

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

**RUTH A. DOYLE**  
County Administrator

**DAVID FORSYTHE**  
Chair, Board of Legislators

**SERVICES COMMITTEE AGENDA**  
**MR. BEN HULL, CHAIR**  
**MONDAY, AUGUST 21, 2023**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – July 17**
- 3. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
  - A. Modifying the 2023 Budget for the Office for the Aging for Aging and Disability Resource Center (ADRC) Covid Funds (Res)
  - B. 2023 Nutrition Update (Presentation)
  - C. Modifying the 2023 Budget for the Office for the Aging for Food Purchases and Personal Care Services (Res)
- 4. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2023 Budget for Community Services for Funding Received from New York State Office of Mental Health (OMH) and Office of Alcohol and Substance Abuse Services (OASAS) to St. Lawrence County as Pass through Funding to Approved Agencies (Res)
  - B. Authorizing the Chair to Sign a Contract with the Office of Alcohol and Substance Abuse Services (OASAS) for an Outreach and Engagement Clinic Model Grant (Res)
  - C. Mental Health and Addiction Services Updates (Info)
- 5. PUBLIC HEALTH – JOLENE MUNGER**
  - A. Authorization to Fill a Medical Consultant Position in the Public Health Department (Res)
  - B. Modifying the 2023 Budget for the Public Health Department for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)
- 6. SOCIAL SERVICES – JOE SEEBER**
  - A. Social Services Statistics - Eligibility (Info)
- 7. LEGISLATOR TERMINELLI**
  - A. Proclaiming September as National Suicide Prevention Month in St. Lawrence County (Res)

**8. VACANCY REVIEW COMMITTEE – RUTH DOYLE**

- A. Vacancy Review Summary (Info)
- B. Office for the Aging
  - 1. Create and Fill a Secretary I, Position No. 005100034
  - 2. Fill A Keyboard Specialist, Positon No. 003100048
- C. Social Services
  - 1. Fill an Account Clerk, Position No. 100100016
  - 2. Fill a Caseworker, Position No. 815200017
  - 3. Fill a Caseworker, Position No. 815000008
  - 4. Fill a Director of Services, Position No. 817300001
  - 5. Fill a Principal Social Welfare Examiner, Position No. 814200006
  - 6. Fill a Legal Secretary, Position No. 005300008

**9. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE**

**10. 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)

**11. OLD/NEW BUSINESS**

**12. EXECUTIVE SESSION**

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

**13. ADJOURNMENT – If there is no further business.**

September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING  
FOR AGING AND DISABILITY RESOURCE CENTER (ADRC) COVID FUNDS**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, earlier in 2023 the Office for the Aging received Aging and Disability Resource Center (ADRC) COVID-19 funding from the New York State Office for the Aging (NYSOFA), and

**WHEREAS**, this funding was allocated to increase information and access to COVID-19 vaccines for older adults at public events, and

**WHEREAS**, the Office for the Aging partnered with Hospice to provide educational presentations throughout the County distributing the book, *Roadmaps for the Journey's End*, an advanced planning guide for older adults, and

**WHEREAS**, the Office for the Aging provided COVID-19 vaccine information and the opportunity to register for vaccines at these events,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for Aging and Disability Resource Center (ADRC) COVID-19 funds, as follows:

**INCREASE APPROPRIATIONS:**

OA067724 43007 CVD	O CVD Other Fees & Services	\$7,695
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**INCREASE REVENUE:**

OA047725 57000 CVD	ADRC COVID-19 Grant Funding	\$7,695
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September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING  
FOR FOOD PURCHASES AND PERSONAL CARE SERVICES**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, since the COVID-19 pandemic the Office for the Aging has had considerable increases in the amount of meals prepared on a daily basis at nutrition centers, and

**WHEREAS**, food costs have increased significantly over the past two (2) years, and prices are remaining high, and

**WHEREAS**, since the expiration of the Emergency SNAP Benefits, a large number of older adults have become food insecure and are requesting food services, and

**WHEREAS**, New York State has increased the minimum hourly wage for home health aides, and subsequently home health care agencies have increased hourly rates to offset the increased costs in order to continue providing services, and

**WHEREAS**, older adults rely on the home health aides to provide critical services to help them remain safely in their homes for as long as possible, and

**WHEREAS**, in order to continue to serve vulnerable older adults in the County, a budget modification is necessary to pay for food items and personal care services for the remainder of the year,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for food purchases and personal care services, as follows:

**INCREASE APPROPRIATIONS:**

OA067724 43007	O PFA Other Fees & Services	\$100,000
ON067724 45200	O Nutr Food & Supplies Expense	<u>200,000</u>
		\$300,000

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$300,000
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September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES FOR FUNDING RECEIVED FROM NEW YORK STATE OFFICE OF MENTAL HEALTH (OMH) AND OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES (OASAS) TO ST. LAWRENCE COUNTY AS PASS-THROUGH FUNDING TO APPROVED AGENCIES**

By Mr. Hull, Chair, Services Committee

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

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

**WHEREAS**, these State Aid increases are the result of the Governor's enacted 2023-24 budget which calls for a four percent (4%) cost of living adjustment (COLA) for providers of mental health services, and additionally Community Services received an OMH State Aide COLA increase of \$11,546,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for Community Services for funding received from New York State Office of Mental Health (OMH) and Office of Alcohol and Substance Abuse (OASAS) funding to St. Lawrence County as pass through funding to approved agencies, as follows:

**INCREASE APPROPRIATIONS:**

A2442504 46500	A SEACAP Other Advances	\$46,250
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**INCREASE REVENUE:**

A2434865 56000	A SA SEACAP Alcohol Addiction	\$46,250
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**INCREASE APPROPRIATIONS:**

A4143224 465AR	A CSS ARC	\$689
A4143224 465CA	A CSS Citizen Advocates Advances	584
A4143224 465CC	A CSS Catholic Charities	153
A4143224 465RO	A CSS Reachout Advances	2,023
A4143224 465SV	A CSS Seaway Valley Prevention Council	1,327
A4243224 465AR	A CRV ARC Advances	420
A4243224 465CC	A CRV Catholic Charities	2,513
A4243224 465RO	A CRV Reachout Advances	3,518
A4243224 465TL	A CRV NCTLS Advances	490
A4243224 465UH	A CRV United Helpers Advances	1,805
A4343224 465RO	A CPP Reachout Advances	1,057

September 11, 2023

A4343224 465SS	A CPP Step by Step Advances	2,384
A4443224 465CH	A OFS CHJC Advances	630
A4443224 465 NR	A OFS NRCIL Advances	5,415
A4443224 465TL	A OFS NCTLS Advances	<u>6,628</u>
		\$29,636

**INCREASE REVENUE:**

A4134905 56000	A SA CSS Mental Health	4,776
A4234905 56000	A SA CR Other Mental Health P	8,746
A4334905 56000	A SA CPP Other Mental Health P	3,441
A4434905 56000	A SA OFS Other Mental Health P	<u>12,673</u>
		\$29,636

**DECREASE APPROPRIATIONS:**

A4143224 465SS	A CSS Step by Step Advances	\$15,589
A4243224 465SS	A CRV Step by Step Advances	6,916
A4443224 465AR	A ARC Advances	7,817
A4443224 465UH	A OFS United Helpers Advances	<u>20,993</u>
		\$51,315

**DECREASE REVENUE:**

A4134905 56000	A SA CSS Mental Health	\$15,589
A4234905 56000	A SA CR Other Mental Health P	6,916
A4434905 56000	A SA OFS Other Mental Health P	<u>28,810</u>
		\$51,315

September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES (OASAS) FOR AN OUTREACH AND ENGAGEMENT CLINIC MODEL GRANT**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Community Services has been awarded the OASAS Outreach and Engagement Clinic Model Grant funded through the New York State Opioid Settlement Funds, and

**WHEREAS**, the funding is to be used to support outreach and engagement through case management services designed to reach underserved populations with Opioid Use Disorders (OUD) across New York State, and

**WHEREAS**, the majority of this grant funding is requested to create two Health Home Care Coordinators to bridge the gaps that deter individuals with substance use disorders, in combination with other co-occurring health issue, from meaningful access to recovery services, and

**WHEREAS**, the Board of Legislators recognizes the need for increased access for individuals with OUD to recovery services in St. Lawrence County, and

**WHEREAS**, this is a one-time only funding of \$489,614 for the contract period of the grant which starts October 1, 2023 and ends October 30, 2025,

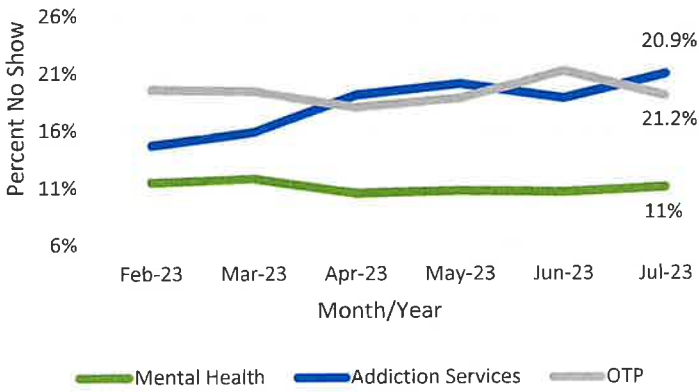
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with the Office of Alcohol and Substance Abuse Services (OASAS) for an Outreach and Engagement Clinic Model Grant, upon approval of the County Attorney.

# Community Services Clinic Update

## July 2023

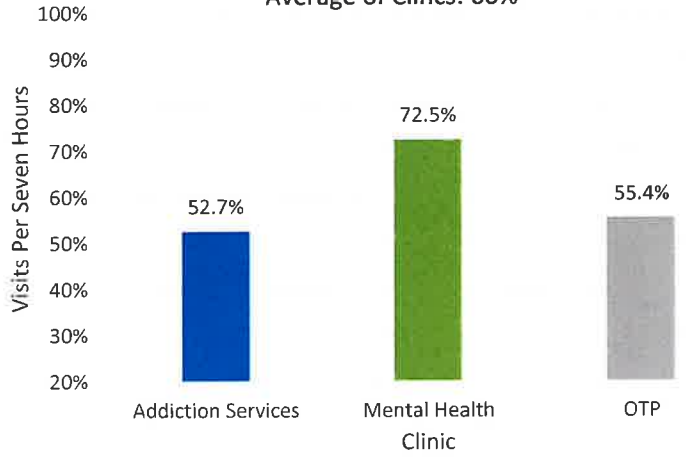
### No Show Appointment Rates

Six Month Average: 16.2%



### Clinic Counselor Visits Average

Average of Clinics: 60%



### Addiction Services & OTP Visits Per Seven Hours

Average: 6.



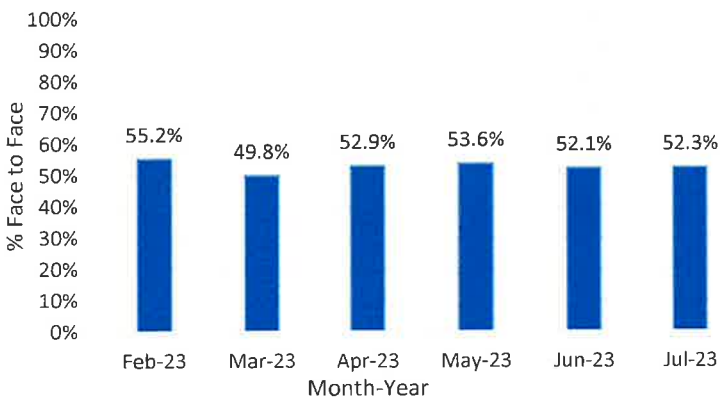
### Mental Health Services Visits Per Seven Hours

Average: 7.1



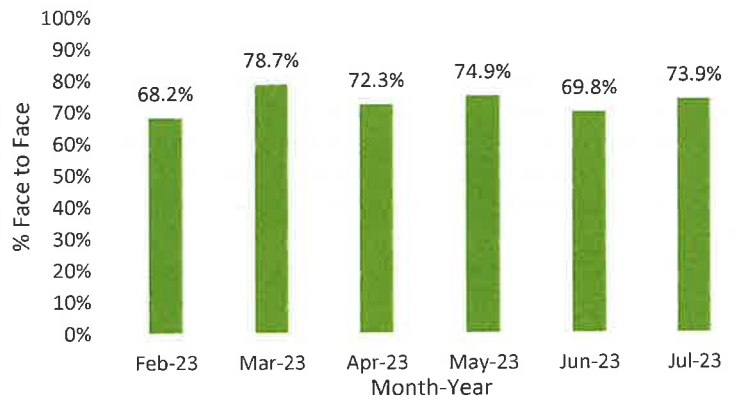
### Addiction Services/OTP Face to Face %

Average 53%



### Mental Health Face to Face %

Average 73.3%

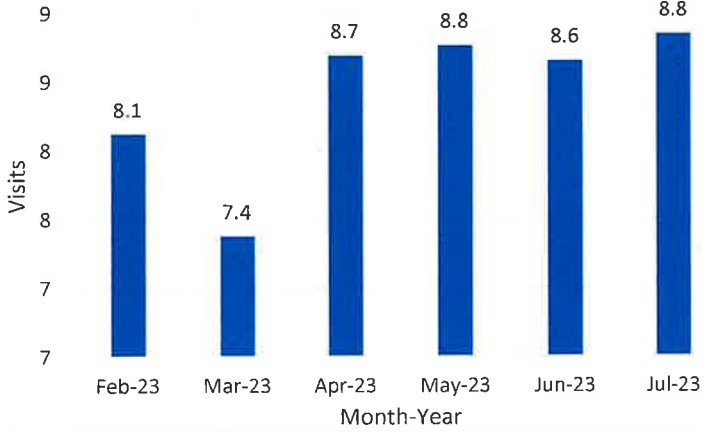




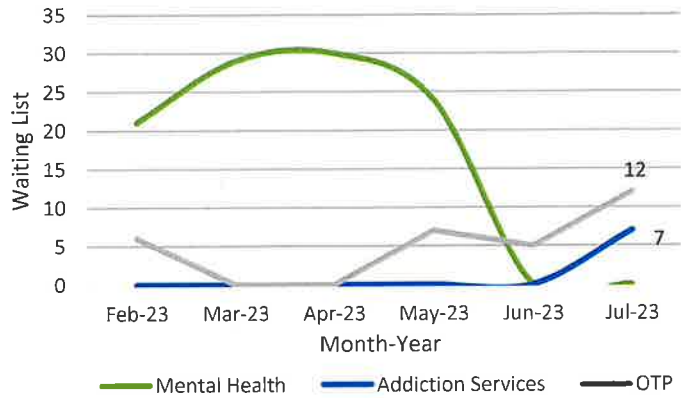
# Community Services Clinic Update

## July 2023

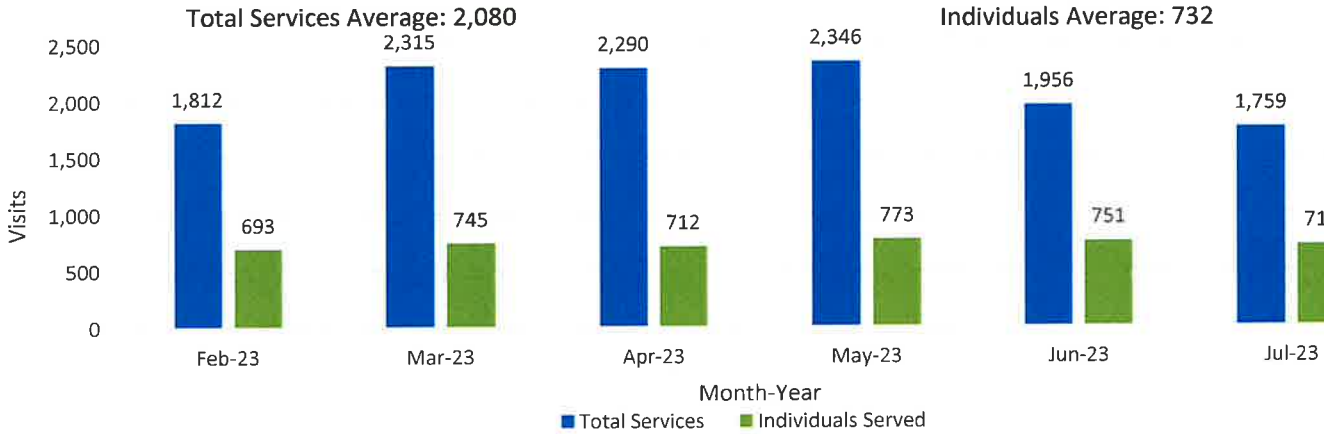
**Prescribers Visits Per Seven Hours**  
Average 8.4



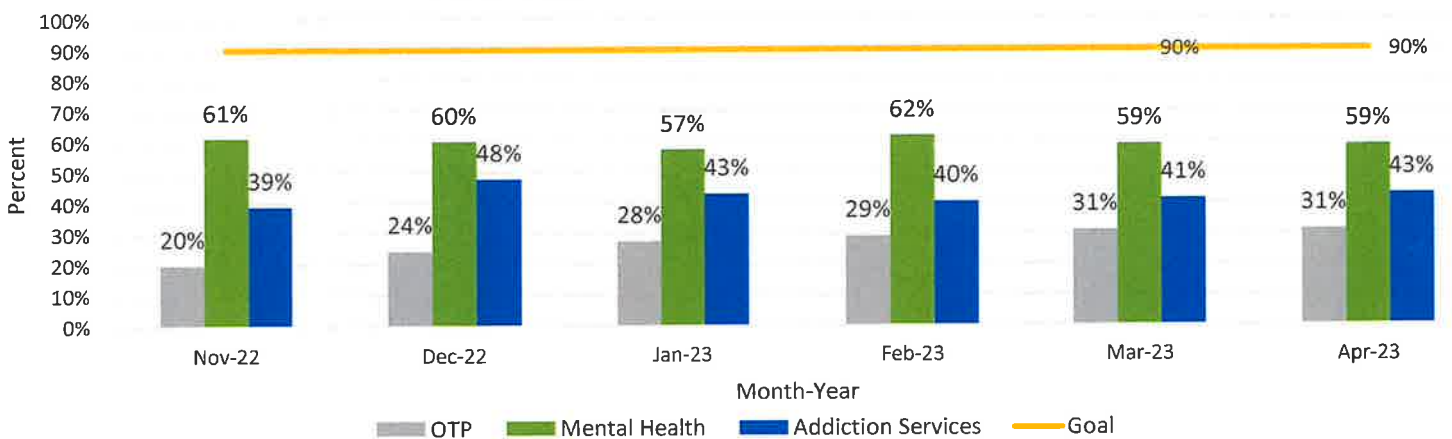
**Wait Lists**  
Six Month Average: 19



**Services Provided - All Clinics**



**Percentage of Dollars Paid of Billed Services**



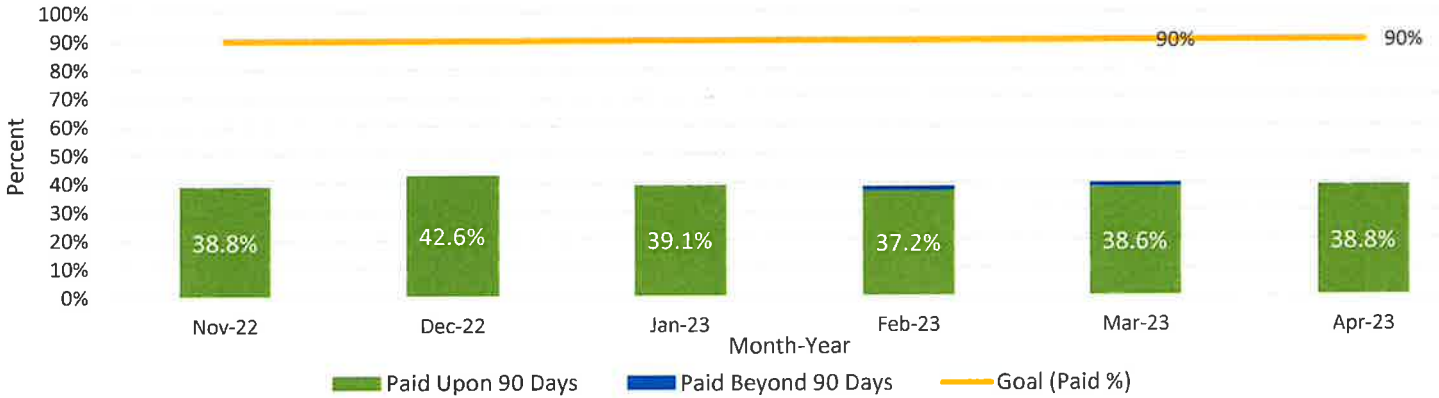
# Community Services Clinic Update

## July 2023

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

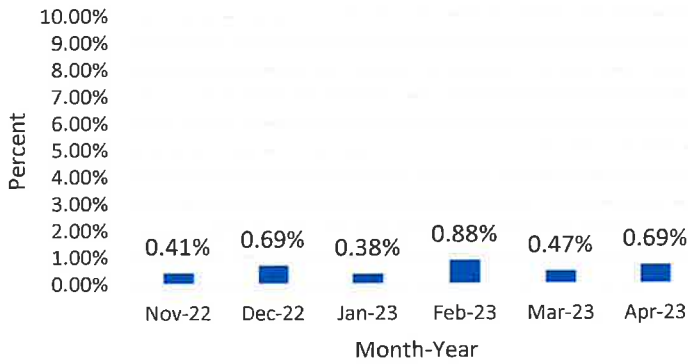
### Tracking Percentage of Dollars Paid of Billed Services

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

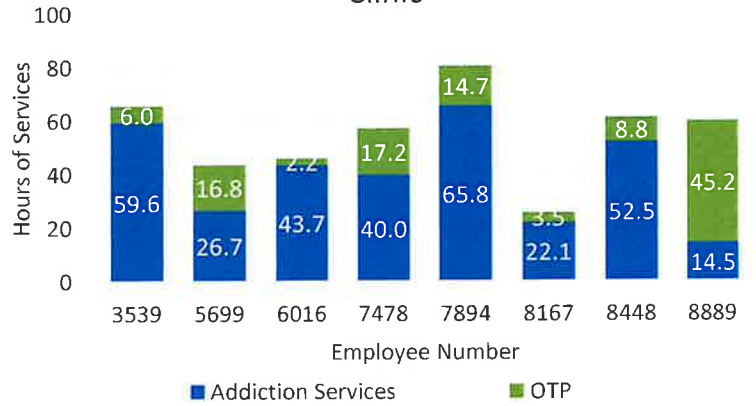


### Percent of Services Provided But Not Billed

\*Indicates % of services, not dollars.



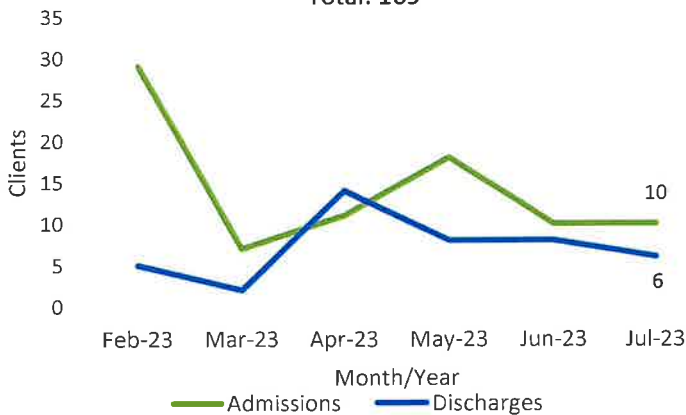
### Addiction Services Counselors Hours by Clinic



### OTP Admissions & Discharges

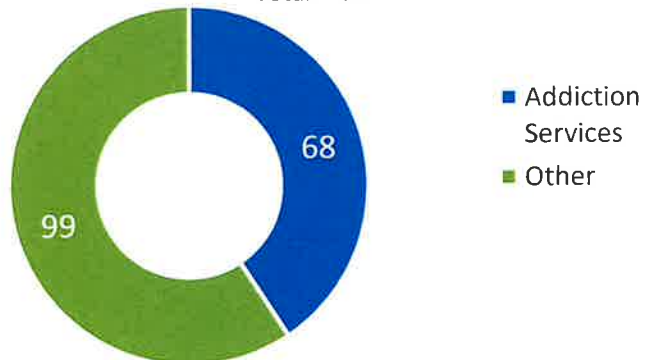
Total: 169

Net Change: 4



### Opioid Treatment Program (OTP) Population Source

Total: 167



September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZATION TO FILL A MEDICAL CONSULTANT POSITION  
IN THE PUBLIC HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Public Health Law §614 and §352 requires the Public Health Department to have a Medical Consultant, and

**WHEREAS**, Dr. Christopher Comeau, serving in this capacity for St. Lawrence County since 2016, has submitted a letter of resignation from this position,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the appointment of Dr. Zachary Mashaw as Medical Consultant in the Public Health Department, not to exceed \$10,000 annually with salary and benefits.

September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**MODIFYING THE 2023 BUDGET FOR THE PUBLIC HEALTH  
DEPARTMENT FOR THE NEW YORK STATE PUBLIC HEALTH CORPS  
(NYSPHC) FELLOWSHIP PROGRAM**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Health Research Inc./New York State Department of Health (HRI/NYSDOH), through a Center for Disease Control and Prevention (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity (ELC) for Infectious Diseases, awarded funding to local health departments (LHDs) for the New York State Public Health Corps (NYSPHC) Fellowship Program in 2021, and

**WHEREAS**, the NYSDOH will work with LHDs and community partners to recruit and deploy NYSPHC fellows across the State (excluding New York City), who will commit to a full-time, paid position and at least a one-year term, and

**WHEREAS**, this program will support up to ten (10) fellows annually, of which up to one (1) would be Graduate Fellows, and a local Coordinator to help build public health capacity to support COVID-19 response operations and increase preparedness for future public health emergencies, and provide support for coordination and maintenance of the program, and

**WHEREAS**, Resolution No. 236-2021 authorized the signing of a contract with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for the New York State Public Health Corps (NYSPHC) Fellowship Program,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Public Health Department for the New York State Public Health Corps (NYSPHC) Fellowship Program, as follows:

**INCREASE REVENUE:**

PPZ44895 57000 PHC	P PHC Federal Aid	\$53,270
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**INCREASE APPROPRIATIONS:**

PPZ40102 22002 PHC	P PHC Personal Computers	\$6,020
PPZ40104 21000 PHC	P PHC Furniture & Furnishings	1,200
PPZ40104 41102 PHC	P PHC Educational Workshops	4,000
PPZ40104 41901 PHC	P PHC I/D Central Printing	100
PPZ40104 42000 PHC	P PHC Office Supplies And Expenses	1,100
PPZ40104 42004 PHC	P PHC Computer Software	17,600
PPZ40104 42600 PHC	P PHC Books & Periodicals	150
PPZ40104 43005 PHC	P PHC Advertising Fees & Expense	2,500
PPZ40104 43007 PHC	P PHC Other Fees & Services	<u>4,600</u>
		\$53,270

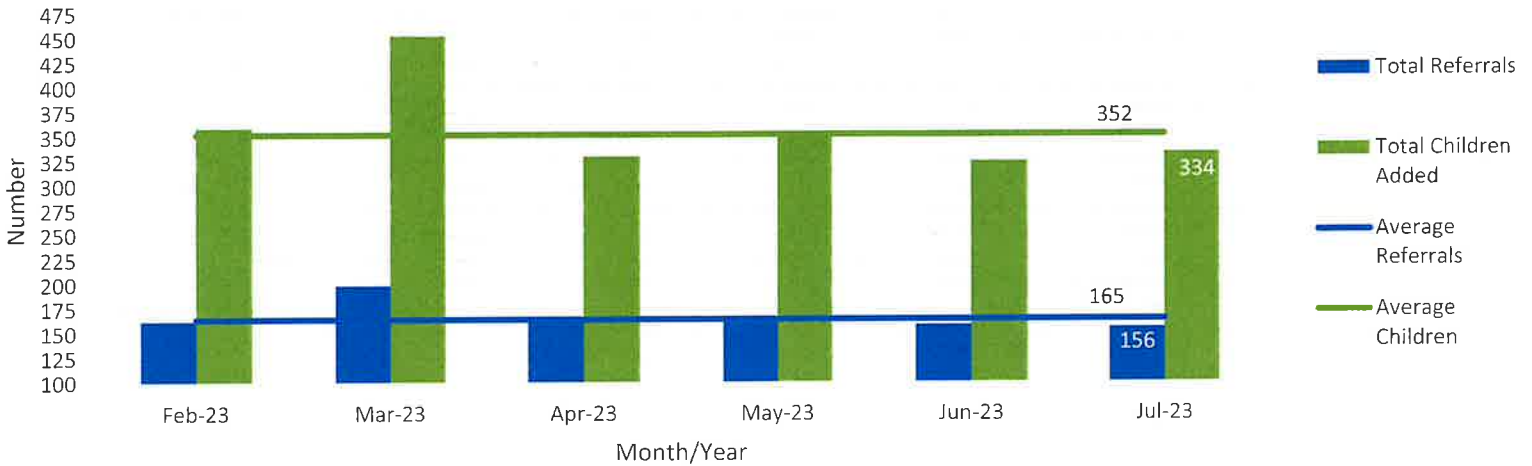
September 11, 2023

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

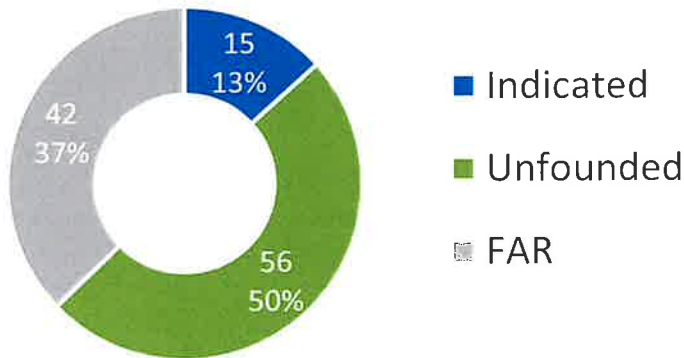
# Social Services Monthly Update – July 2023

## Child Protective Services

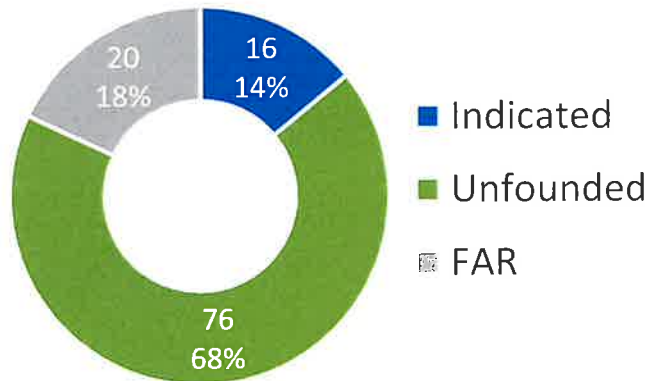
### Referrals and Children



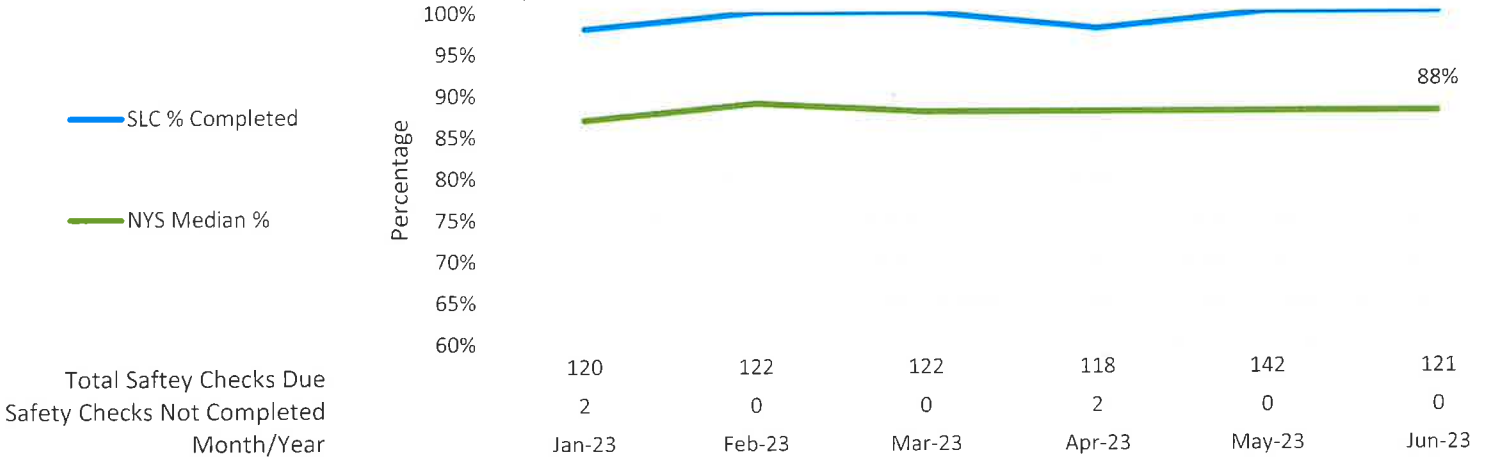
### Indicated, Unfounded, & Family Assessment Response (FAR)



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



### Safety Checks Completed on Time

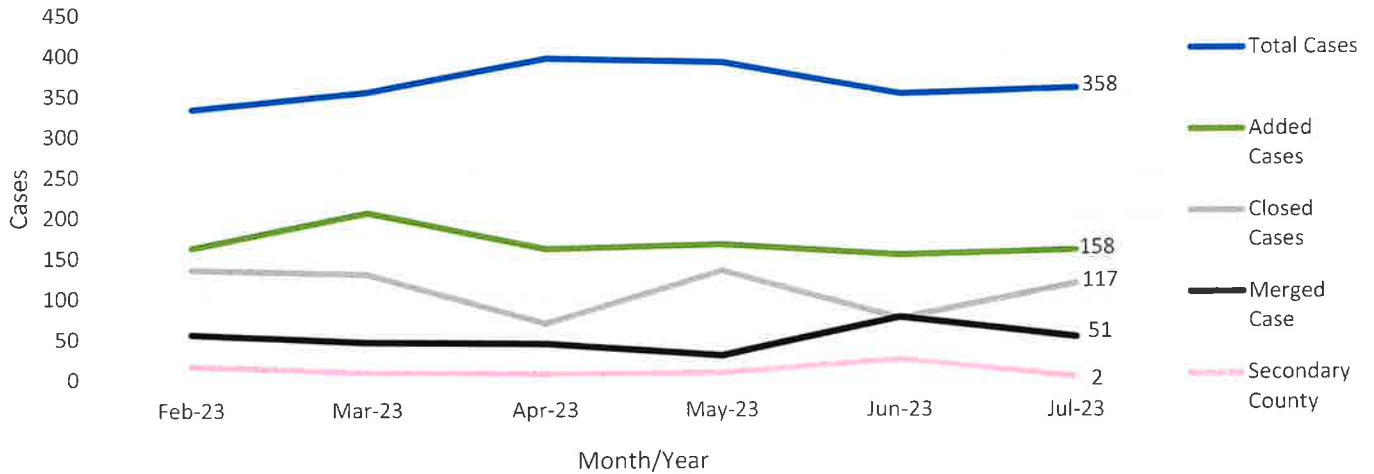


\*Data Lagged By One Month Due to Reporting Timeline

### Average CPS Caseload



### Total Caseload



### Unit Average Cases Per Month Average: 11

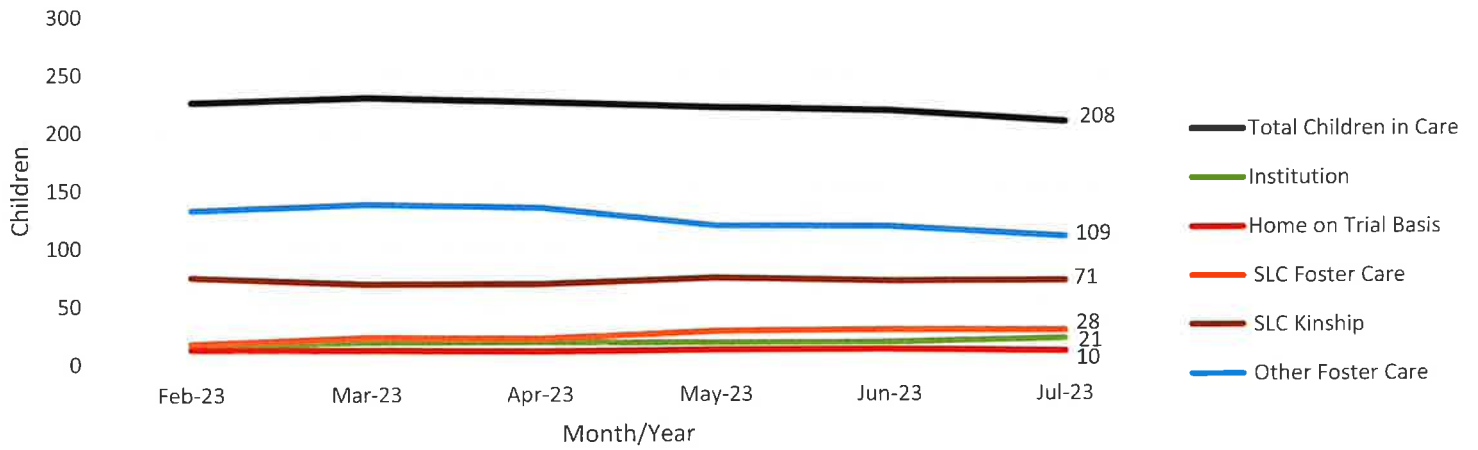


### Unit Average Cases Closed Average: 4

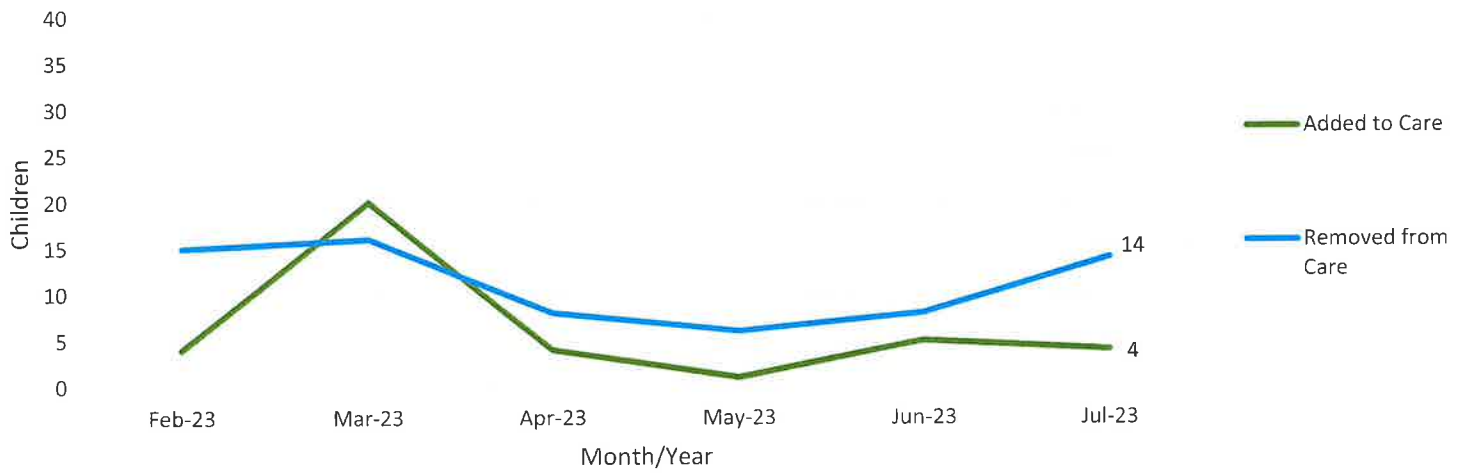


# Foster Care/Preventive Services

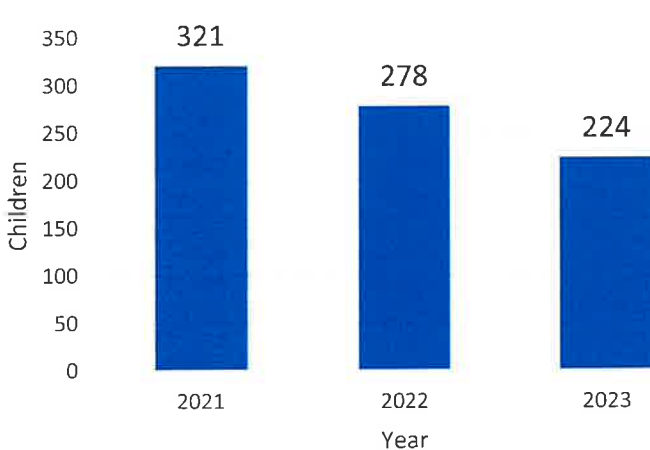
## Children In Care



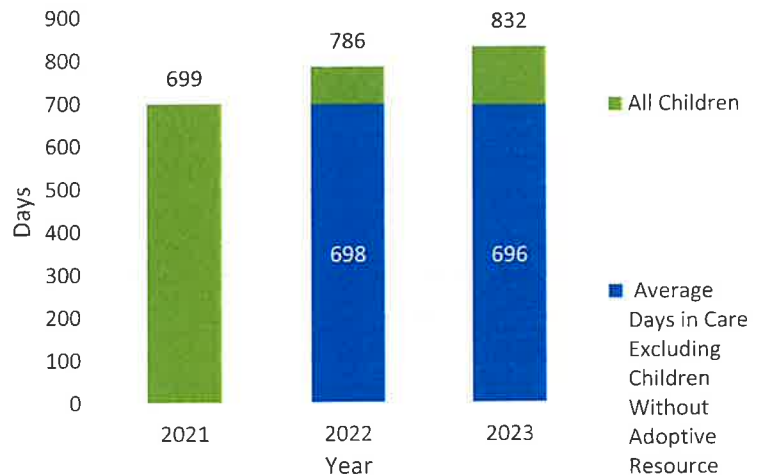
## Net Change to Children in Care



## Average Number of Children in Care

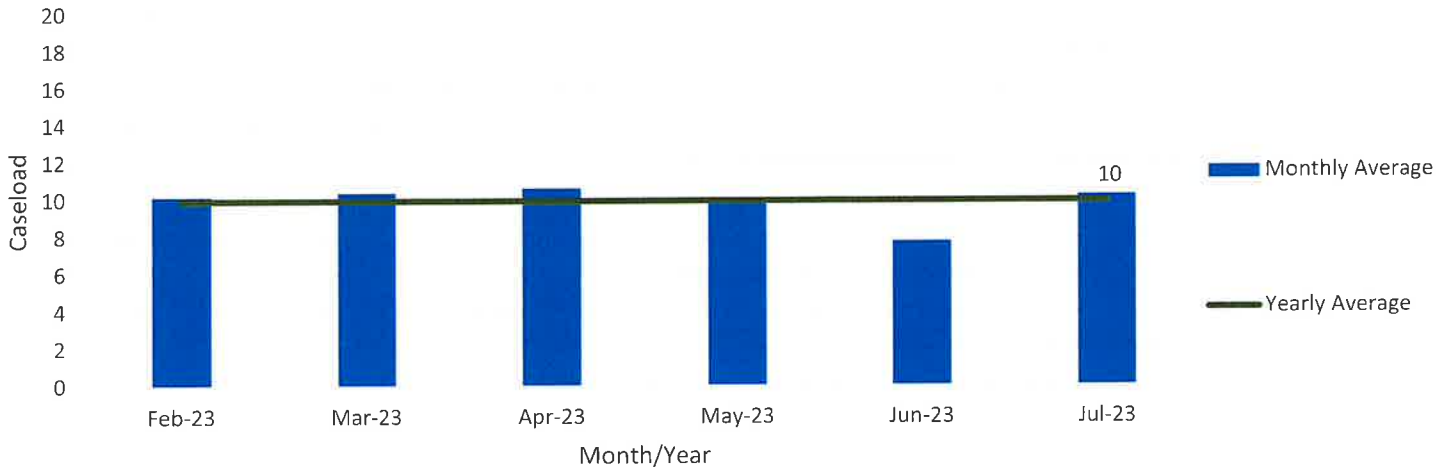


## Average Days Children Have Been in Care

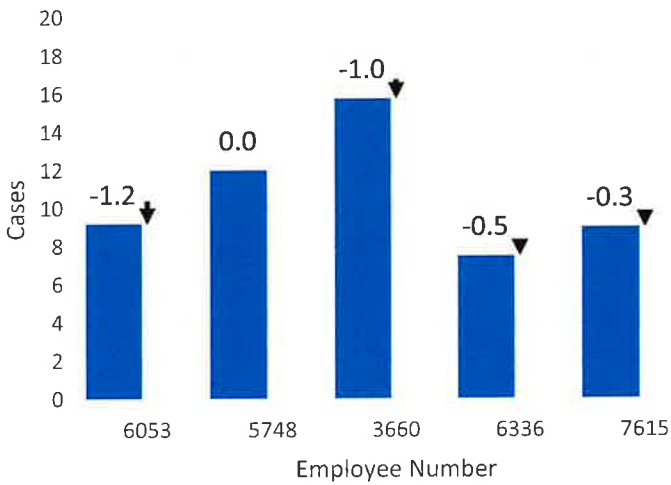




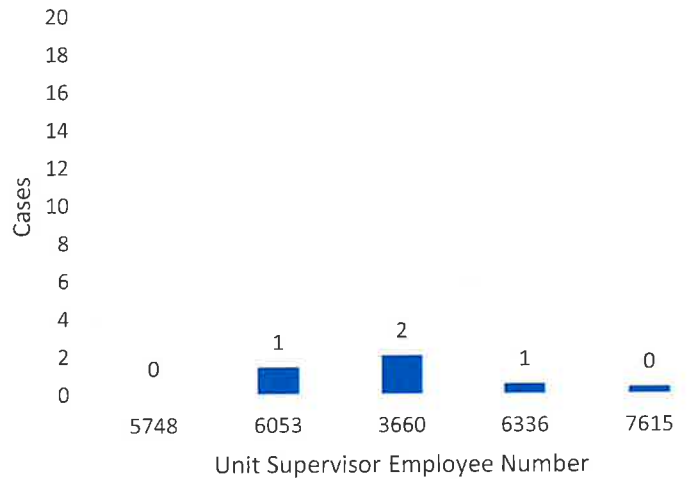
### Average Foster Care/Preventive Caseload



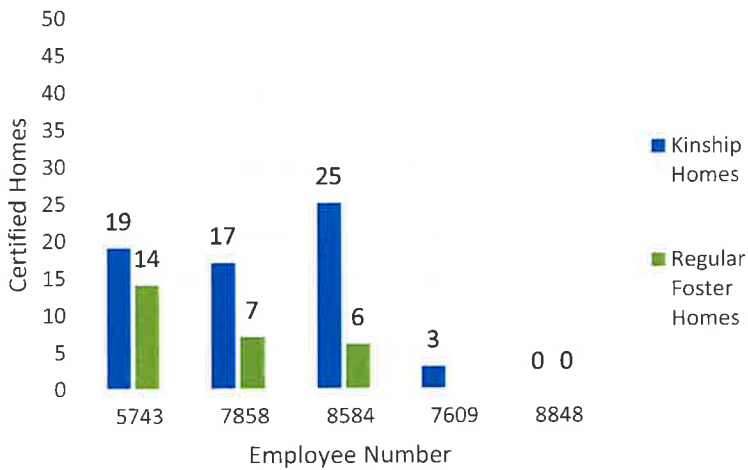
### Unit Average Cases Per Month Average: 11



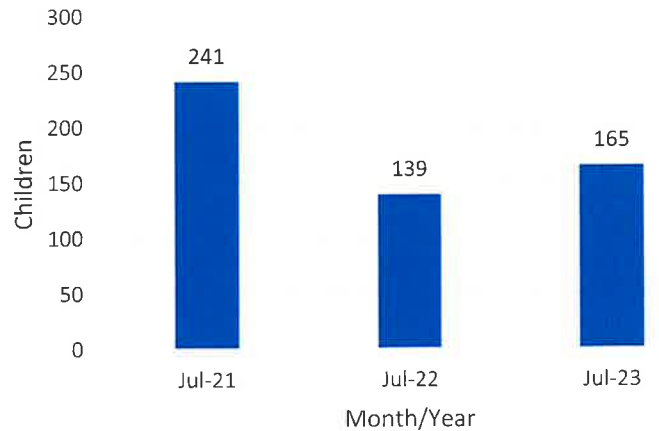
### Unit Average Cases Closed Average: 1



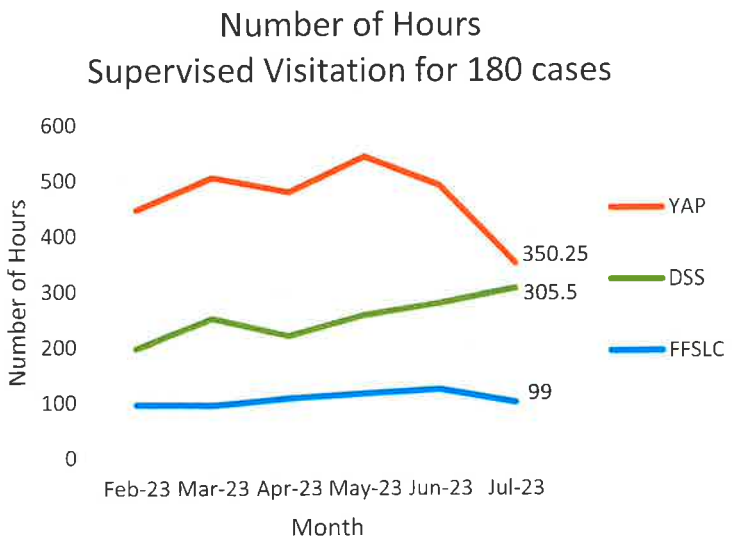
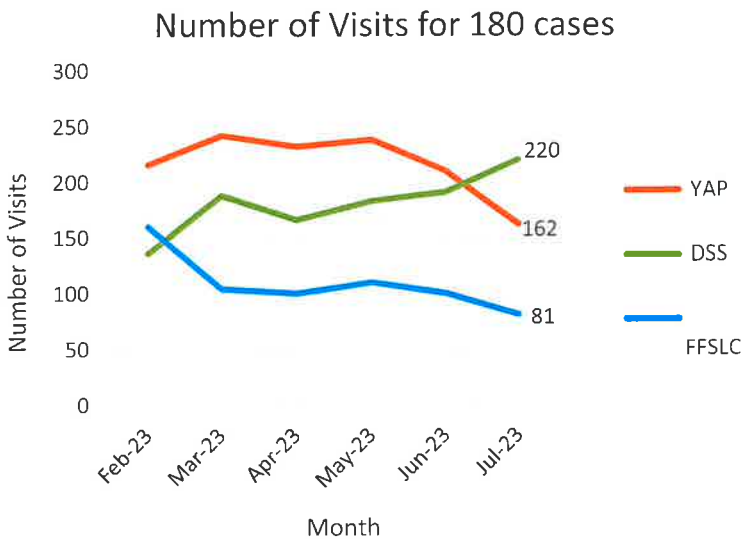
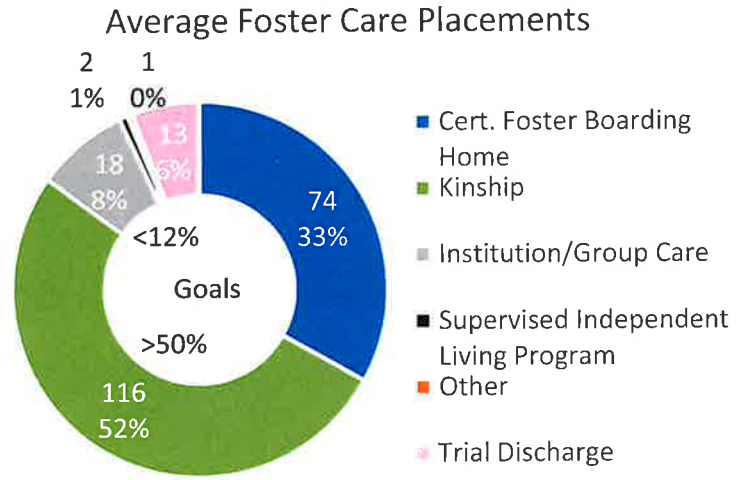
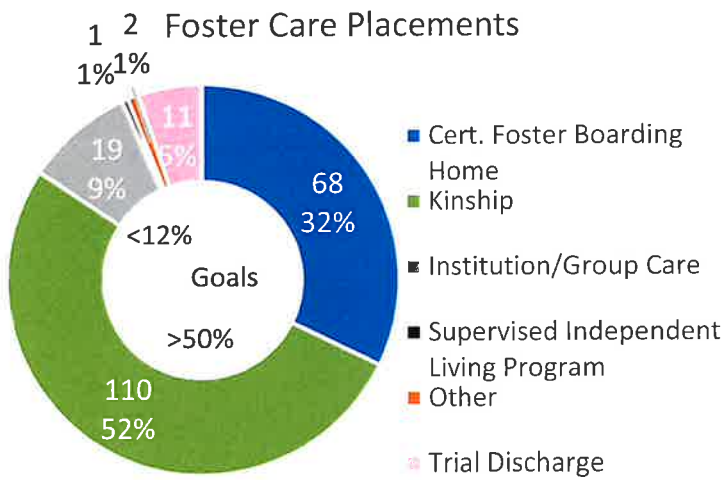
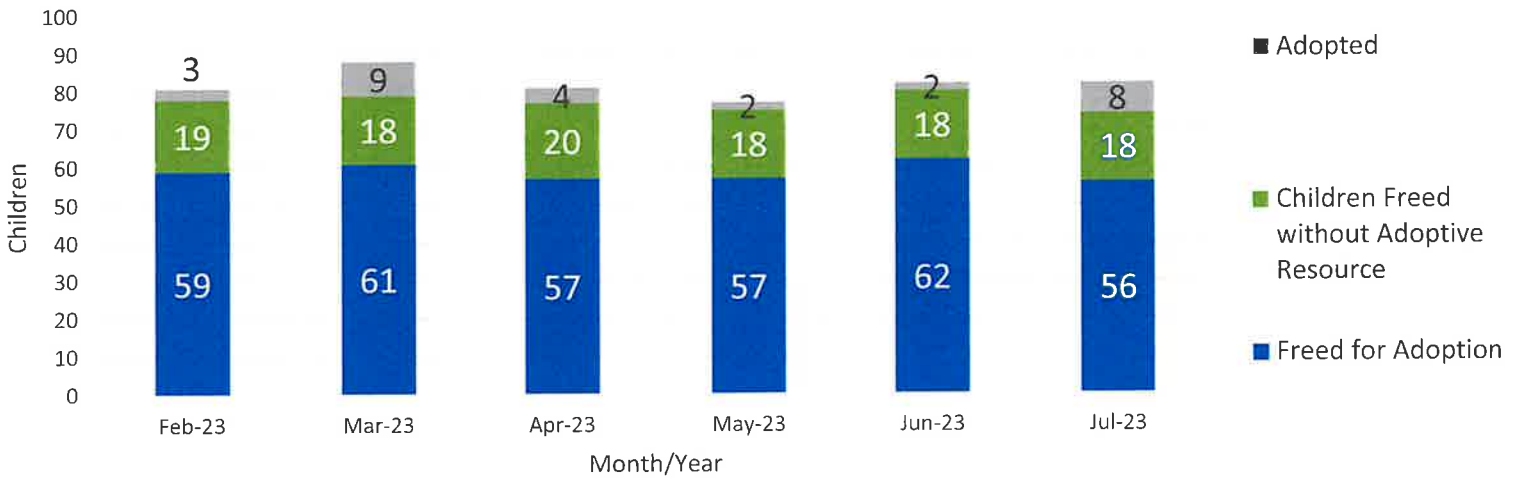
### Home Finder Unit Total Change: 2



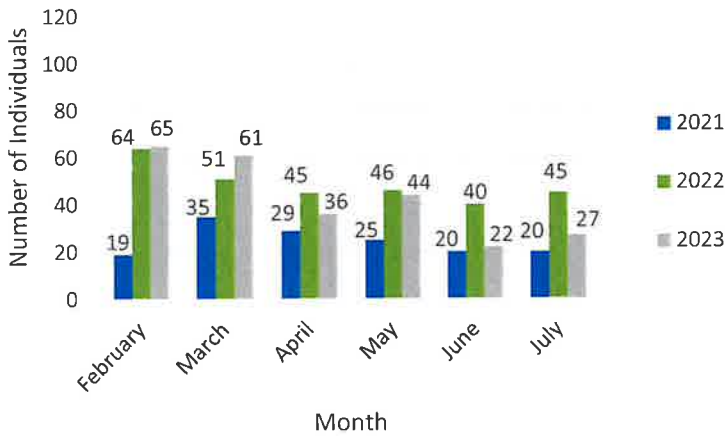
### Average Number of Children in Home Receiving Services



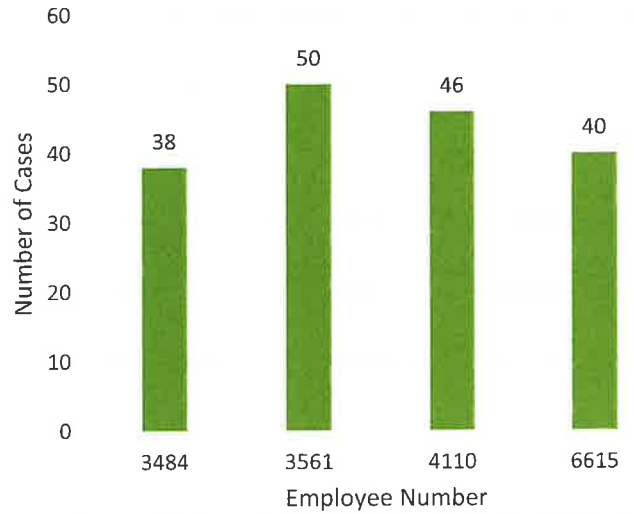
## Adoption Activity



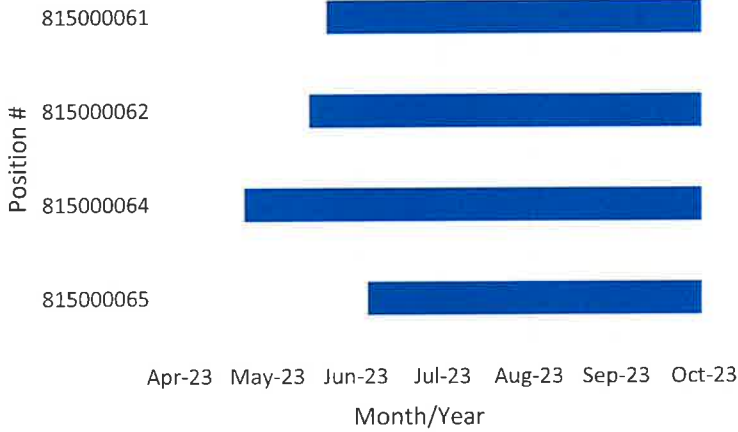
### New Homeless Placements



### Adult Protective Cases - Totals: 174



### Caseworker Trainee Period - Foster Care/Preventive

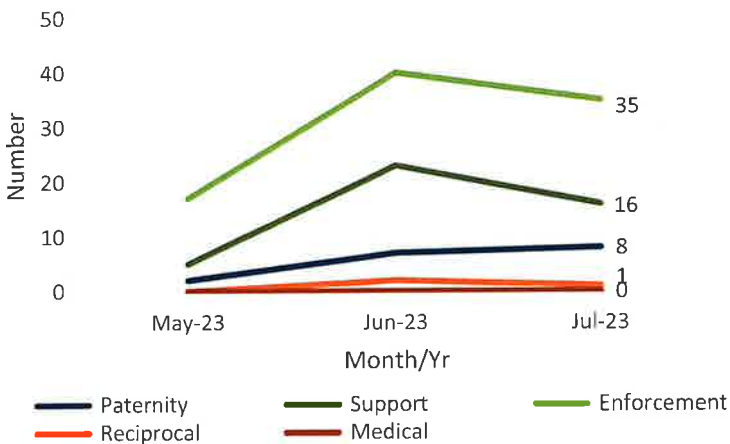


### Caseworker Trainee Period - CPS



## Child Support

### Child Support Petitions

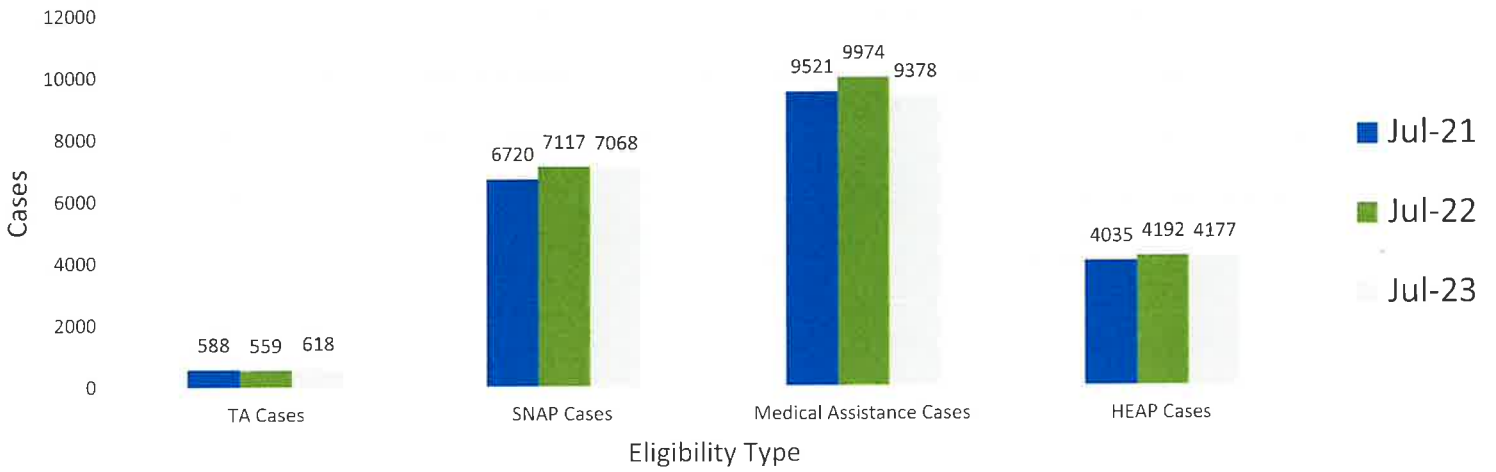


### Child Support Collections

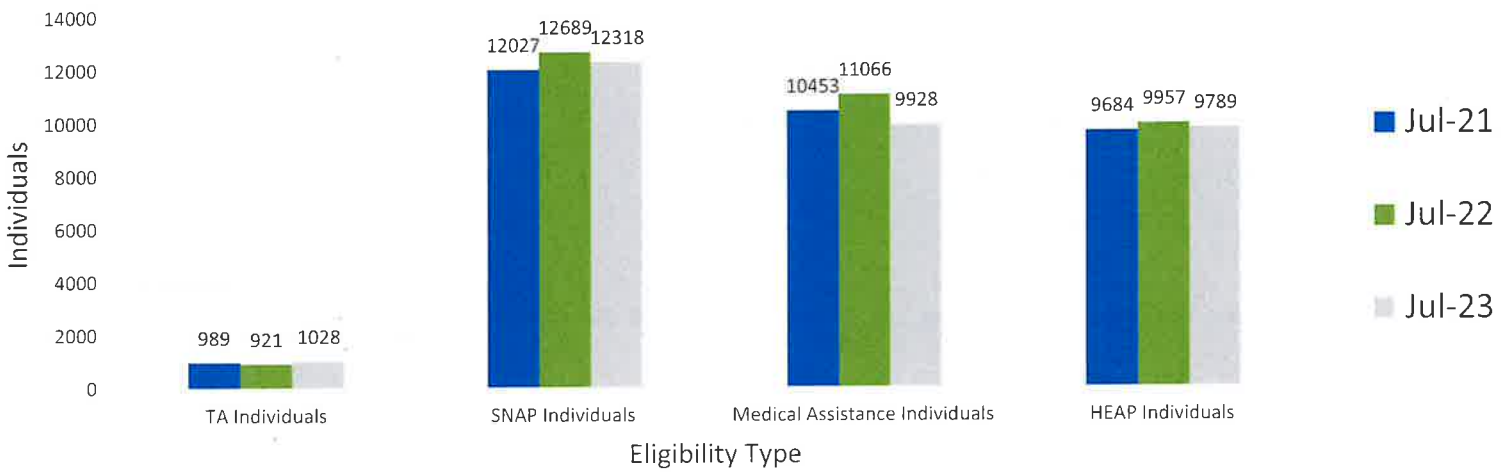


# Eligibility Programs

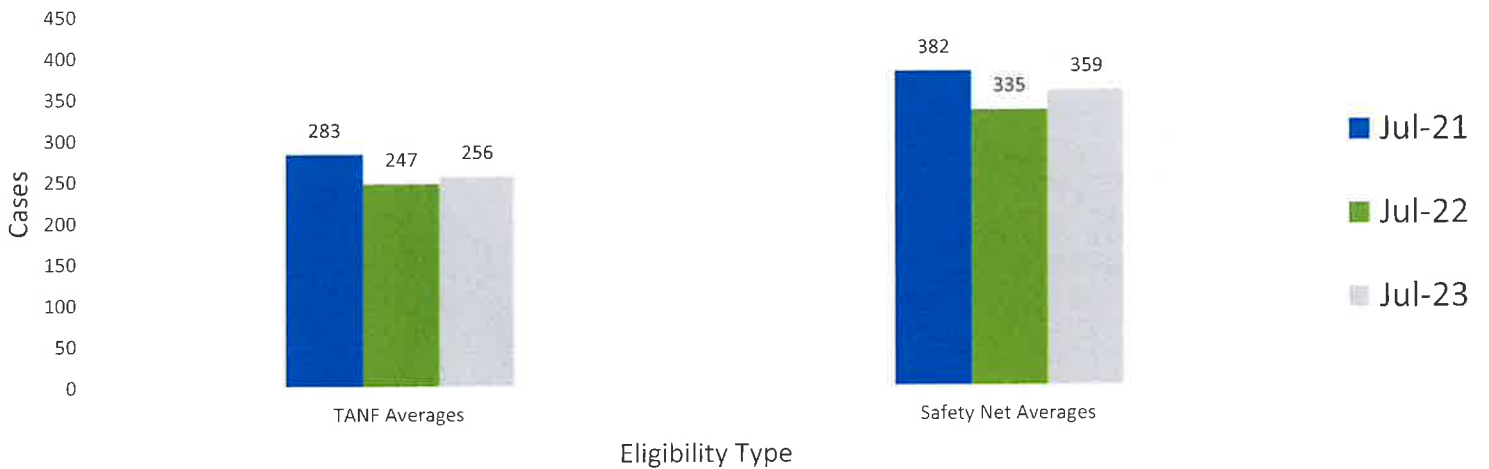
Total Cases by Type



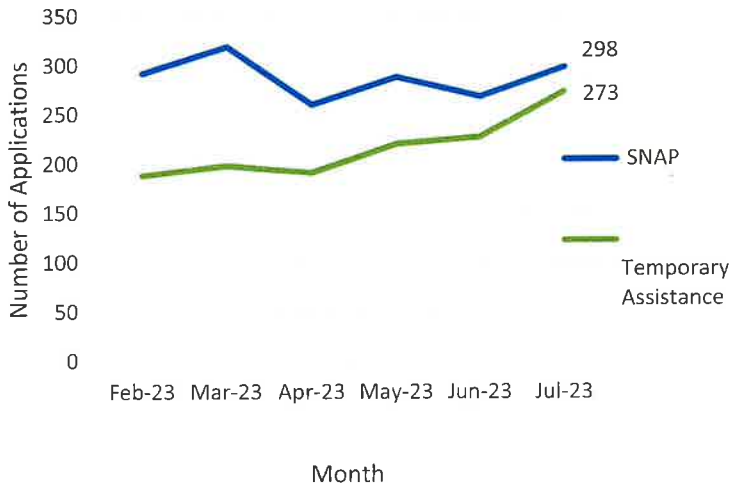
Total Individuals by Type



TANF & Safety Net Averages



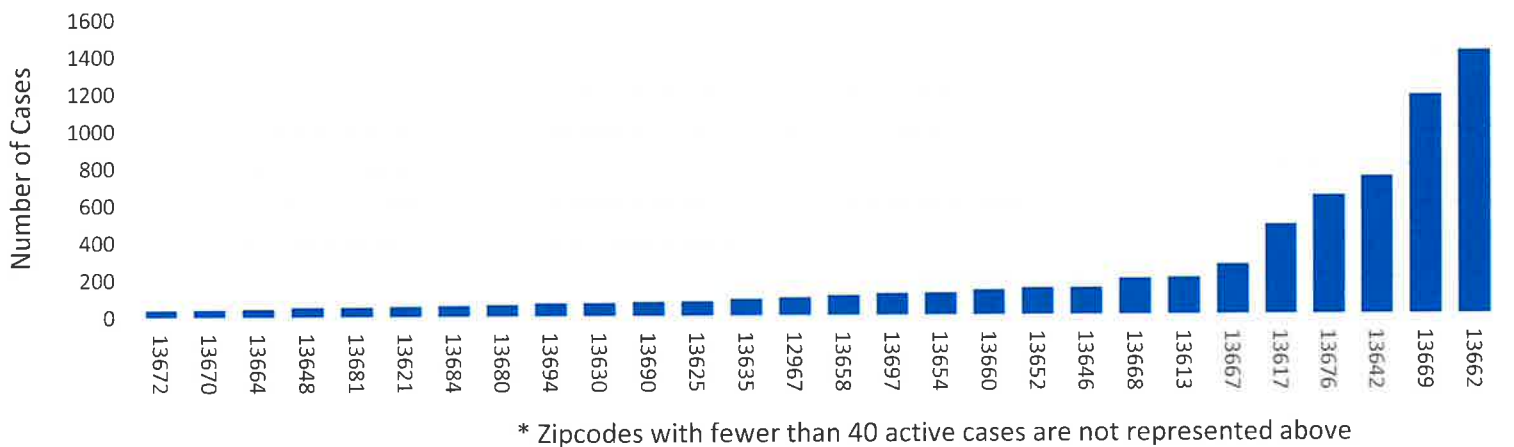
### Program Applications



### Safety Net Families



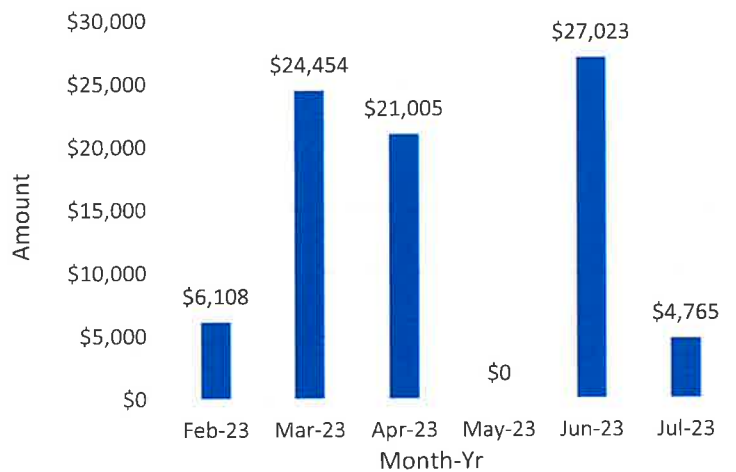
### Supplemental Nutritional Assistance Program (SNAP) by Zipcode July 2023



### Home Energy Repair/Replacement Costs

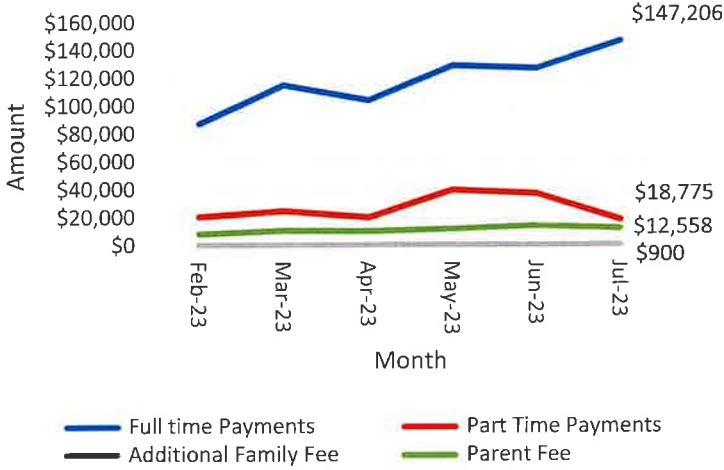


### DCAP Interim Assistance Reimbursed

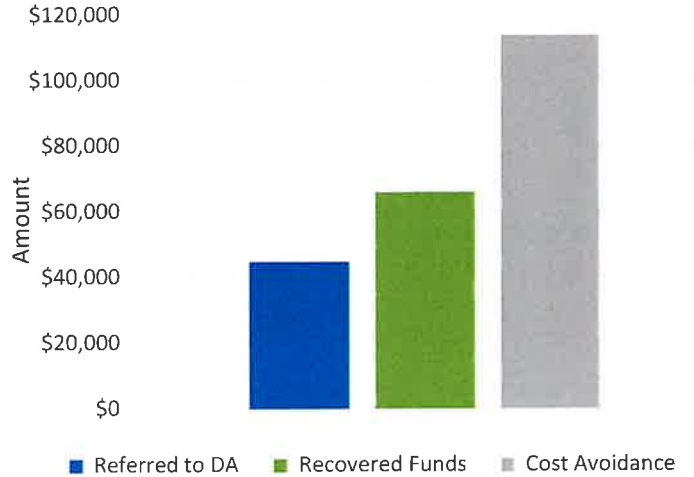


\*Data Lagged by Two Months Due to Reporting

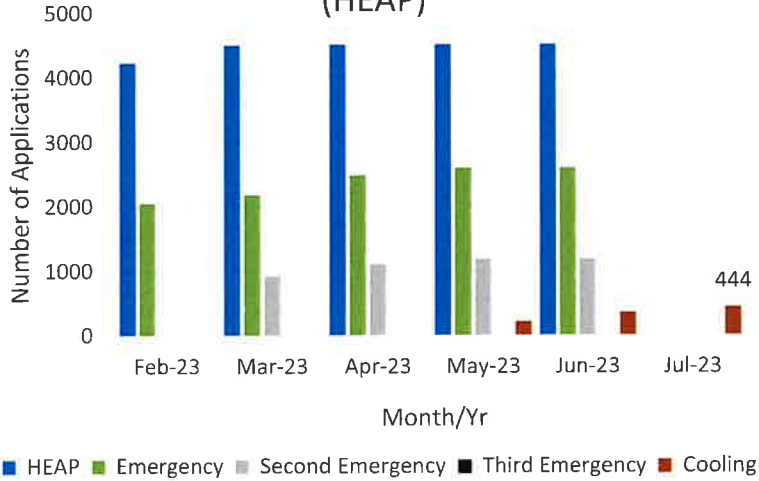
### Child Care Assistance Payments 61 Providers



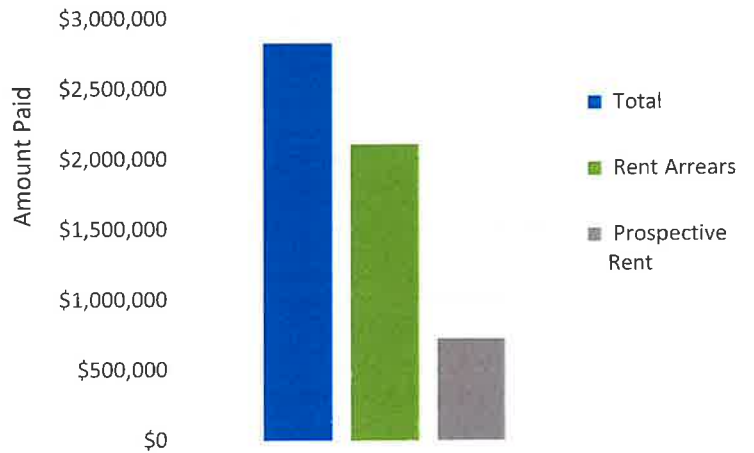
### Fraud Investigation Unit (YTD)



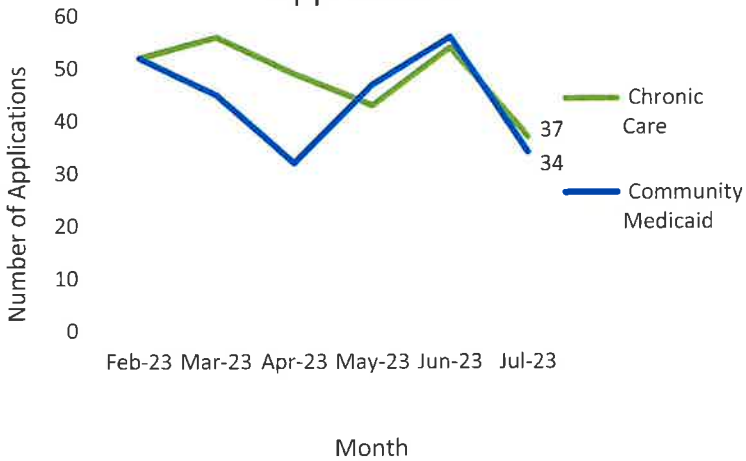
### Home Energy Assistance Program (HEAP)



### Emergency Rental Assistance Program (6/1/21- 7/26/23)



### Medicaid Applications



### Active Medicaid by Age



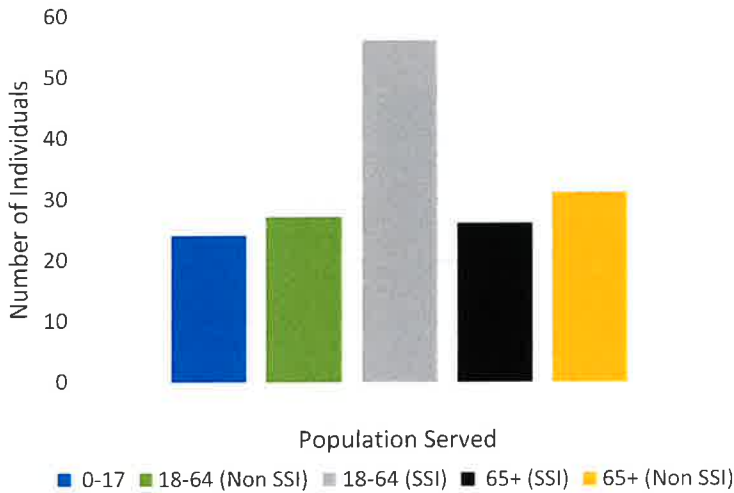
Active Medicaid  
SSI v. Non-SSI



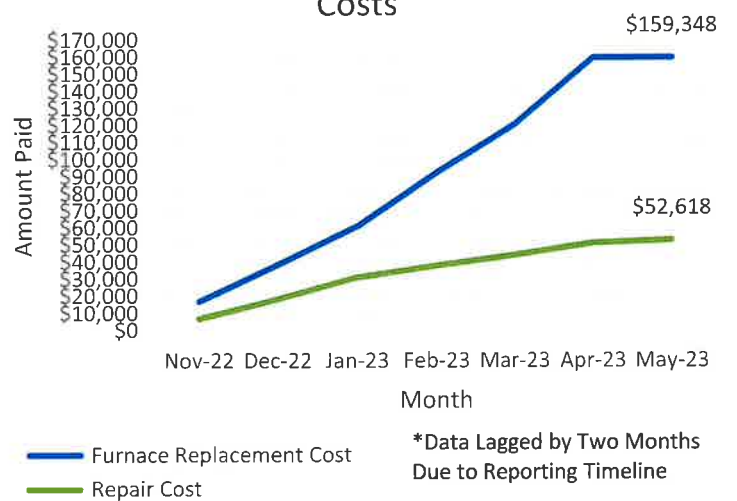
Active Medicaid  
Disabled v. Non-Disabled



Personal Care Medicaid



Home Energy Repair/Replacement  
Costs



September 11, 2023

Services Committee: 8-21-2023

RESOLUTION NO. \_\_\_\_\_

**PROCLAIMING SEPTEMBER AS NATIONAL SUICIDE  
PREVENTION MONTH IN ST. LAWRENCE COUNTY**

By Mr. Hull, Chair, Services Committee  
Co-Sponsored by Ms. Terminelli, District 14

**WHEREAS**, the month of September is a time set aside for communities to discuss proactive suicide prevention and mental health, share resources, help spread awareness about suicide, and work together with a goal of preventing this most tragic act, and

**WHEREAS**, as one of the fastest growing epidemics across the Country, suicidal thoughts can plague anyone regardless of age, gender, and social status, and according to the American Foundation for Suicide Prevention, suicide is the second leading cause of death among individuals between the ages of 10 and 34 with more than 48,000 people dying by suicide annually in the United States, and

**WHEREAS**, mental health organizations and advocates serve on the front lines working hard to start conversations that will help de-stigmatize mental health and suicide, educate, raise awareness, spread hope, and help to connect people with the appropriate support services, and

**WHEREAS**, all residents are encouraged to take time to understand mental health, and rally together and play a role in their communities sending a clear, hopeful message that help is available, and

**WHEREAS**, supporting one another, learning warning signs, knowing risk factors, and having open and honest conversation can save lives and make a difference in our communities, and

**WHEREAS**, the St. Lawrence County Suicide Awareness Coalition will host an event September 16<sup>th</sup>-22<sup>nd</sup> called “Chalk the Walk and Have the Talk” encouraging individuals and businesses to chalk messages of hope and resilience outside homes, businesses, schools, and churches in an effort to start conversations, and promote suicide prevention, mental wellness, and stigma reduction,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims September as National Suicide Prevention Month in St. Lawrence County.



## VACANCY REVIEW SUMMARY

Via Zoom

August 8, 2023

**Legislators Attending:** Larry Denesha

**Committee Members:** Ruth Doyle, Jonnie Dorothy, Heather Hebert  
2:30 P.M.

Positions to be reviewed:

### **Office for the Aging:**

Request: 2

Request: Create and Fill, Secretary I  
Position No. 005100034, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist  
Position No. 003100048, Immediately

Recommendation: Fill, Immediately

### **Social Services:**

Request: 6

Request: Fill, Account Clerk – Unit/Accounting  
Position No. 100100016, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS  
Position No. 815200017, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS  
Position No. 815200008, Immediately

Recommendation: Fill, Immediately

Request: Fill, Director of Services – Unit/Children's Services  
Position No. 817300001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Principal Social Welfare Examiner – Unit/Medical Services  
Position No. 814200006, Immediately

Recommendation: Fill, Immediately

Request: Fill, Legal Secretary - Unit/Legal  
Position No. 005300008, Immediately

Recommendation: Fill, Immediately

**Highway:**

Request: 3

Request: Fill, Bridge Construction Supervisor  
Position No. 317000002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Bridge Construction Crew Leader  
Position No. 312500003, Immediately

Recommendation: This position did not require vacancy review

Request: Fill, Heavy Equipment Operator  
Position No. 310100016, Immediately

Recommendation: This position did not require vacancy review

**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

## Office for the Aging



Type: Create & Fill

**Secretary I**

Subunit (If Applicable):

Date Submitted: 8/1/23

Reason Vacated: New Position

Position Number: 005100034

Date Vacated:

Position # Abolished:

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: \$42,842

Fill Request Timeline: Immediately

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

Revenue Generating:    No    0    %

Base Salary: \$42,842

Reimbursed by Local, State or Federal Funds:    Yes    69    %

Base Hourly: \$23.54

Grade: 20

**Net County Cost: \$20,113**

\*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 Office for the Aging Director is one of the only Department Heads without a dedicated staff member providing clerical support. The Director types all of her own letters, memos and other correspondence. The Director maintains all the personnel files and fills out / sends out all clerical personnel documentation to HR and Payroll. The Director coordinates the travel arrangements and paperwork for all staff travel. The Director maintains all of her own files. The Director collects all the information used for reports, memorandum, contracts, and other formal reports.

Due to the rapidly growing size of the department and the incredible amount of paperwork and filing that needs to be done on a daily basis, the Director can no longer keep up with all of the incoming requests and paperwork responsibilities in a timely and efficient manner.

Department Head: *Andrea Montgomery*

**Approved?**  
Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS:** Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and one (1) year of clerical experience which involved typing or keyboarding primarily for word processing; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of experience as stated in (A) above.

# St. Lawrence County Vacancy Authorization Form

## Office for the Aging



Type: Fill

**Keyboard Specialist**

Subunit (If Applicable):

Date Submitted: 8/1/23

Reason Vacated: Resignation

Position Number: 003100048

Date Vacated: 8/4/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 9/21/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$36,876

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$18,969

Revenue Generating:    No    0    %

Base Salary: \$35,226

Reimbursed by Local,  
State or Federal Funds:    Yes    69    %

Base Hourly: \$19.35

Grade: 15

**Net County Cost: \$17,312**

\*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 only has 2 Keyboard Specialists. These roles manage the front end of the office answering the phones, assisting callers, directing the calls, and assisting walk-in traffic for the Office for the Aging and the Veterans Services Department.

They also provide clerical support & assistance to the Nutrition Program, EISEP Program, HIICAP, NY Connects Program, PERS Program, Health Promotion Programs, and Fiscal department.

These positions are critical to allow our department to continue to run efficiently and to help the older adults obtain the needed services.

OA067721 14000

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, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Account Clerk

Subunit (If Applicable): Accounting

Date Submitted: 8/1/2023

Reason Vacated: Resignation

Position Number: 100100016

Date Vacated: 8/20/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 2/22/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$38,651

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$19,882

Revenue Generating:    No    0    %

Base Salary: \$37,469

Reimbursed by Local,  
State or Federal Funds:    Yes    81    %

Base Hourly: \$20.59

Grade: 16

**Net County Cost: \$11,121**

\*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 is an integral part of keeping the Accounting Unit organized and efficient. Without this position, timely claiming for reimbursement would be compromised, delays in daycare payment processing would occur, and daily deposits would not be timely and would delay the recording of amounts by the Treasurer's office. The position requires accuracy and good decision making skills. Some of the general duties performed are to greet, answer questions and accept payments from clients at the front window. Daily deposits are prepared and sent to the Treasurer's office and a daily reconciliation of cash receipts is performed. This requires accuracy and timeliness as the information is used for State and federal claiming for reimbursement. An audit of both daycare and fuel payments is conducted by the person in this position to ensure that vouchers requesting payment agree with the check register. These are just a few of the important duties this Account Clerk performs and the Accounting Unit does not have enough staff to absorb the duties carried out in this position.

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 and one (1) year of clerical experience which shall have included billing, payroll or bookkeeping/accounting; OR

B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma, including or supplemented by coursework in accounting or bookkeeping.



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

### Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 8/1/2023

Reason Vacated: Resignation

Position Number: 815200017

Date Vacated: 7/28/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 6/14/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$52,616

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)                      \$27,066

Revenue Generating:    No    0    %

Base Salary: \$51,624

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

Base Hourly: \$28.36

Grade: 25

**Net County Cost: \$22,550**

\*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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 12 as of June 2023. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree.

**SPECIAL REQUIREMENT:** A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Caseworker/CPS**

Subunit (If Applicable): CPS

Date Submitted: 8/1/2023

Reason Vacated: Resignation

Position Number: 815200008

Date Vacated: 7/24/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 9/16/2013

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$61,628

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$31,701

Revenue Generating:    No    0    %

Base Salary: \$51,624

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

Base Hourly: \$28.36

Grade: 25

**Net County Cost: \$26,412**

\*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.

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 12 as of June 2023. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree.

**SPECIAL REQUIREMENT:** A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Director of Services**

Subunit (If Applicable): Children's Services

Date Submitted: 8/1/2023

Reason Vacated: Resignation

Position Number: 817300001

Date Vacated: 8/18/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 2/8/2021

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$92,591

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)      \$47,629

Revenue Generating:    No    0    %

Base Salary: \$78,980

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

Base Hourly: \$43.40

Grade: MV

**Net County Cost: \$39,682**

\*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 position of Director of Services for the department is responsible to oversee and coordinate the work of various adult and children's services units in the department, including Family Services, Foster Care, Adoption, Child Protective Investigations, Child preventive services, visitation services, OCFS daycare programming, and transportation. There are approximately 150-200 CPS report calls monthly with 352 current open investigations, 198 youth in care, 160 children receiving preventive services, and the Family First Preventative Act has been in practice since September 2021 with specific federal and state requirements to monitor kinship placements, the number of youth in residential placements, and evidence-based preventive services. This position also oversees the strict adherence and monitoring of Title IV-E, EAF, FFFS and other federal and state funding sources to ensure maximum county resources. This position supports the Commissioner with the services site of the department and will be the designee in the Commissioner's absence. Interprets and communicates State and federal directives and requirements and ensures compliance through the development of appropriate agency policies and procedures; Conducts individual and group conferences with casework supervisors to discuss policies, procedures, organizational patterns, delivery of services, specific case problems, etc.; Evaluates agency procedures and practices in area of responsibility and implements changes to improve the effectiveness and timeliness of services to clients; Establishes necessary controls and systems to assure casework, correspondence and reports are completed and current; Determines staffing patterns within the services units in conjunction with budgetary plans; Establishes and maintains cooperative working relationships with other Social Services departments, community human service and health agencies; Represents the department at conferences, public meetings, committees and interprets agency programs and policies to the community; Ensures that casework correspondence and reports are completed and current; Maintains cooperative relationships with other welfare agencies in the community; Recommends agency casework practices, policies and procedures; Ensures proper standards of casework are employed in accordance with department policies; Recommends staff training of personnel assigned to the Services Division; Defines and interprets Federal, State and local programs and regulations to casework staff; Supervises the implementation of service contract with public and private agencies; Represents the Commissioner at meetings and Briefings.

Department Head: 

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

**For Human Resources Use Only:**  
**Job Qualifications Listed here:**

**Minimum Qualifications:**

(A) Graduation from a regionally accredited or New York State register college or university with a Master's Degree in Social Work or a closely related field AND five (5) years of full-time experience in social casework with a public or private agency, two (2) years of which shall have been in a supervisory capacity; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Work or a closely related field AND (7) years if full-time experience in social welfare with a public or private agency, two (2) years of which shall have been in a supervisory capacity; OR

(C) Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in Social Work or a closely related field AND (10) years if full-time experience in social welfare with a public or private agency, two (2) years of which shall have been in a supervisory capacity.

**Special Requirements:**

- Possession of a valid New York State driver's license at time of appointment.  
License must remain valid throughout appointment.

- Clearance through Statewide Central Register (SCR), per Section 424-a of the Social Services Law and Staff Exclusion List (SEL), per Section 495 of the Social Services Law.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Principal Social Welfare Examiner**

Subunit (If Applicable): Medical Services

Date Submitted: 8/1/2023

Reason Vacated: Retirement

Position Number: 814200006

Date Vacated: 7/28/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 9/24/2018

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$62,875

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$32,343

Revenue Generating:    No    0    %

Base Salary: \$51,624

Reimbursed by Local,  
State or Federal Funds: Yes    100    %

Base Hourly: \$28.36

Grade: 25

**Net County Cost: \$0**

\*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 Principal Social Welfare Examiner position involves the responsibility for planning, coordinating, supervising, training, and managing the performance and activities of staff in the Medicaid Chronic Care Unit (comprised of two Senior Social Welfare Examiners, six Social Welfare Examiners, one Community Services Workers, and one Senior Clerk). Currently, the Chronic Care unit is responsible for approximately 800 recipients. These are the most complex Medicaid cases, serving some of our community's most vulnerable population. Cases in this unit often involve reviewing trusts, extensive bank records, recoveries, and spousal budgeting, for individuals that are receiving personal care or who need or are in nursing home placement. The Principle Social Welfare Examiner is responsible for ensuring staff are informed of and following Medicaid eligibility policies and procedures through review and approval of their work. Regular interaction with hospital, nursing home, Medicaid recipients and authorized representatives occurs to provide information and criteria for eligibility and/or nursing home placement. This particular unit also oversees Third Party Health Insurance reimbursement, reconciliation of the Medicaid Excess Income Program and the correction of duplicated Client Identification Numbers, also known as "CIN". Because of the complexity of the work and frequent interaction with professionals in the community, a Principal Social Welfare Examiner is essential to ensure staff are meeting standards set forth by the New York State Department of Health.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university AND four (4) years of experience in a position involving examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, two (2) years of which must have been in a supervisory positions; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and six (6) years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, two (2) years of which must have been in a supervisory position.



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Legal Secretary**

Subunit (If Applicable): Legal

Date Submitted: 8/4/2023

Reason Vacated: Resignation

Position Number: 005300008

Date Vacated: 8/16/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 11/19/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$50,678

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$26,069

Revenue Generating:    No    0    %

Base Salary: \$47,856

Reimbursed by Local,  
State or Federal Funds:    Yes    81    %

Base Hourly: \$26.29

Grade: 23

**Net County Cost: \$14,582**

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

### Detailed Justification

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

If this position were not filled, the Department would not be able to adequately prepare legal documents. This particular position is charged with the responsibility of preparing files for trial preparation and discovery compliance. This position also prepares the orders associated with the files. The Department is charged with the responsibility of investigating relatives to care for potential foster children, and the paternity adjudication can be used to locate potential placement options and visitation supervisors. Adoptions may not proceed without determining and serving both parents. Without the paternity orders, the County may be expending funds for foster care for longer than necessary. The person in this position is responsible for ensuring that paperwork is served, which involves contact with law enforcement and process servers. Depending on the volume of work, this position may assist other Legal Office staff, including other legal secretaries. The Department prepared 875 child support and paternity petitions, and approximately 2,753 child welfare documents including petitions, orders, and reports for Family Court proceedings for 2022.

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 a regionally accredited or New York State registered college with a Bachelor's Degree in Secretarial Science or Legal Studies or closely related field and one (1) year of clerical experience; OR

B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Secretarial Science or Legal Studies or closely related field and two (2) years of clerical experience preparing a variety of legal documents, using word processing software; OR

C) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and four (4) years of clerical experience preparing a variety of legal documents, using word processing software.