizes the Chair to sign a contract extension for the Lead Poisoning Prevention Program Grant, and any COLAs to the grant, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH LAMAR
ADVERTISING FOR PROMOTING THE HEPATITIS A CAMPAIGN**

By Mr. Sheridan, Chair, Services Committee

WHEREAS, the Public Health Department, through the Immunization Action Plan Program, has funding in the amount \$4,000 to cover costs associated with Hepatitis A awareness and education (PP040104 43007 IMM), and

WHEREAS, the Public Health Department is requesting to contract with LAMAR Advertising to provide billboard advertising for Hepatitis A,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with LAMAR Advertising for promoting the Hepatitis A campaign, upon approval of the County Attorney.

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**MODIFYING THE 2021 BUDGET FOR OFFICE FOR THE AGING TO RECEIVE
NEW YORK STATE OFFICE FOR THE AGING (NYS OFA) FUNDING FROM THE
AMERICAN RESCUE PLAN (ARP) FOR ST. LAWRENCE COUNTY**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Office for the Aging (NYS OFA) has provided American Rescue Plan (ARP) funding for St. Lawrence County, and

WHEREAS, the purpose of the funding is to speed up the recovery from the economic and health effects of the COVID 19 pandemic, and

WHEREAS, the American Rescue Plan funding provides one-hundred percent (100%) reimbursement for services provided during the pandemic,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for Office for the Aging to Receive New York State Office for the Aging (NYS OFA) Funding from the American Rescue Plan (ARP) for St. Lawrence County, as follows:

INCREASE APPROPRIATIONS:

OA067724 43007 CVD	O CVD Other Fees & Services	\$187,833
ON067724 42000 CVD	O CVD Nutr Office Supplies	1,000
ON067724 42800 CVD	O CVD Other Supplies	45,827
ON067724 430SF CVD	O CVD Nutr Senior Fitness	14,300
ON067724 445VD CVD	O CVD Nutr Volunteer Driver	10,000
ON067724 45200 CVD	O CVD Food Supplies & Exp	<u>175,000</u>
		\$433,960

INCREASE REVENUE:

OA047725 570B6 CVD	O CVD SSC6 Title III-B	\$141,888
OA047725 570E6 CVD	O CVD FCC6 Title III-E	45,945
ON047725 570CM CVD	O CVD CMC6 Title III-C1	92,850
ON047725 570HD CVD	O CVD HDC6 Title III-C2	138,977
ON047725 5703D CVD	O CVD PHC6 Title III-D	<u>14,300</u>
		\$433,960

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

August 2, 2021

Services Committee: 7-19-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF UNDERSTANDING
WITH MAXIMIZING INDEPENDENT LIVING CHOICES (MILC)**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, information about available long-term services and supports and assistance in accessing these services is essential to enabling older adults and individuals of all ages with disabilities to return to or remain in their homes and communities, and

WHEREAS, the role of caregivers and their need for objective information and assistance about long-term services and supports for their loved ones as well as services and supports they themselves is important, and

WHEREAS, increasing knowledge and coordination of local long-term services and supports across service and payer systems is a collaborative effort of the St. Lawrence County Office for the Aging, the St. Lawrence County Department of Social Services, and Maximizing Independent Living Choices (MILC) through the NY Connects Program, and

WHEREAS, an agreement between the St. Lawrence County Office for the Aging, the St. Lawrence County Department of Social Services, and Maximizing Independent Living Choices (MILC) is necessary to continue and maintain a New York Connects program in St. Lawrence County, meet long-term services and supports needs, and stimulate greater access to non-institutionally based long-term care services and supports, and

WHEREAS, this agreement would take effect on the date signed by all of the parties or the date any other required approvals have been obtained, whichever is later and does not expire; unless any of the parties wishes to terminate the partnership and therefore must do so in writing with 30 days' notice,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Understanding with Maximizing Independent Living Choices (MILC), upon approval of the County Attorney.

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Create & Fill

Case Supervisor, Grade B

Subunit (If Applicable): Children's Services

Date Submitted: 7/6/2021

Reason Vacated: New Position

Position Number: 816100013

Date Vacated: N/A

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: N/A

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: 30 Days

Temporary Position? No

Salary of Person Leaving: \$0

Revenue Generating: No 0 %

Benefits: Yes \$26,447

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$54,926

Budget Mod Attached, If Required?

Grade: 28

Net County Cost: \$23,029

Detailed Justification

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

This supervisory position is responsible for a unit comprised of 1 senior caseworker, 5 home finders, and 2 homemakers. This unit's primary function is to recruit, educate, train, and certify St. Lawrence County foster parents and to help to identify family resources for children who need placement in accordance with OCFS regulations and NYS mandates. This unit also completes home studies for Family Court and outside adoptive resources and helps to complete referrals to higher level programs if warranted, such as residential or group home facilities. This unit helps to completed Interstate Compact for the Placement of Children requirements for youth placed with family in other states in accordance with state and federal regulations. The Grade B Supervisor reviews all certifications, ensures foster homes are meeting all the regulatory requirements, attends to training and personnel issues within the unit and manages workload distribution; attends meetings regarding Kinship placements, foster care placements, under 5 youth, teaming supervision and permanency planning meetings to help ensure the appropriate level of placement for the youth as well as least restrictive. The supervisor ensures training and guidance on prudent parents for all foster parents and manages any safety issues that arise within foster homes with the appropriate staff and authorities. The supervisor creates a local plan submitted to the state on the recruitment and retention of foster homes as well as Kinship Guardianship plan, reviews dictation, correspondence, and service authorization forms for accuracy, tracks court orders, dates, and annual subsidy letters, and assists with and reviews court-ordered home studies. If this position were not filled, it would not be possible to administer the St. Lawrence County Foster Home program and the timeliness and accuracy of adoptions would be negatively impacted. Caseworkers would not have the supervisory guidance needed to make appropriate case decisions and the safety and permanency of children in the custody of the Commissioner of the Department of Social Services and children placed with relatives would be adversely affected. This position is necessary to ensure we maintain the current workload levels and ensure OCFS regulatory processes/mandates are being adhered to, as well as compliance with the legal statutes for child welfare. This position will be instrumental in ensuring the mandates of the federal legislation in the Family First Preventive Services Act.

Department Head: *Cynthia M. Actonman*

Approved?
Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Homemaker

Subunit (If Applicable): Children's Services

Date Submitted: 7/6/2021

Reason Vacated: Resignation

Position Number: 805000004

Date Vacated: 6/23/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/14/2020

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$37,233

Revenue Generating: No 0 %

Benefits: Yes \$17,928

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$36,610

Budget Mod Attached, If Required?

Grade: 17

Net County Cost: \$15,610

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 is needed to provide direct in-home services to the parents of children at-risk of foster care placement or in the foster care system. The homemaker provides intensive in-home services around parenting education, ages and stages of development, monitoring of services, healthy meal planning, budgeting, parenting skills, and advocacy for parents with the educational system. The homemaker covers half of the county and receives referrals from agency services staff. The homemaker provides regular updates to the caseworker and the homemaker services are considered part of the diligent efforts in preventing and reunifying children and families. Homemakers are also required to testify in court around attendance, goals of programming, and progress towards goals, as well as any identified safety concerns or violations of court orders. This service is essential to ensure families receive the needed in-home services necessary to reduce risk and work towards permanency plans.

Department Head: *Cynthia M. Actonman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 7/6/2021

Reason Vacated: Termination

Position Number: 815000047

Date Vacated: 6/29/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/13/2007

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$23,981

Detailed Justification

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

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

Department Head: *Cynthia M. Actonman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Children's Services

Date Submitted: 7/6/2021

Reason Vacated: Promotion

Position Number: 815000039

Date Vacated: 7/9/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/1/2001

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$23,981

Detailed Justification

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

This Caseworker is assigned to work primarily with children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 14 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 25 cases and over 40 youth/worker. When the caseloads are beyond what is recommended or manageable, or there is a lack of sufficiently trained Caseworkers, this creates situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head: *Cynthia M. Actonman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Adult Protective Services

Date Submitted: 7/6/2021

Reason Vacated: Promotion

Position Number: 815000056

Date Vacated: 7/9/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 3/26/2018

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

Net County Cost: \$23,981

Detailed Justification

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

Adult Protective Services (APS) is a mandated service. APS is required to take and investigate reports of abuse, neglect and financial exploitation of the elderly and disabled. An Adult Protective caseworker has an average of 25-35 cases ongoing cases and an additional 10-15 referrals monthly. An APS caseworker works to ensure the needs of the vulnerable adults in the county are met with service provision, appropriate referrals, medical services assistance, and outreach when necessary. Clients are often at risk of homelessness, need assistance in financial management, victims of financial exploitation, and other forms of adult abuse. The APS caseworker also assist with helping homeless individuals within the county meet the housing needs. The APS worker collaborates with outside service agencies, OCFS, medical providers, transportation, homeland security, law enforcement, and other services in order to help ensure the safety and well-being of vulnerable adults while ensuring advocacy for their rights as persons to make their own decision. Failure to fill this position would impact the department's ability to provide these essential services and ensure our compliance with the state mandates.

Department Head: *Cynthia M. Beckman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Secretary I

Subunit (If Applicable): CPS

Date Submitted: 7/6/2021

Reason Vacated: Retirement

Position Number: 005100023

Date Vacated: 7/15/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/4/2009

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$48,896

Revenue Generating: No 0 %

Benefits: Yes \$23,543

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

Net County Cost: \$20,500

Detailed Justification

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

The individual in this position shares all clerical duties for CPS Units which is comprised of 5 CPS supervisors and 26 caseworkers. The person in this position is responsible for Service Plan Review letters; Initial FASP letters; court cards; reminders for all legal activity for the Units; foster care placement documentation; movements of children in foster care; special payment for foster parents; clothing allowance payments for foster parents; transportation payments for drivers; caseload and case logs; tracking case requirements; opening and closing of cases on the New York State Welfare Management Systems for foster care and preventive cases and the accurate recording of placement dates to ensure proper payment to providers; mailing; copying; faxing; scanning; and typing. Without this essential position, it would be impossible to comply with or successfully participate in Office of Children and Family Services audits. Further, DSS would receive sanctions for not being timely with service plan review letters to clients. This individual will be responsible for weekly reminders about upcoming court dates to ensure that no court appearance is missed. Legal paperwork that is not completed and processed timely can result in children remaining in care longer than necessary, at an increased expense to the department. This individual will not only complete their own duties, they also ensure that all required documentation is completed by the caseworkers and communicate with the supervisor to ensure that work is being completed timely. It is impossible for CPS supervisors to monitor all the documentation that is required; they rely on the clerical to assist with this vital quality assurance role. This position will be responsible for a high volume of telephone calls, including notification from New York State when a new report has been assigned to St. Lawrence County. When clerical is notified by New York State via telephone the report must be printed, accepted, and given to a supervisor in a timely manor to ensure the caseworkers investigate the report asap. This position is responsible for reporting CPS statistics to supervisors bi-weekly.

Department Head: *Cynthia M. Actonman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Senior Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 7/6/2021

Reason Vacated: Promotion

Position Number: 815400002

Date Vacated: 7/9/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/10/2020

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$58,373

Revenue Generating: No 0 %

Benefits: Yes \$28,107

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$52,797

Budget Mod Attached, If Required?

Grade: 27

Net County Cost: \$24,474

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 CPS senior caseworker position is essential to assuming the responsibility of investigating some of the most difficult and serious child protective investigations. This individual provides supervision to another CPS caseworker or two and provides in the field training for staff. The most difficult cases typically involve law enforcement, child advocacy centers, and medical personnel and it is critical the documentation, regulations, and OCFS mandates are adhered to. This individual participates in supervisory teaming meetings, under 5s, permanency reviews, and other collaborative meetings to help ensure the appropriateness of filing with family court, removal status and safety concerns are mitigated. This worker also provides on call supervisory coverage in rotation with other child welfare supervisors for afterhours agency calls and reports. The senior CPS caseworker helps to establish new procedures and protocols based on best practices and new regulatory requirements on an on-going basis. This senior caseworker may provide regular training to experienced staff; mentor/coach staff that are struggling; and create instructional videos for staff that promote best practices. This CPS senior caseworker will hold a caseload of 12-15 cases that more critical and required experience. The average caseload in CPS currently per worker is 33-34 cases. The total number of open cases is currently 762.

Department Head: *Cynthia M. Ackerman*

Approved?

Yes No

County Administrator:

Resolution #: