

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, SEPTEMBER 18, 2023**  
**\*\*\*BOARD ROOM AND VIA YOUTUBE\*\*\***  
**\*\*\*5:30 P.M. \*\*\***

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – August 21**
- 3. SOCIAL SERVICES – JOE SEEBER**
  - A. Modifying the 2023 Budget for Social Services for the New York State Rental Supplement Program (Res)
  - B. Social Services Statistics (Info)
- 4. PUBLIC HEALTH – CARLY ZIMMERMANN**
  - A. Proclaiming October 22-29, 2023, as National Lead Poisoning Prevention Week in St. Lawrence County (Res) (Info)
- 5. COMMUNITY SERVICES – JAY ULRICH**
  - A. Modifying the 2023-2024 Budget for the Community Services STOP-DWI Program to Accept the Aid to Localities STOP-DWI Program Distribution from the State of New York Governor’s Traffic Safety Committee (Res)
  - B. Modify the 2023 Budget for Community Services for an Outreach and Engagement Clinic Model Grant (Res)
  - C. Mental Health and Addiction Services Updates (Info)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. Vacancy Review Summary (Info)
  - B. Public Health
    1. Fill a Keyboard Specialist, Position No. 003100100
  - C. Social Services
    1. Fill a Senior Clerk, Position No. 002400003, in Medicaid
    2. Fill a Principal Social Welfare Examiner, Position No. 814200004, in Medicaid
    3. Fill a Secretary I, Position No. 005100029, in TA/SNAP
    4. Fill an Employment Coordinator, Position No. 813900002, in Employment
    5. Fill a Caseworker, Position No. 815000060, in Preventive/Foster Care
    6. Fill a Caseworker, Position No. 815000001, in Preventive/Foster Care
    7. Fill a Caseworker, Position No. 815200018, in CPS

**7. 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)

**8. OLD/NEW BUSINESS**

**9. EXECUTIVE SESSION**

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

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

October 2, 2023

Services Committee: 9-18-2023

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

**MODIFYING THE 2023 BUDGET FOR SOCIAL SERVICES FOR THE  
NEW YORK STATE RENTAL SUPPLEMENT PROGRAM**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, information regarding allocations for the New York State Rental Supplement Program (RSP) has been received making it necessary to modify the 2023 Social Services Budget, and

**WHEREAS**, this funding allocation was established to provide rental assistance to individuals and families who are experiencing homelessness or face a loss of housing, and

**WHEREAS**, Resolution No. 166-2023 was approved funding for the RSP from April 1, 2022 through March 31, 2023, and

**WHEREAS**, this allocation is for use from April 1, 2023 through March 31, 2024,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorize the Treasurer to modify the 2023 Budget for Social Services Budget for the New York State Rental Supplement Program, as follows:

**INCREASE APPROPRIATIONS:**

DAG60104 43007 RSP D Rent Supplemental Program Payments	\$309,135
---	-----------

**INCREASE REVENUE:**

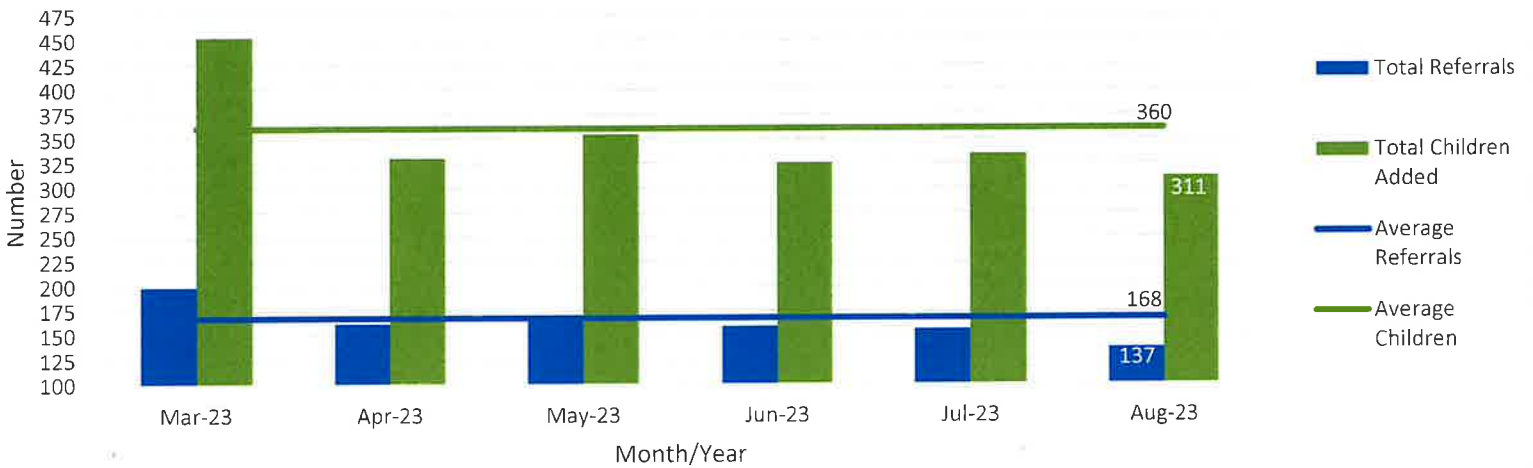
DAG36105 56000 RSP D Rent Supplemental Program Revenue	\$309,135
--	-----------

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

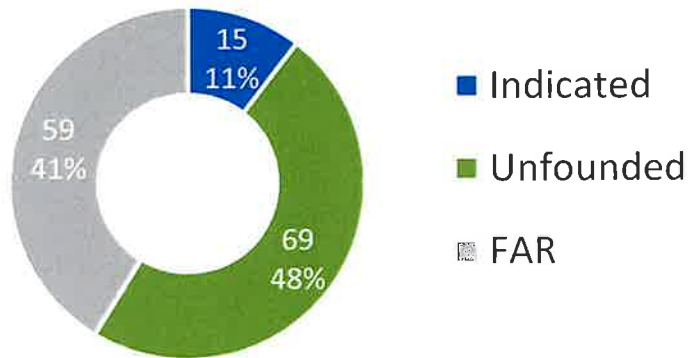
# Social Services Monthly Update – August 2023

## Child Protective Services

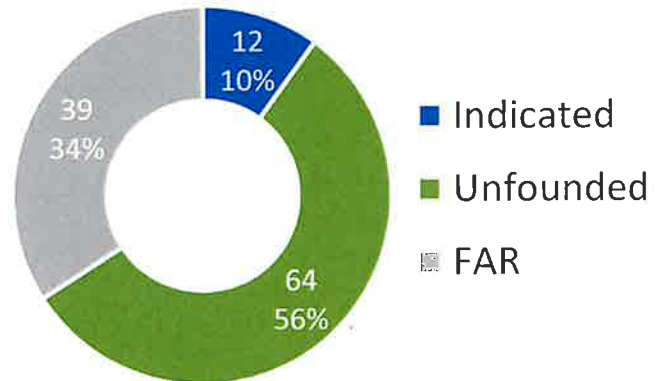
### Referrals and Children



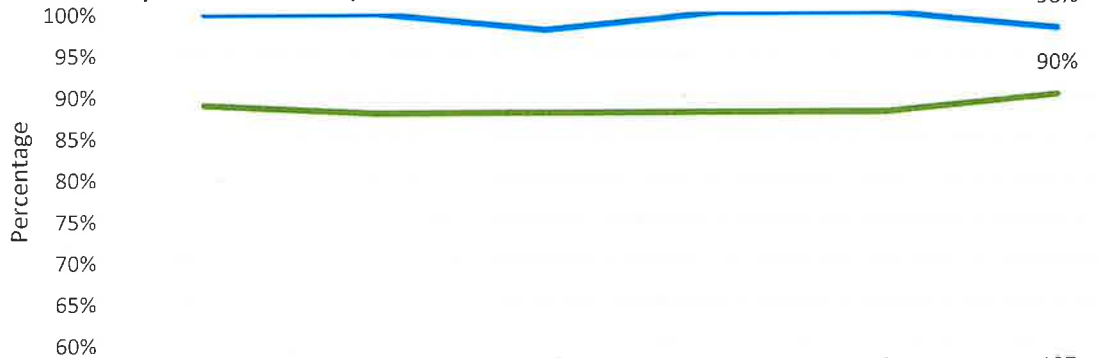
### Indicated, Unfounded, & Family Assessment Response (FAR)



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



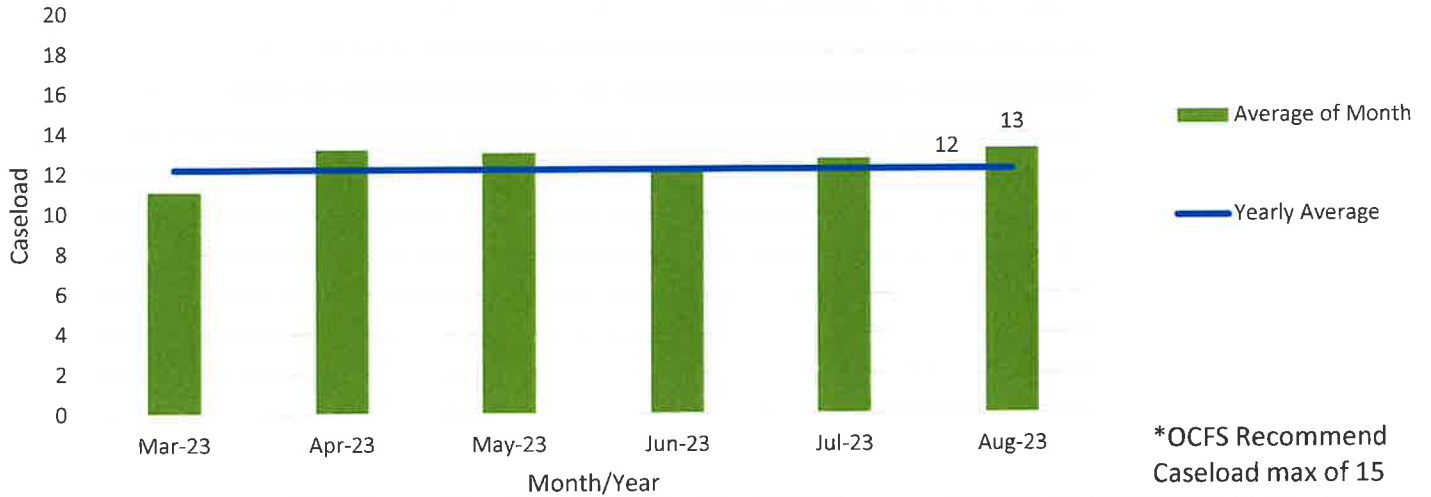
### Safety Checks Completed on Time



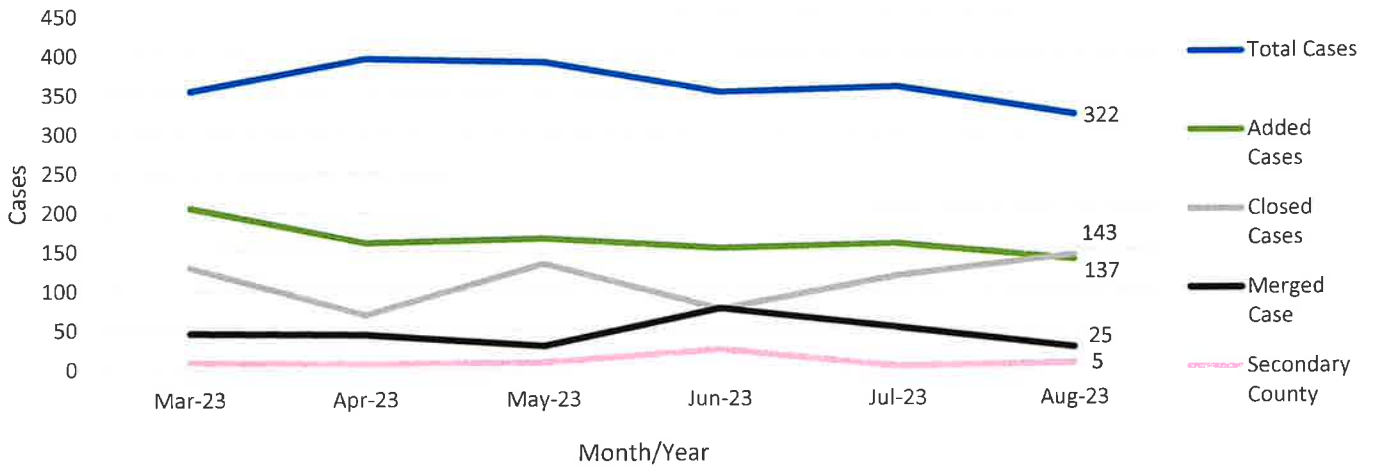
Month/Year	Total Safety Checks Due	Safety Checks Not Completed
Feb-23	122	0
Mar-23	122	0
Apr-23	118	2
May-23	142	0
Jun-23	121	0
Jul-23	107	2

\*Data Lagged By One Month Due to Reporting Timeline

### Average CPS Caseload

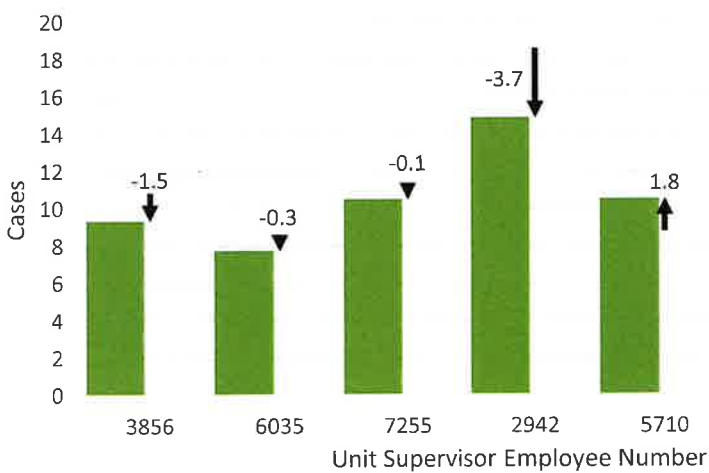


### Total Caseload



### Unit Average Cases Per Month

Average: 12



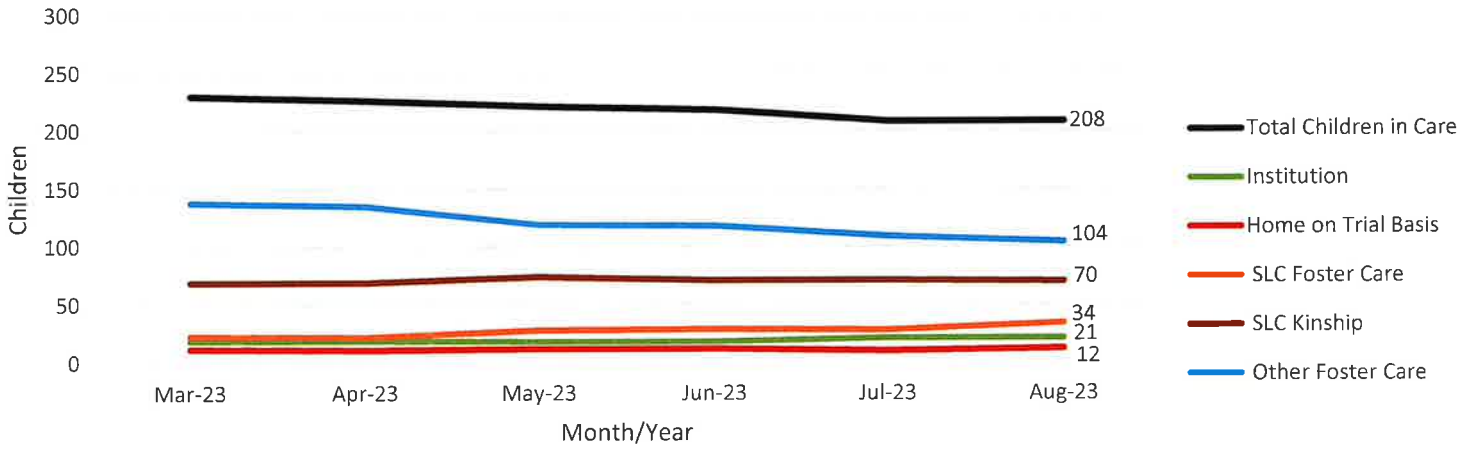
### Unit Average Cases Closed

Average: 5

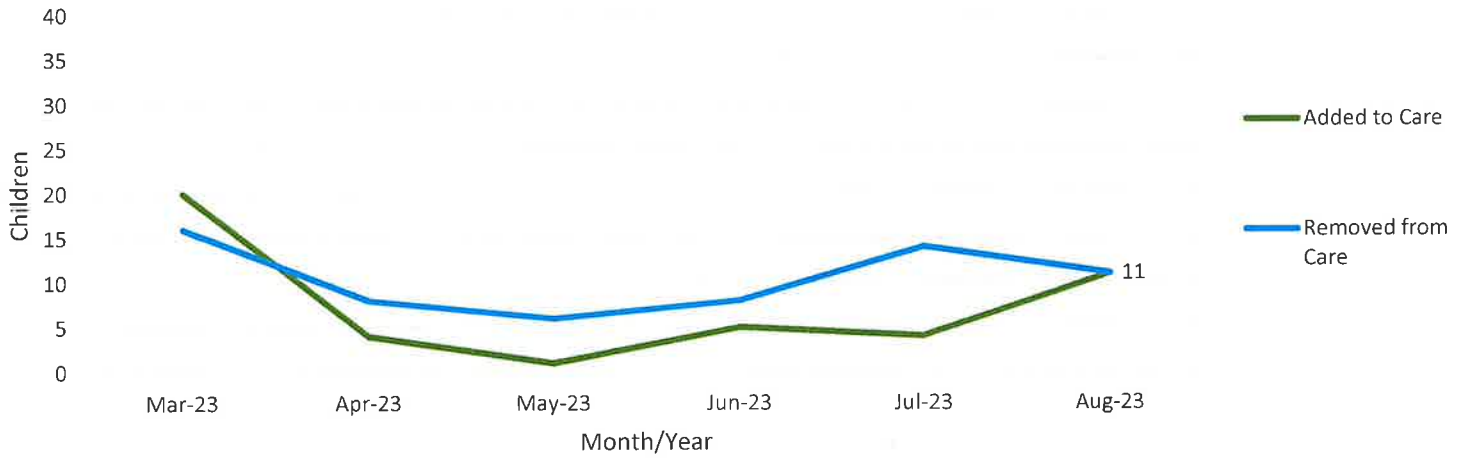


# Foster Care/Preventive Services

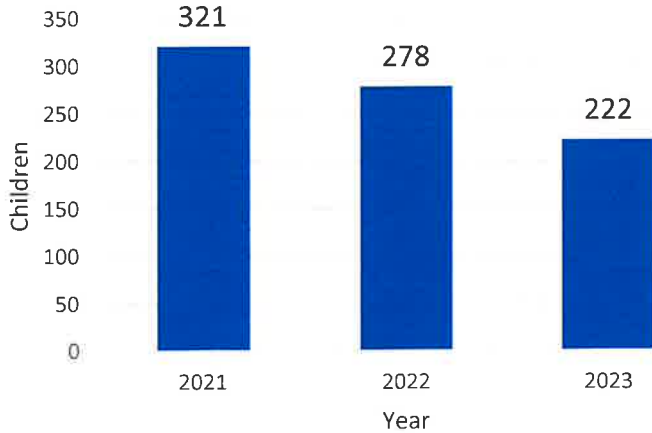
## Children In Care



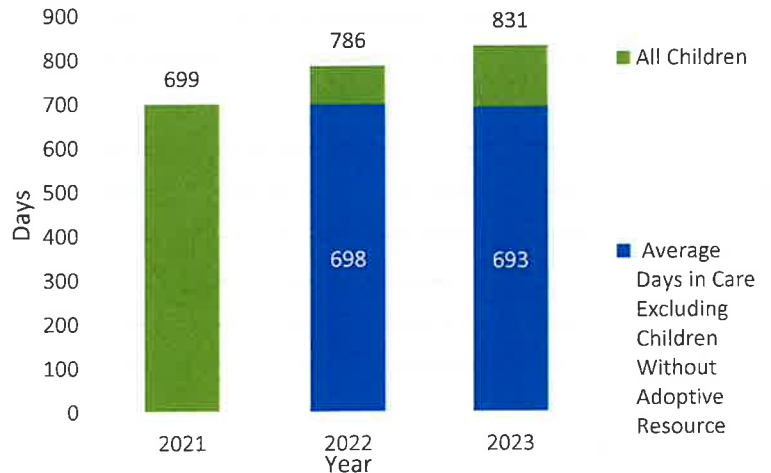
## Net Change to Children in Care



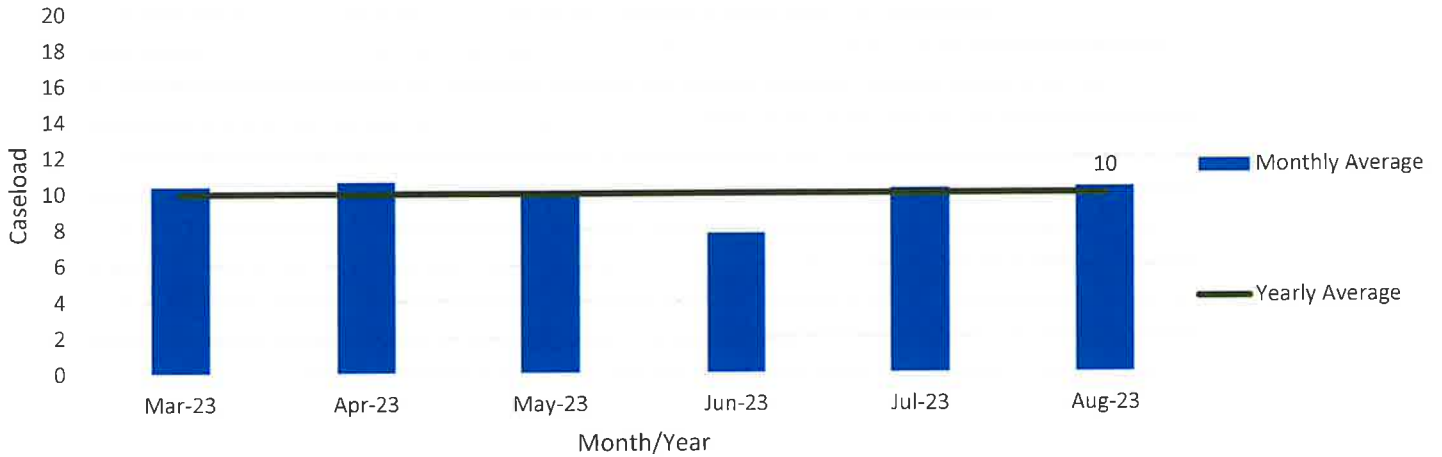
## Average Number of Children in Care



## Average Days Children Have Been in Care

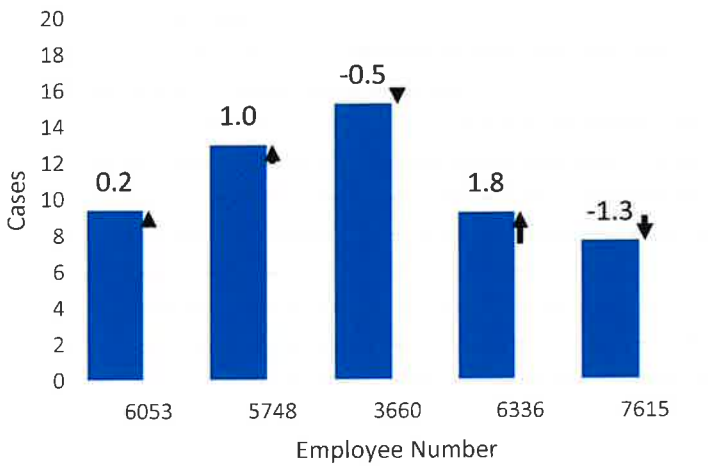


### Average Foster Care/Preventive Caseload



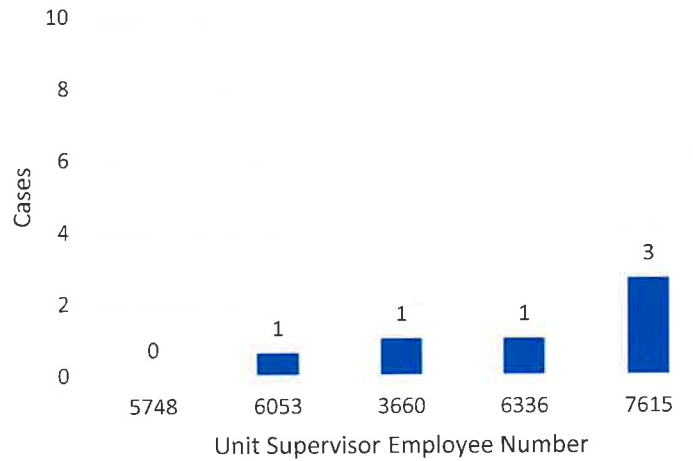
### Unit Average Cases Per Month

Average: 11



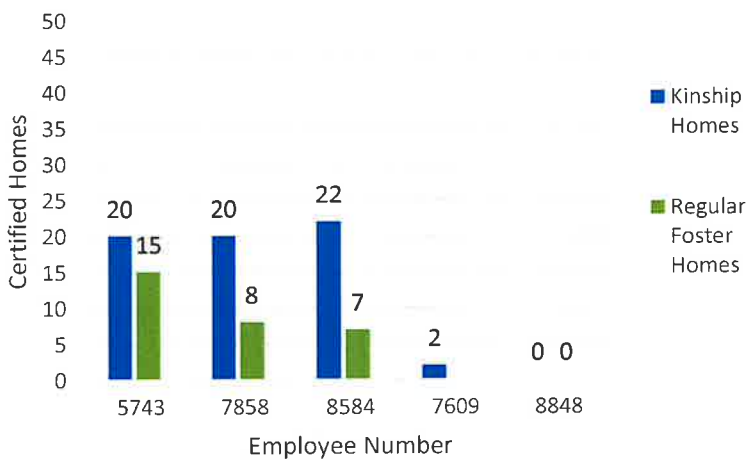
### Unit Average Cases Closed

Average: 1

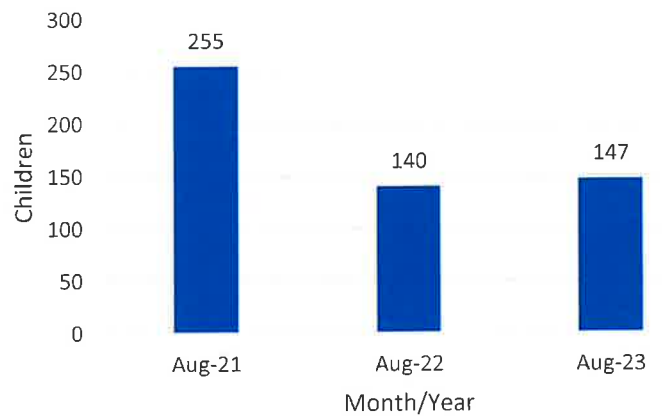


### Home Finder Unit

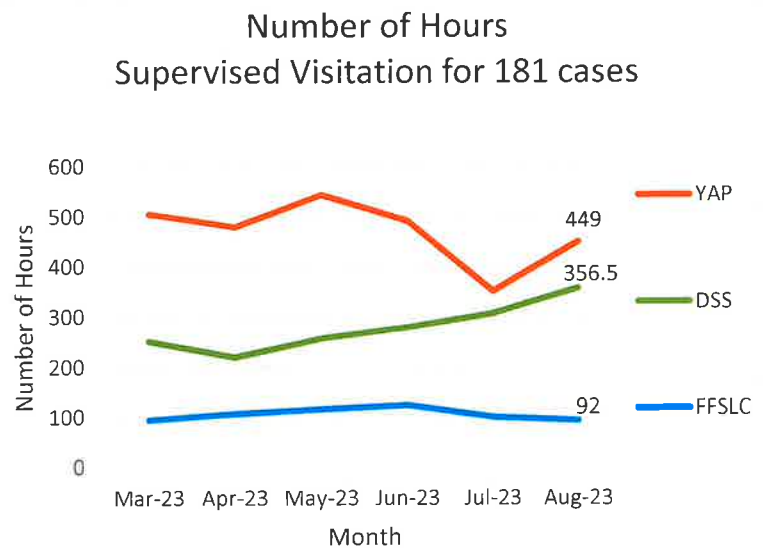
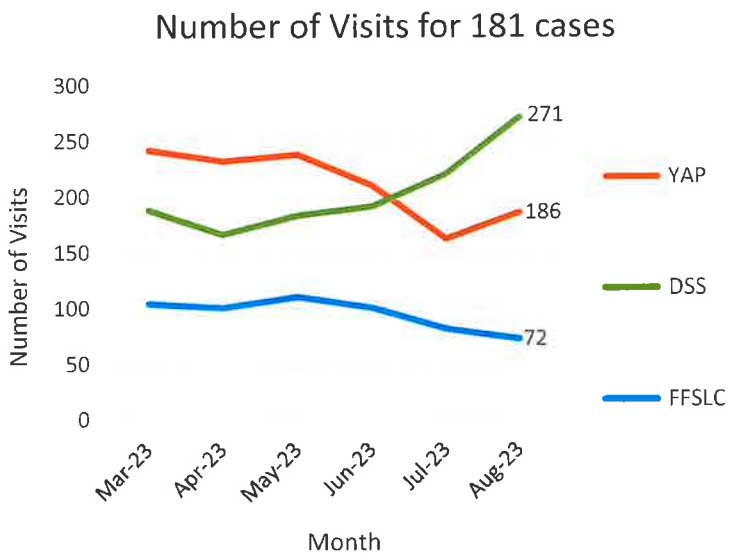
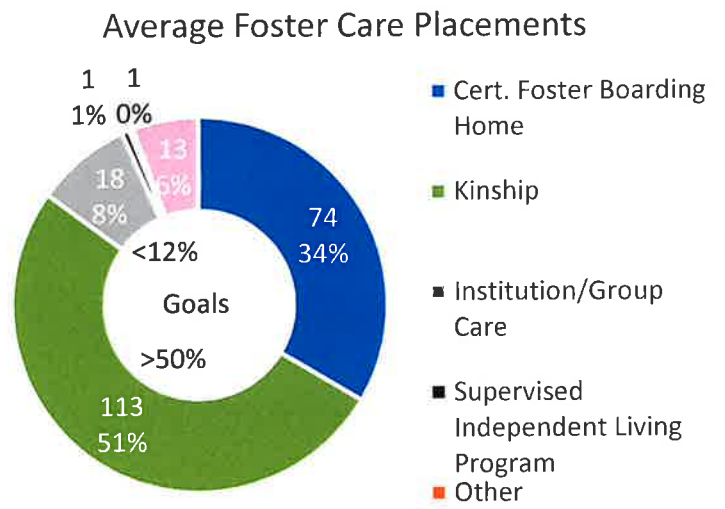
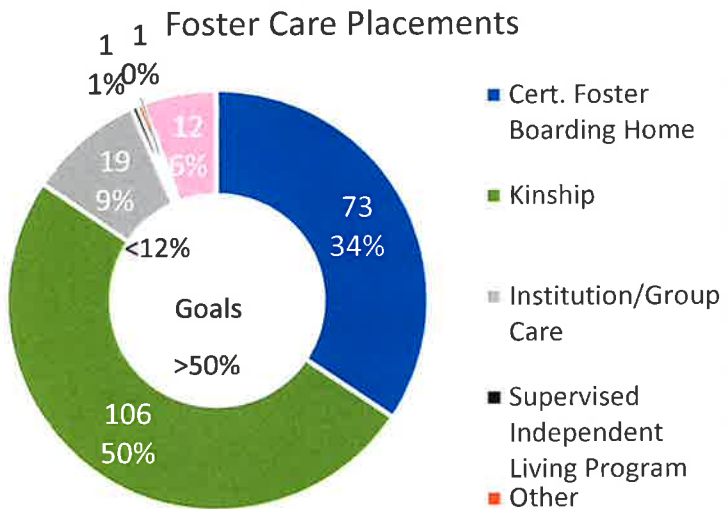
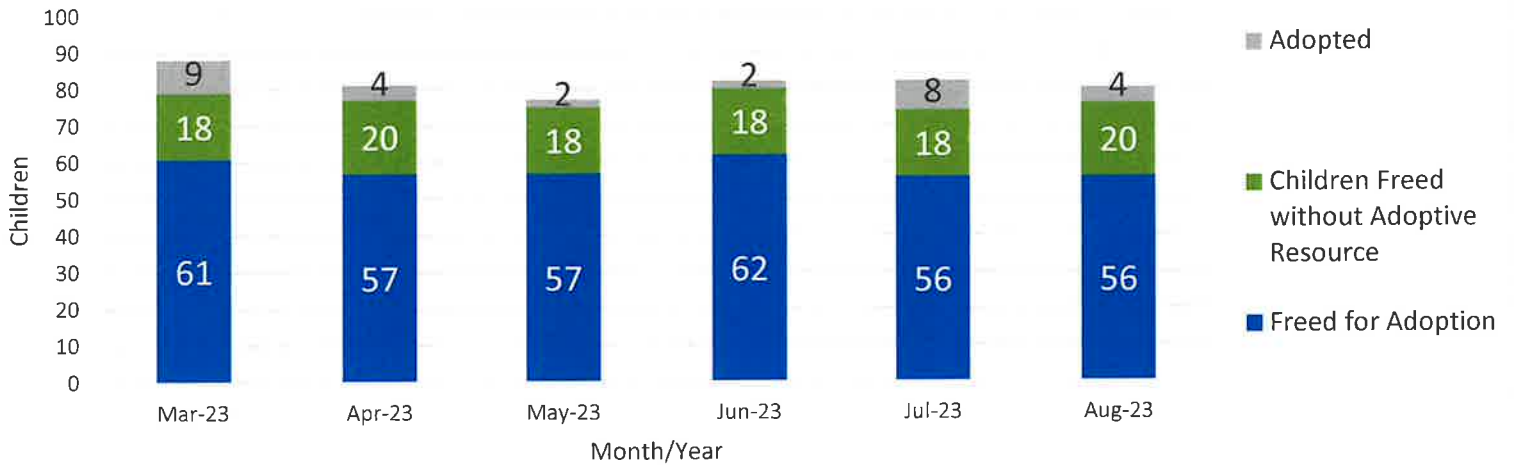
Total Change: 3



### Average Number of Children in Home Receiving Services

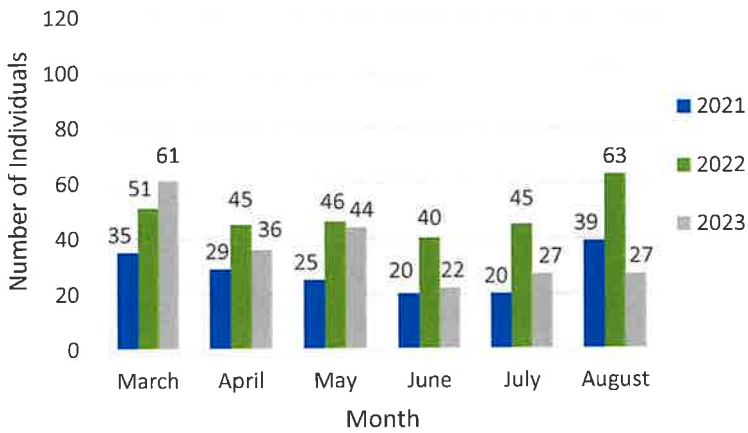


## Adoption Activity

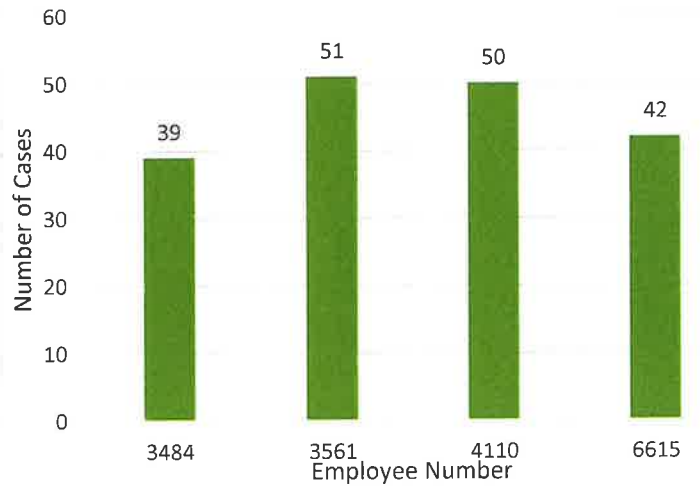




### New Homeless Placements



### Adult Protective Cases - Totals: 182



### Caseworker Trainee Period - Foster Care/Preventive

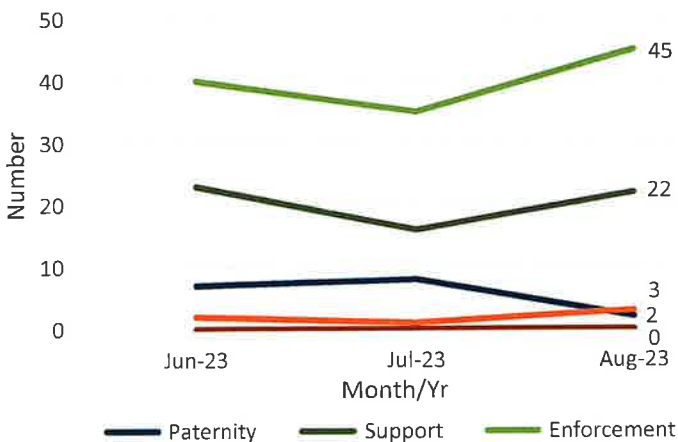


### Caseworker Trainee Period - CPS



## Child Support

### Child Support Petitions

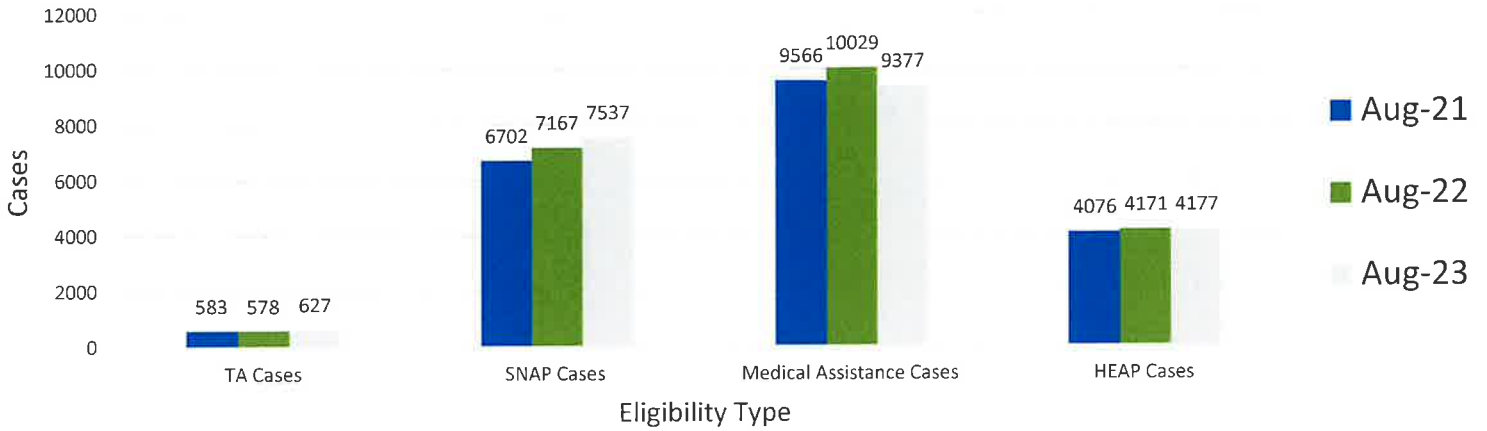


### Child Support Collections

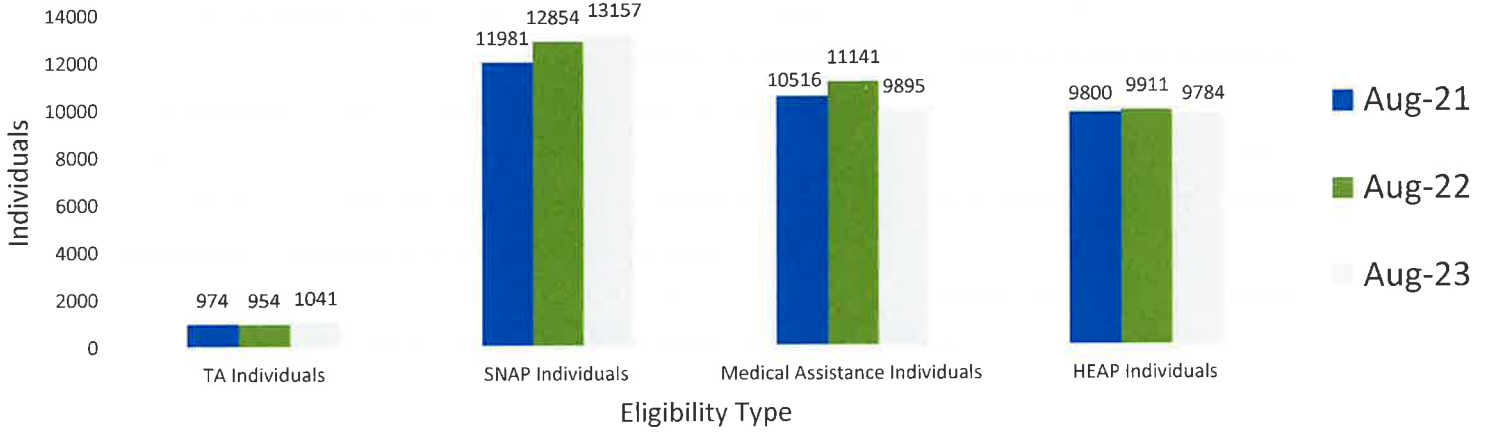


# Eligibility Programs

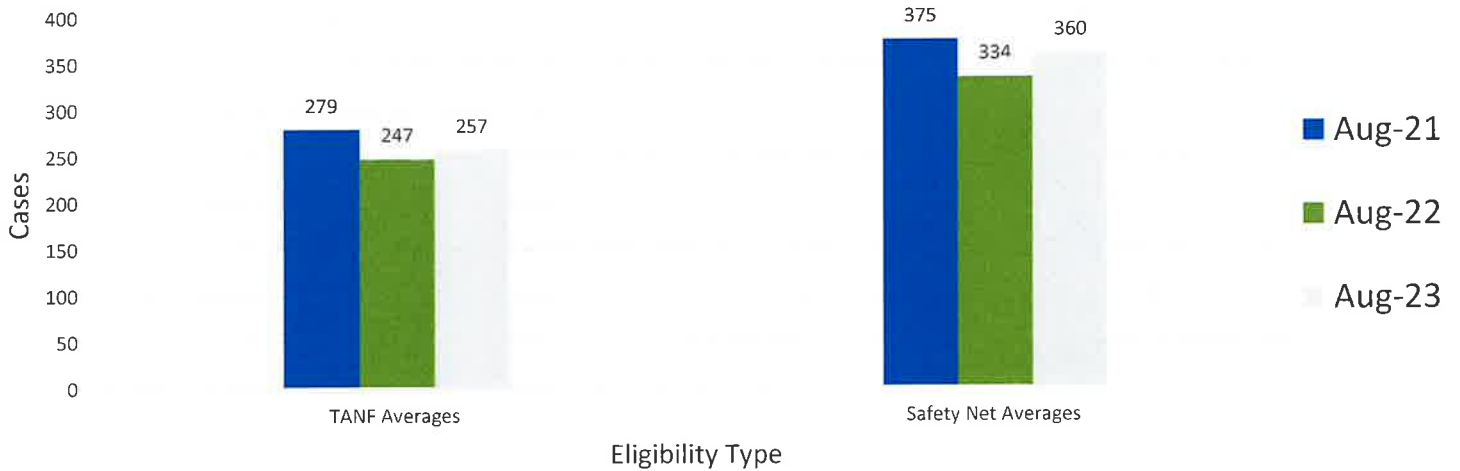
Total Cases by Type

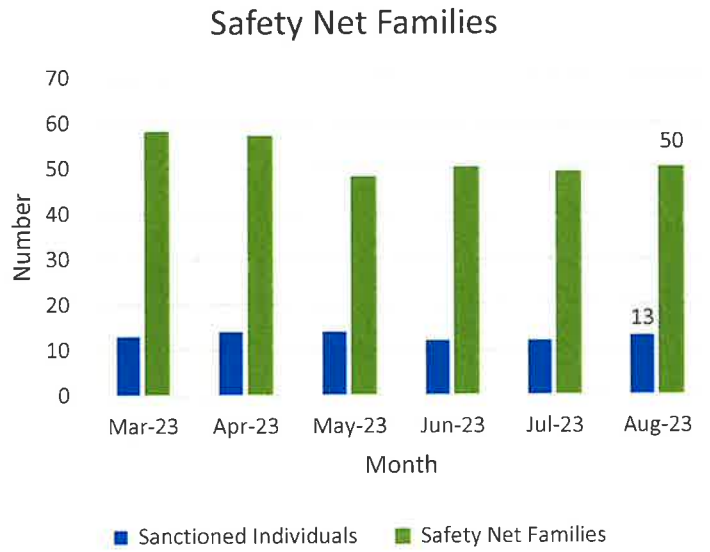
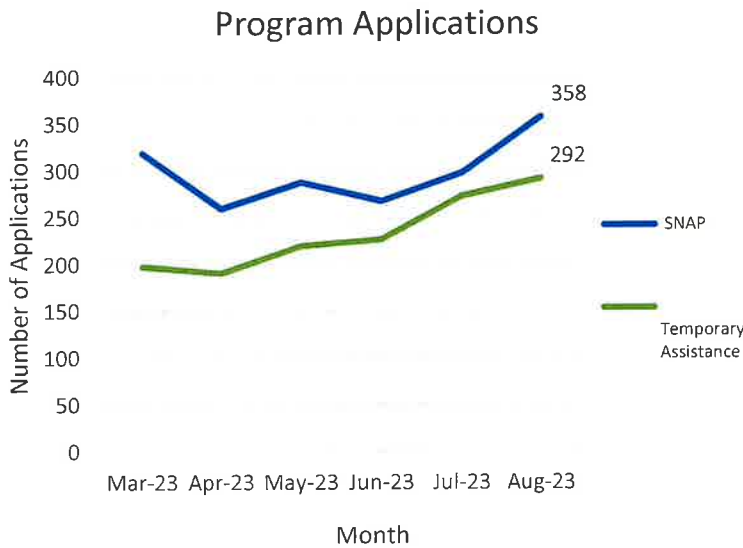


Total Individuals by Type



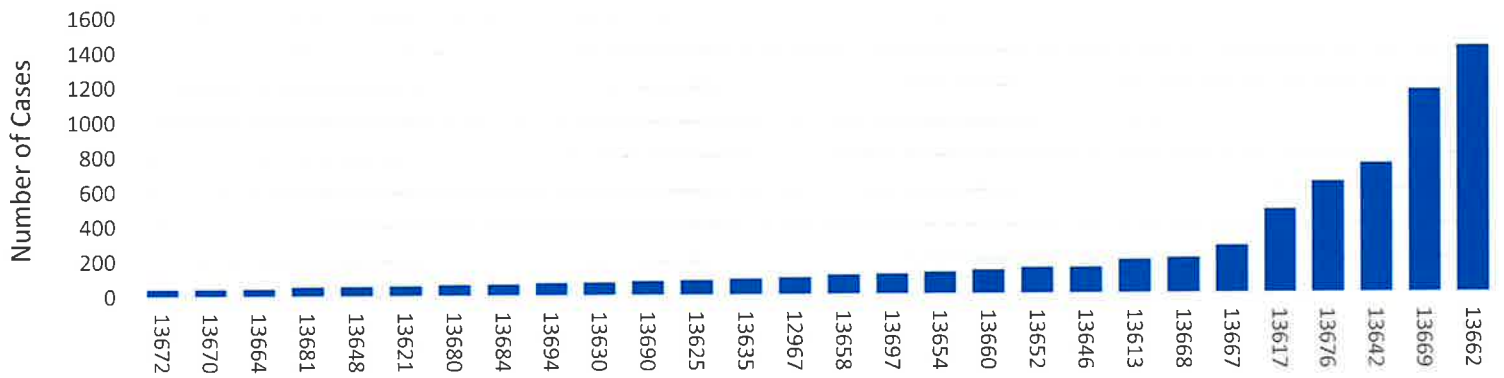
TANF & Safety Net Averages





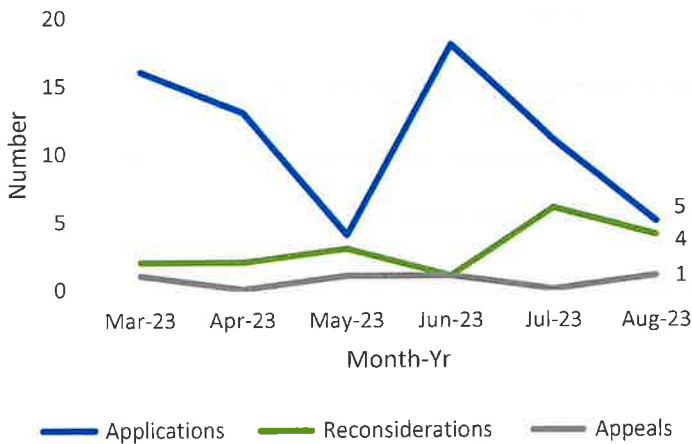
### Supplemental Nutritional Assistance Program (SNAP) by Zipcode August 2023

Total: 6832

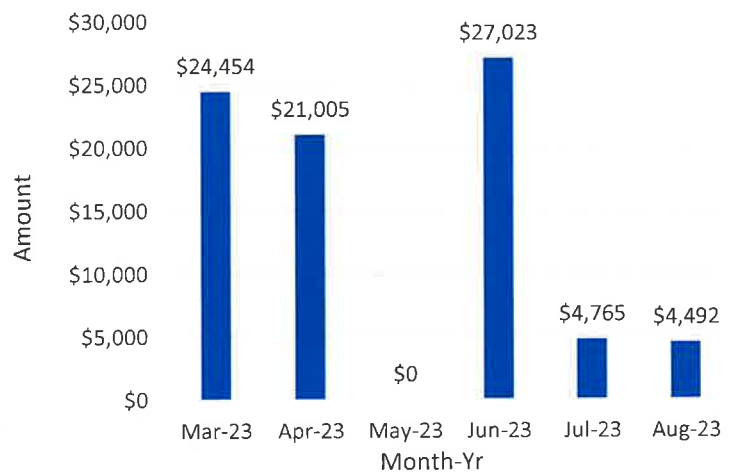


\* Zipcodes with fewer than 40 active cases are not represented above

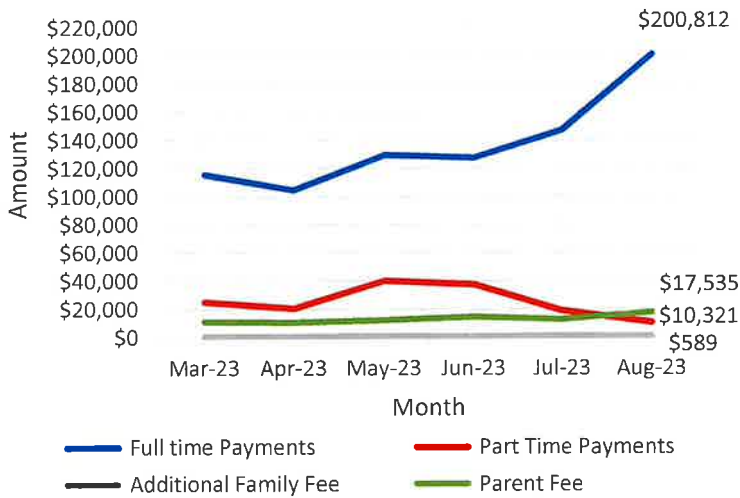
### Disabled Client Assistance Program (DCAP)



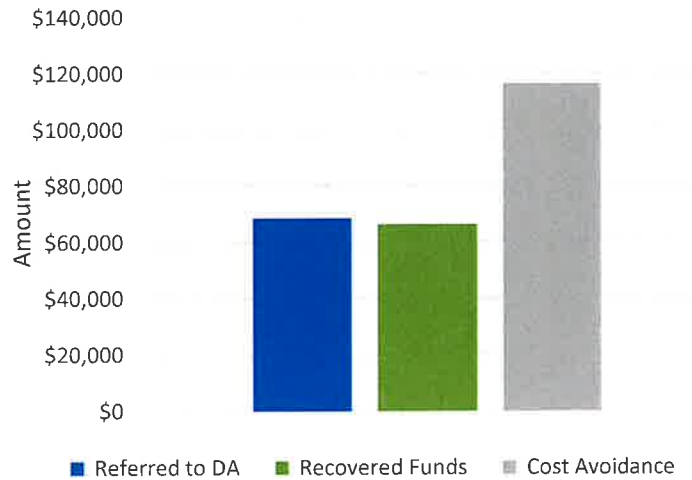
### DCAP Interim Assistance Reimbursed



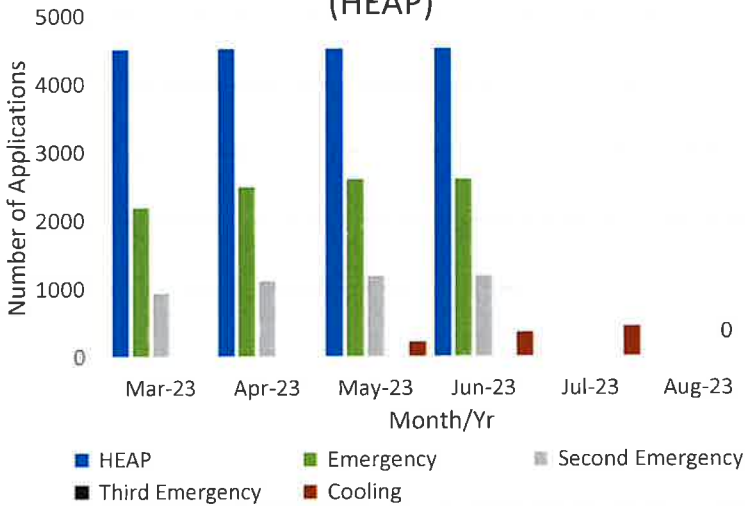
### Child Care Assistance Payments 63 Providers



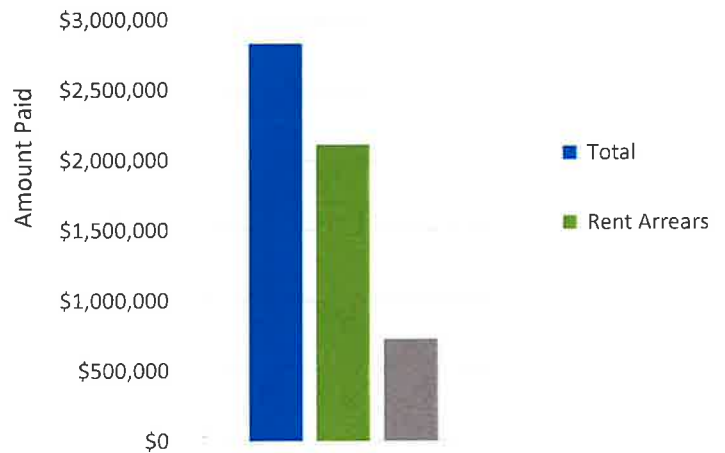
### Fraud Investigation Unit (YTD)



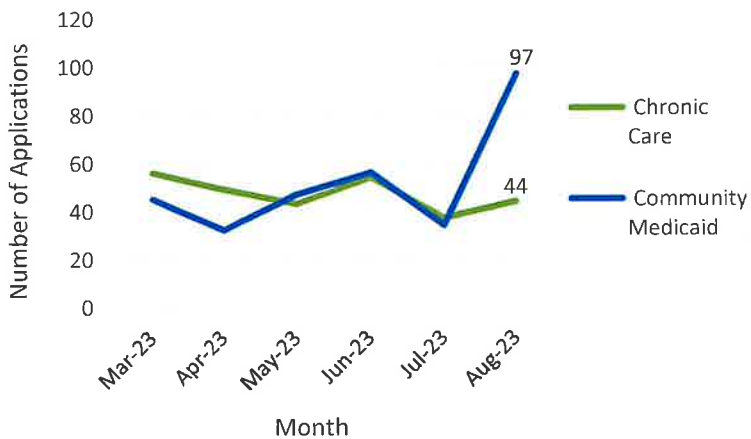
### Home Energy Assistance Program (HEAP)



### Emergency Rental Assistance Program (6/1/21- 8/28/23)



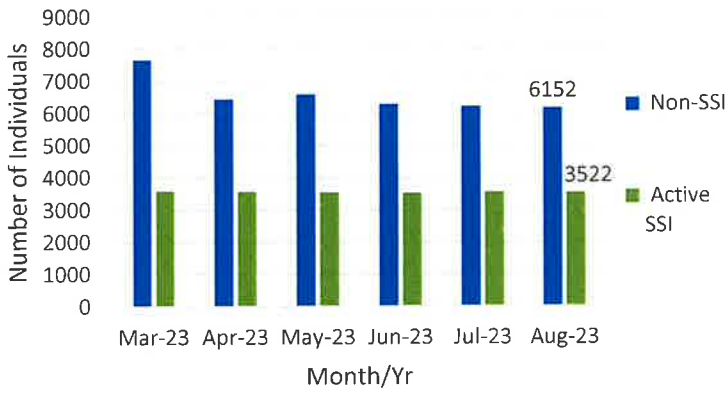
### Medicaid Applications



### Active Medicaid by Age



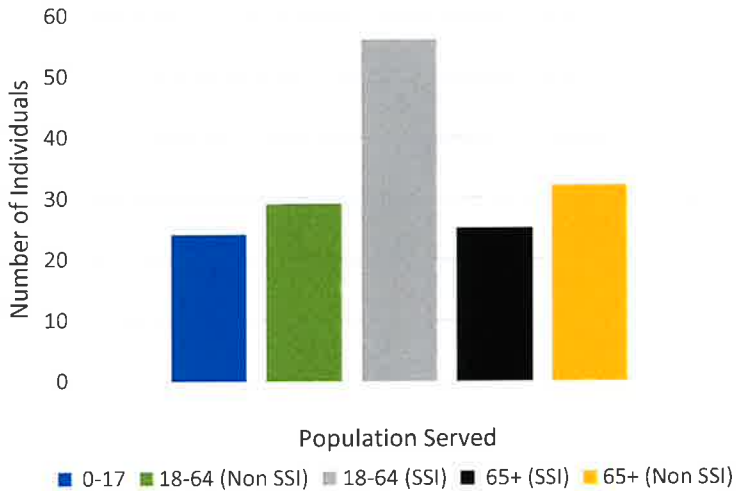
### Active Medicaid SSI v. Non-SSI



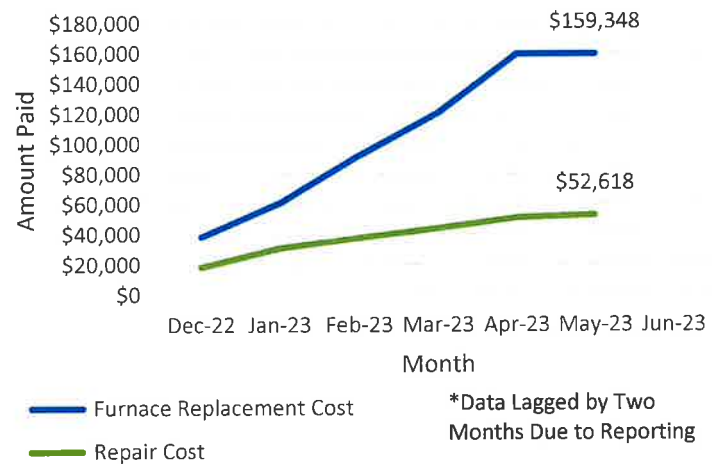
### Active Medicaid Disabled v. Non-Disabled



### Personal Care Medicaid



### Home Energy Repair/Replacement Costs



October 2, 2023

Services Committee: 9-18-2023

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

**PROCLAIMING OCTOBER 22-29, 2023 AS NATIONAL LEAD POISONING  
PREVENTION WEEK IN ST. LAWRENCE COUNTY**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, Public Health Department is observing National Lead Poisoning Prevention Week October 22–29, 2023, and joining the national commitment to eliminating lead poisoning, and

**WHEREAS**, even low levels of lead exposure have been shown to affect the developing brains of children, and

**WHEREAS**, health problems caused by elevated blood lead levels are often invisible and irreversible in children, and

**WHEREAS**, the Public Health Department has worked to protect our children by encouraging parents to have young children screened for elevated blood lead levels at 1 and 2 years of age, and

**WHEREAS**, effective October, 2019, changes to the New York State Public Health Law (§1370) and Part 67 of Title 10 of the New York Codes, Rules, and Regulations, lowered the definition of an elevated blood lead level (EBLL) from  $\geq 10$   $\mu\text{g}/\text{dL}$  to  $\geq 5$   $\mu\text{g}/\text{dL}$ ; increasing the number of children in St. Lawrence County that are being monitored for EBLLs.

**WHEREAS**, as of September 2023, the Childhood Lead Poisoning Prevention Program of the Department of Public Health is actively monitoring eighty-one (81) children with elevated blood lead levels, and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) estimates that approximately half a million children living in the United States have lead levels high enough to cause learning disabilities, behavioral problems, developmental delays, and, at very high levels, seizures, coma, and even death, and

**WHEREAS**, the Public Health Department recognizes the importance of educating parents and communities about the sources of lead exposure, and

**WHEREAS**, the Public Health Department joins the Centers for Disease Control and Prevention, the U.S. Environmental Protection Agency, and the U.S. Department of Housing and Urban Development in encouraging parents to learn more about lead exposure prevention, and

**WHEREAS**, increased awareness of childhood lead exposure is critically important so that parents, health care providers, housing authorities, building and construction interests, educators, and others can work together to prevent children from being exposed to lead in the environment, and

October 2, 2023

**WHEREAS**, the focus campaign for the National Lead Poisoning Prevention Week is “End Childhood Lead Poisoning” which reminds governments, civil society organizations, health partners, industry and others of the unacceptable risks of lead exposure and the need for action to protect the health of children,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims October 22-29, 2023 as National Lead Poisoning Prevention Week in St. Lawrence County.



**Public Health**  
Prevent. Promote. Protect.  
ESTABLISHED 1785

## St. Lawrence County Public Health Department

80 State Highway 310, Suite 2 • Canton, New York 13617-1476

Phone: (315) 386-2325 • Fax: (315) 386-2203

### Childhood Lead Poisoning Prevention Program (CLPPP)

Local Public Health is responsible for addressing lead poisoning prevention and follow-up. Our goal at CLPPP is to reduce rates of lead poisoning in St. Lawrence County children by:

- Prevention: promoting lead testing at ages 1 and 2 years.
  - NYS law requires that all 1 and 2-year-olds be tested for lead at Well Child Checks and all children from 6 months - 6 years are screened for risk of lead poisoning.
- Education: to the public and health care providers on the impact of lead and the importance of testing.
- Intervention: conducting home visits and risk assessments, monitoring active cases of lead poisoning, and connecting families to the services they need.

---

Currently we have a Public Health Specialist as our primary case manager, a Public Health Nurse, and a Keyboard Specialist devoting a portion of their time to safely handle the case load. However, there are several changes we foresee in the near future that will impact our case loads:

1. Lead testing rates for children in SLC are quite low, but 75% of the housing supply was built before lead was banned from building materials. In 2022, only 45% of one-year-olds and 41% of two-year-olds were tested for lead. **As testing for children at age 1 and 2 improves more children are expected to be found to have an EBLL.**
2. In 2021, the CDC lowered the Blood Lead Reference Value from 5ug/dL to 3.5ug/dL. New York State is in the process of adopting this lower standard with Assembly Bill A5539, which is currently in Committee Assembly.<sup>1</sup> Data compiled from August 2022- July 2023 show there would be a 79% increase in the amount of elevated lead tests with this new standard for lead poisoning -this would nearly triple the existing workload.
3. In May 2023, Governor Hochul created a proposal to amend Public Health Law by adding a new section 1377: State Rental Registry and proactive inspections to identify lead hazards with the purpose of identifying and remediating lead hazards in rental housing before children are harmed by lead poisoning. Within 2-3 years of implementation, it is expected that Local Health Departments will ensure registration of rental properties, create and disseminate education materials, manage lead safety inspections, and conduct spot checks to ensure program efficacy.<sup>2</sup>
4. The EPA is proposing to reduce the dust lead hazard standards (DLHS) and dust-lead clearance levels (DLCL). The lower limits for lead may mean that cases will remain open for longer periods of time.<sup>3</sup>



**Lead Data:**

Number of Lead Tests per LeadWeb						
	2018	2019	2020	2021	2022	2023*
10ug/dL and up (Pre-2019 Workload)	38	29	30	33	21	17
5ug/dL and up (Current Workload)	123	117	104	125	77	63
<b>Projected 3.5ug/dL and up (Future Workload)</b>	<b>193</b>	<b>174</b>	<b>182</b>	<b>189</b>	<b>126</b>	114

\*to present 9/11/23

Number of New Cases per LeadWeb						
	2018	2019	2020	2021	2022	2023*
10ug/dL and up	14	10	9	8	4	2
5ug/dL and up		23	33	39	15	19
<b>Projected 3.5ug/dL and up</b>						42

\*to present 9/11/23

**Summary:**

- Current caseloads can be handled safely with assigned staff, however **when caseloads increase additional staff may be needed in order to maintain appropriate ratios.**
- Lead Poisoning is expensive. It adds to the cost of healthcare, crime, and overall productivity. Correcting lead poisoning can also be expensive, however, it often saves a considerable amount of money in the long term. Studies estimate that for every dollar spent to reduce lead hazards, there is a \$17-220 benefit across the US, making lead reduction one of the most beneficial public health interventions available to us <sup>4</sup>
- This work is NYS State Aid reimbursable.

<sup>1</sup><https://www.nysenate.gov/legislation/bills/2023/S885/amendment/B>

<sup>2</sup>[https://www.health.ny.gov/environmental/lead/advisory\\_council/meetings/2023-05-02\\_presentation\\_3.pdf](https://www.health.ny.gov/environmental/lead/advisory_council/meetings/2023-05-02_presentation_3.pdf)

<sup>3</sup><https://www.federalregister.gov/documents/2023/08/01/2023-15073/reconsideration-of-the-dust-lead-hazard-standards-and-dust-lead-post-abatement-clearance-levels#:~:text=EPA%20is%20also%20proposing%20to,%C2%B5g%2Fft2%20%2C%20respectively.>

<sup>4</sup>[https://www.pewtrusts.org/-/media/assets/2017/08/hio\\_childhood\\_lead\\_poisoning\\_report.pdf](https://www.pewtrusts.org/-/media/assets/2017/08/hio_childhood_lead_poisoning_report.pdf)

October 2, 2023

Services Committee: 9-18-2023

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

**MODIFYING THE 2023-2024 BUDGET FOR THE COMMUNITY SERVICES STOP-DWI PROGRAM TO ACCEPT THE AID TO LOCALITIES STOP-DWI PROGRAM DISTRIBUTION FROM THE STATE OF NEW YORK GOVERNOR’S TRAFFIC SAFETY COMMITTEE**

By Mr. Hull, Chair, Services Committee

**WHEREAS**, the Special Traffic Options Program, also known as STOP-DWI, was created in effort to empower counties to coordinate local efforts to reduce alcohol and other illicit substance-related traffic injuries and fatalities within the context of a comprehensive and financially self-sustaining statewide alcohol and highway safety program, as outlined by §VTL 1197, and

**WHEREAS**, STOP-DWI Legislation permits each of the 62 counties within the State to establish a County STOP-DWI Program which, in turn, will qualify the county for the return of all fines collected for impaired driving offenses occurring within its jurisdiction, and

**WHEREAS**, the STOP-DWI Program of St. Lawrence County has seen a decrease in its budget over the past three (3) years, which is due to decreased revenues, and the STOP-DWI program budget relies on impaired driving fines which are contingent on collection and/or going to judgement, and

**WHEREAS**, all counties in New York State have been awarded a one-time allotment through the Aid to Localities STOP-DWI Program Distribution from the State of New York Governor’s Traffic Safety Committee to make up for the decrease in impaired driving fines collected, and

**WHEREAS**, St. Lawrence County has been awarded \$16,500 with a contract period of August 18, 2023 to December 31, 2024, and this funding can cover equipment, educational materials, services, or training costs that are one hundred percent (100%) related to the reduction of impaired driving in St. Lawrence County,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorize the Treasurer to modify the 2023-2024 Budget for the Community Services STOP-DWI Program to accept the Aid to Localities STOP-DWI Program Distribution from the State of New York Governor’s Traffic Safety Committee as follows:

**INCREASE REVENUE:**

A7Z33895 56000                      A GTSC Grant Revenue                      \$16,500

**INCREASE APPROPRIATIONS:**

A7Z33154 43007                      A GTSC Other Fees & Services                      \$16,500

October 2, 2023

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

October 2, 2023

Services Committee: 9-18-2023

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

**MODIFYING THE 2023 BUDGET FOR COMMUNITY SERVICES 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 Fund, and

**WHEREAS**, Resolution No. 276-2023, adopted September 11, 2023, authorized the Chair to sign a contract with the Office of Alcohol and Substance Abuse Services (OASAS) for an Outreach and Engagement Clinic Model Grant, And

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

**WHEREAS**, the Board of Legislators has recognized the need for increased access for individuals with an Opioid Use Disorder OUD to recovery services in St. Lawrence County, and

**WHEREAS**, this one-time only funding of \$489,614, including \$44,509 for indirect costs to be utilized during the 24-month award period, beginning October 1 2023, to September 30, 2025,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer is to modify the 2023 Budget for Community Services for an Outreach and Engagement Clinic Model Grant, as follows:

**INCREASE APPROPRIATIONS:**

A1Z42501 11000 CM	Direct Service Worker	194,750
A1Z42501 12000 CM	Supervisory/Admin	4,750
A1Z42508 81000 CM	Retirement	27,405
A1Z42508 83000 CM	Social Security	16,976
A1Z42508 84000 CM	Workers' Compensation	6,124
A1Z42508 84500 CM	Group Life Insurance	444
A1Z42508 86000 CM	Hospital & Medical Insurance	71,760
A1Z42508 86500 CM	Dental Insurance	2,880
A1Z42508 89000 CM	Vision Insurance	960
A1Z42504 407HS CM	A Cm Human Services Bldg Rent	5,656
A1Z42504 408HS CM	A Cm Human Services Bldg Maintenance	5,533
A1Z42504 41401 CM	A Cm Liability & Other Ins	2,901
A1Z42504 42000 CM	A Cm Office Supplies & Expenses	2,575
A1Z42504 42001 CM	A CM Computer Supplies	5,250
A1Z42504 42004 CM	A CM Other Ext Data Process	1,292

October 2, 2023

A1Z42504 42101 CM	A CM I/D Copying Equipment	329
A1Z42504 42302 CM	A CM Other Phone Services	5,416
A1Z42504 44000 CM	A CM I/D Automotive Expenses	14,250
A1Z42504 44100 CM	A CM I/D Fuel Charges	15,833
A1Z42504 41102 CM	A CM Educational Workshops	4,750
A1Z42504 44500 CM	A CM Other Travel Reimbursement	3,167
A1Z42504 423CN CM	A CM Client Service Dollars	<u>52,103</u>
		\$445,104

**INCREASE REVENUE:**

A1Z34865 56000 CM	A SA OSF GRANT	\$445,104
-------------------	----------------	-----------

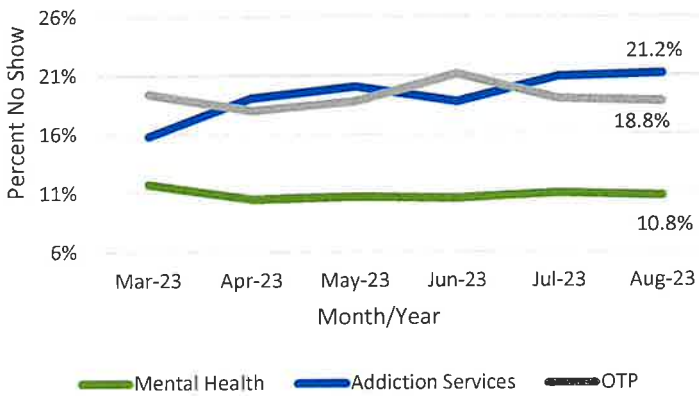
**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until the grant is fully expended.

# Community Services Clinic Update

AUGUST 2023

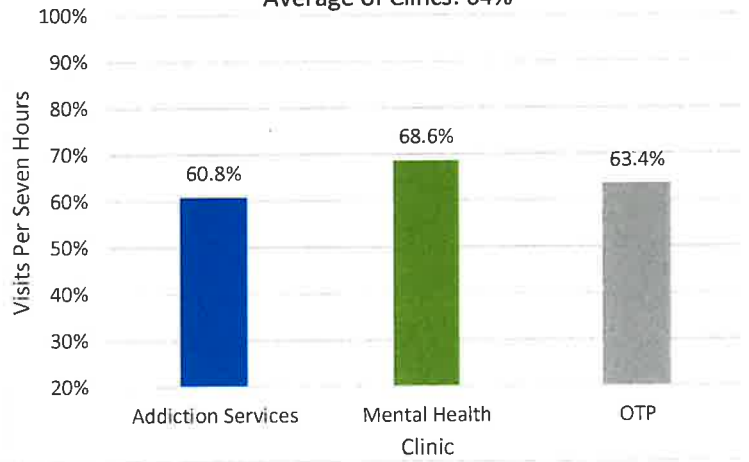
## No Show Appointment Rates

Six Month Average: 16.5%



## Clinic Counselor Visits Average

Average of Clinics: 64%



## Addiction Services & OTP Visits

Per Seven Hours

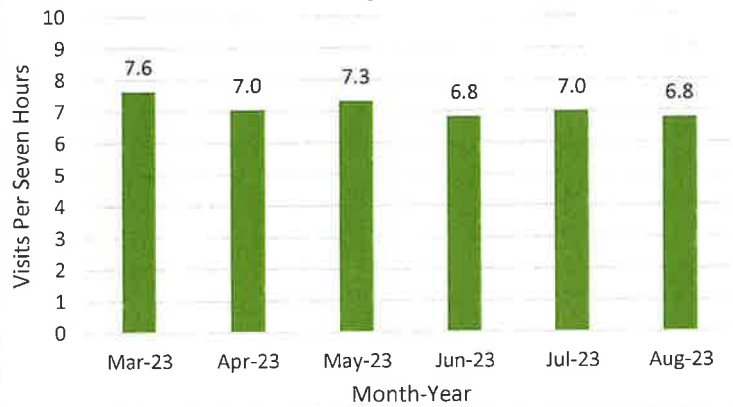
Average: 6.2



## Mental Health Services Visits

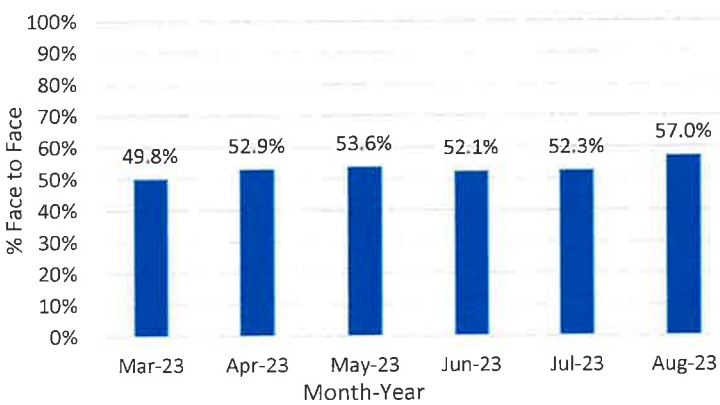
Per Seven Hours

Average: 7.1



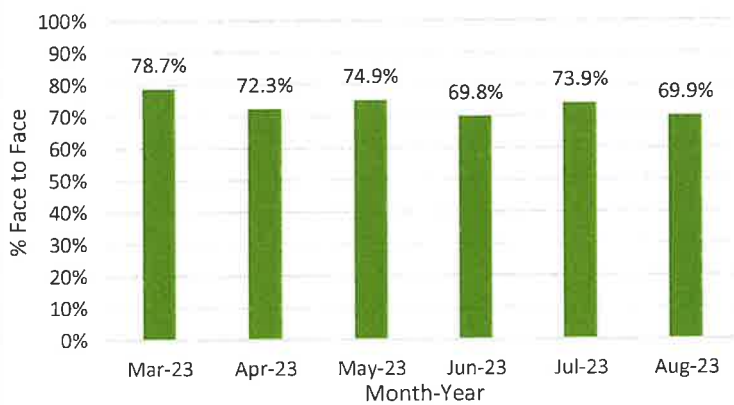
## Addiction Services/OTP Face to Face %

Average 53%



## Mental Health Face to Face %

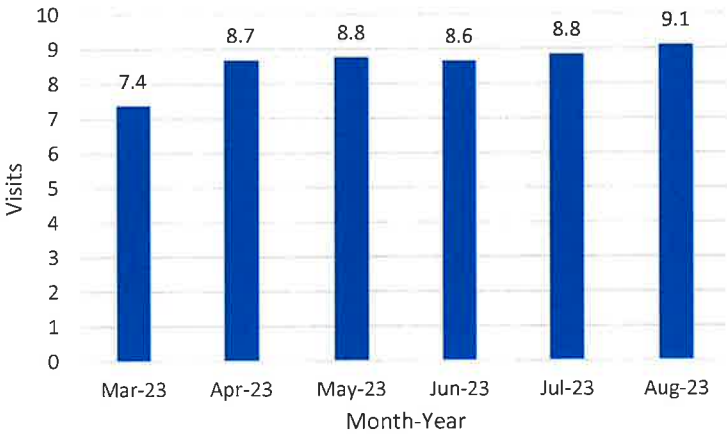
Average 73.5%



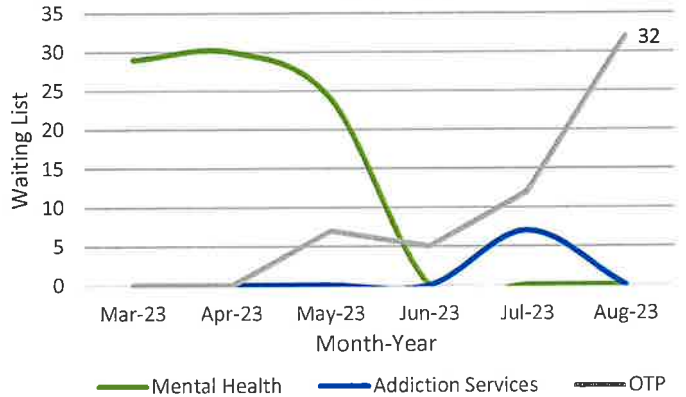
# Community Services Clinic Update

## AUGUST 2023

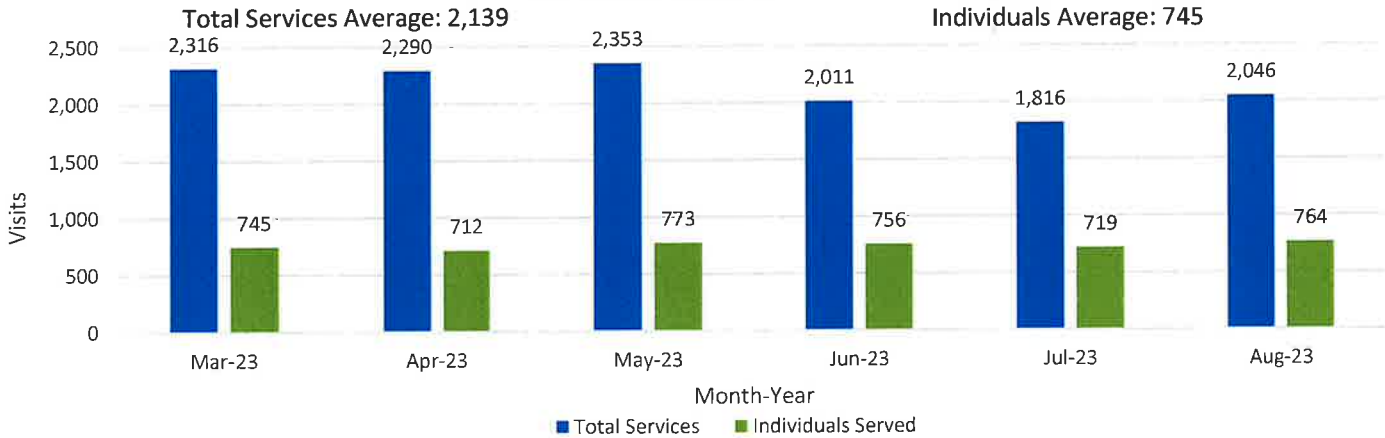
**Prescribers Visits Per Seven Hours**  
Average 8.5



**Wait Lists**  
Six Month Average: 15

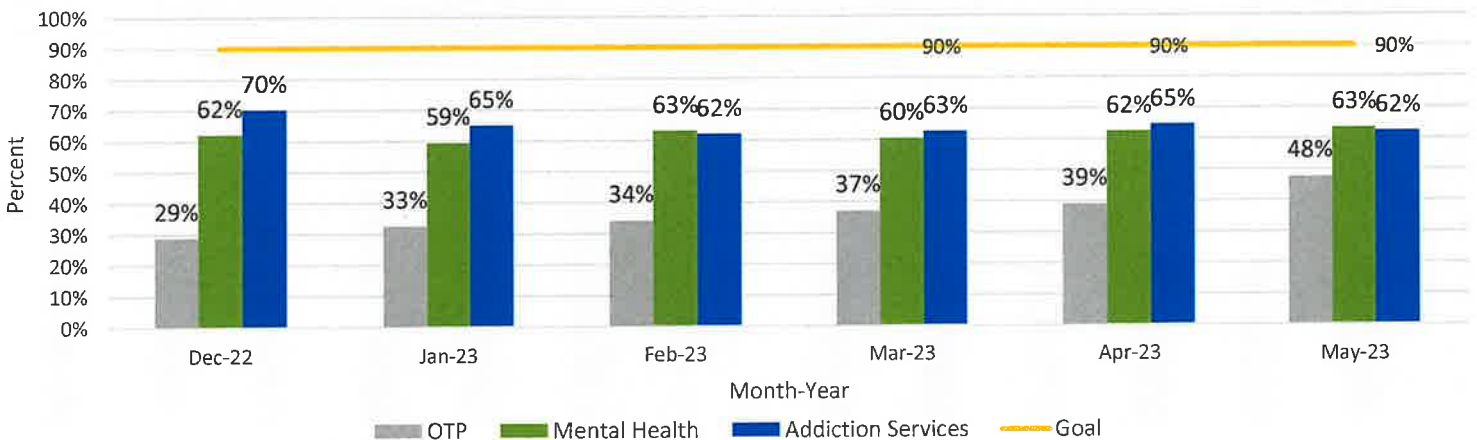


**Services Provided - All Clinics**



**Percentage of Dollars Paid of Billed Services**

\*3 Month Lag



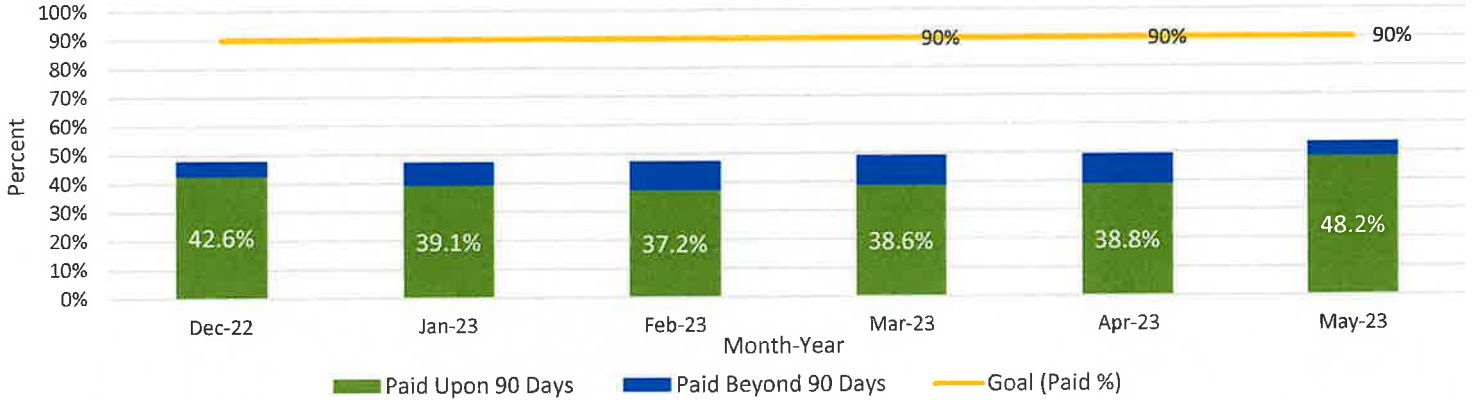
# Community Services Clinic Update

## AUGUST 2023

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

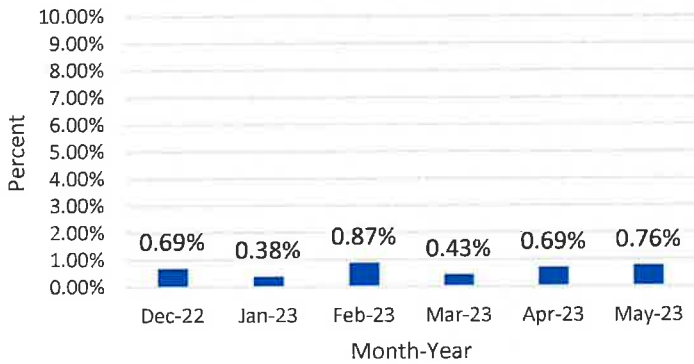
### Tracking Percentage of Dollars Paid of Billed Services

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

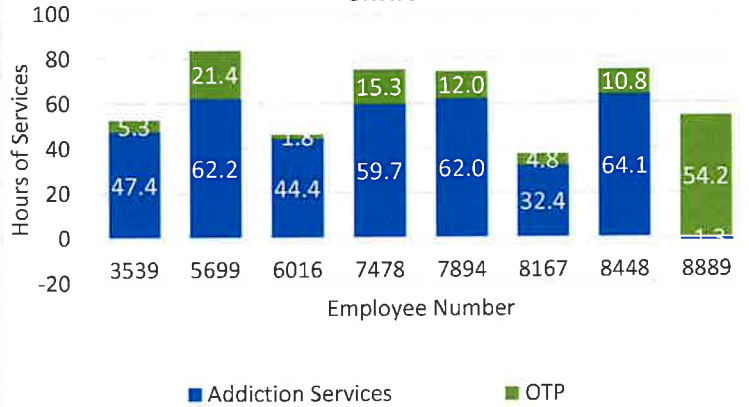


### Percent of Services Provided But Not Billed

\*Indicates % of services, not dollars.



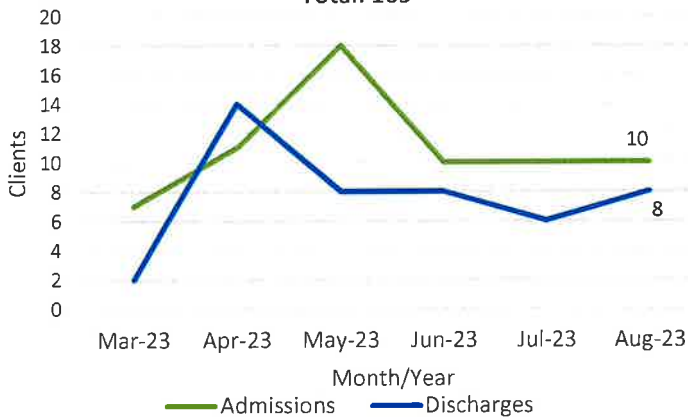
### Addiction Services Counselors Hours by Clinic



### OTP Admissions & Discharges

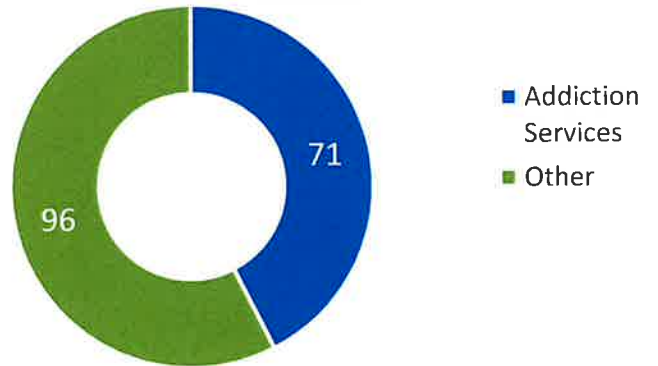
Total: 169

Net Change: 2



### Opioid Treatment Program (OTP) Population Source

Total: 167





# VACANCY REVIEW SUMMARY

Via Zoom

September 12, 2023

**Legislators Attending:** Rita Curran and Dan Fay

**Committee Members:** Ruth Doyle, Jonnie Dorothy, Heather Hebert

9:00 A.M.

**Summary:** January 4<sup>th</sup> – September 12<sup>th</sup>

Requests: 113

Approved: 113

Denied: 0

Request/Hold: 1

Withdrawn: 0

**Summary:** September 12<sup>th</sup>

Requests: 13

Approved: 13

Denied: 0

Request/Hold: 0

Withdrawn: 0

Positions reviewed:

## **Highway:**

Request: 3

Request: Abolish Assistant Highway Administration Manager, Create and Fill, Fiscal Manager  
Position No. 101200005, Immediately

Recommendation: Fill, Immediately

Request: Fill, Motor Equipment Operator  
Position No. 310000029, Immediately

Recommendation: Fill, Immediately

Request: Fill, Heavy Equipment Operator  
Position No. 310100003, Immediately

Recommendation: Fill, Immediately

## **Solid Waste:**

Request: 1

Request: Fill, Site Crew Leader  
Position No. 332300001, Immediately

Recommendation: Fill, Immediately

**Sheriff:**

Request: 1

Request: Fill, Account Clerk – Unit/Civil Division  
Position No. 100100046, Immediately

Recommendation: Fill, Immediately

**Public Health:**

Request: 1

Request: Fill, Keyboard Specialist  
Position No. 003100100, Immediately

Recommendation: Fill, Immediately

**Social Services:**

Request: 7

Request: Fill, Senior Clerk – Unit/Medicaid  
Position No. 002400003, Immediately

Recommendation: Fill, Immediately

Request: Fill, Principal Social Welfare Examiner – Unit/Medicaid  
Position No. 814200004, Immediately

Recommendation: Fill, Immediately

Request: Fill, Secretary 1- Unit/TA/SNAP  
Position No. 005100029, Immediately

Recommendation: Fill, Immediately

Request: Fill, Employment Coordinator – Unit/Employment  
Position No. 813900002, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Preventive/Foster Care  
Position No. 815000060, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/Preventive/Foster Care  
Position No. 815000001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS  
Position No. 815200018, Immediately

Recommendation: Fill, Immediately

**Committee Members:**

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

# St. Lawrence County Vacancy Authorization Form

## Public Health



Type: Fill

**Keyboard Specialist**

Subunit (If Applicable):

Date Submitted: August 30, 2023

Reason Vacated: Resignation

Position Number: 003100100

Date Vacated: September 15, 2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: February 8, 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: \$36,287

Reimbursed by Local, State or Federal Funds: Yes    15    %

Base Hourly: \$19.94

Grade: 15

**Net County Cost: \$47,468**

\*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.

With the increase seen in referrals and overall children served by the Early Intervention Program, this position will support the administration of the program by assisting Service coordinators, requesting documentation from providers and families, sending letters, and creating and reviewing charts for completeness and timeliness to meet the State guidelines and required deadlines for submission of paperwork. This individual will also create and maintain the databases for the Child Find and Children and Youth with Special Health Care Needs programs. Additionally, this position will also assist with clerical duties in the Prevent programs as needed.

Department Head: *[Signature]*

**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

Senior Clerk

Subunit (If Applicable): Medicaid

Date Submitted: 8/29/2023

Reason Vacated: Promotion

Position Number: 002400003

Date Vacated: 9/1/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/23/2023

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$42,093

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)                      \$21,653

Revenue Generating:    No    0    %

Base Salary: \$38,651

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

Base Hourly: \$21.24

Grade: 17

**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 person in this position answers inquiries in person and by telephone regarding agency programs, services, and program eligibility requirements; requests case numbers for Medicaid applications; reviews recertifications to ensure that the necessary documentation is submitted and requests additional documentation as needed; copies and reviews bank statements; provides auditing for the State Online Query program and carries out extensive investigative work which is critical to allow the Department continued access to Social Security and Supplemental Security Information for eligibility determinations; audits medical bills for the county jail; provides coverage for the spend down program; verifies and computes reimbursements for the Kreiger program which addresses situations where expenses occur before Medicaid cards are issued; computes bill audits for a variety of programs; prepares documents for imaging; and assists and provides back-up to all Medical Services support staff as required. Without this position, clients would not be able to access benefits in a timely manner and the Department would be unable to complete auditing activities as required by state oversight agencies.

Department Head:

County Administrator:

**Approved?**

Yes  No

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 two (2) years of clerical experience; OR

(B) Completion of one (1) year of college study and one (1) year of clerical experience.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Principal Social Welfare Examiner**

Subunit (If Applicable): Medicaid

Date Submitted: 8/29/2023

Reason Vacated: Retirement

Position Number: 814200004

Date Vacated: 8/18/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 3/31/2008

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 Community Medicaid Unit (comprised of one Senior Social Welfare Examiner, eight Social Welfare Examiners, one Senior Clerk and one Keyboard Specialist). The cases maintained at the Local Department of Social Services are the most complex Medicaid cases, serving some of our community's most vulnerable population. The Principal 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. In addition to the oversight of regular Medicaid cases, this unit also processes Medicare Savings Program (MSP) cases, Managed Care Plan coordination and Supplemental Security Income (SSI) cases. The Principal Social Welfare Examiner in the Community Medicaid unit is the local contact person for the State On-Line Query (SOLQ) Quality Assurance Plan as well as the Medicaid Restricted Recipient Program. Because of the complexity of the work and frequent interaction with professionals in the community, a Principal Social Welfare Examiner is an essential position to ensure the Department is meeting policies and 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

**Secretary I**

Subunit (If Applicable): TA/SNAP

Date Submitted: 8/29/2023

Reason Vacated: Retirement

Position Number: 005100029

Date Vacated: 10/27/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 8/12/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$46,869

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)                      \$24,109

Revenue Generating:    No    0    %

Base Salary: \$42,842

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

Base Hourly: \$23.54

Grade: 20

**Net County Cost: \$13,486**

\*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 County would not be able to adequately administer the Temporary Assistance/Supplemental Nutrition Assistance Program (SNAP), Investigations, Disabled Client Assistance Program, Child Care Assistance Program, Home Energy Assistance Program units, which affect more than 23,000 St. Lawrence County residents. The person in this position independently performs routine and complex clerical support tasks for the Head Social Welfare Examiner in connection with these units. Without this position, the Department would attempt to carry out the work using existing staff, but the work would not be carried out timely or adequately, reports would not be generated and distributed to staff, and this would likely affect client benefits by causing delays in receiving benefits and/or overpayments. This position handles tasks such as maintaining files; making appropriate referrals; processing mail and daily reports concerning incorrect Social Security information, overdue applications, Supplemental Security Income, and changes in cases; checking the Welfare Management System daily for Resource File Integration information and printing off all new data related to wages, bank accounts, and Social Security; retrieving employment information for Social Welfare Examiners; compiling, completing, and submitting reports relating to alcohol and drug referrals, statistics on applications, caseloads, child support payments, aid to the disabled, income changes to SNAP recipients, et cetera; preparing contracts; setting up security agreements and arranging for housing inspections; serving as the web manager for the work number program to verify employment set up new accounts, reset passwords, unlock accounts, and troubleshoot issues staff have; serving as the direct liaison with the Office of Administrative Hearings (OAH) at the New York State Office of Temporary and Disability Assistance for all Department program areas except Children Services; handling daily reports for new fair hearing requests, aid to continue directives, calendar schedules, fair hearing dispositions; being responsible for all correspondence and requests to the OAH, requests for calendar restrictions, notification of weather related issues on calendar dates, and the retrieval and distribution of fair hearing decisions to appropriate staff; compiling totals of Voter Registration forms received and reporting to the County Board of Elections on a weekly basis, maintaining files on signed Voter Registrations forms for 22 months and ensuring that reports and requests to register to vote are received by County Board of Elections by important election deadlines, Indigent Defense, Head Start and VESID inquiries, Good Cause Report, schedules interviews for new positions; notarizes documents for TA/SNAP, Legal, Resource, and Children Services Units.

Department Head:

County Administrator:

**Approved?**  
Yes  No

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

## Social Services



Type: Fill

### Employment Coordinator

Subunit (If Applicable): Employment

Date Submitted: 8/29/2023

Reason Vacated: Promotion

Position Number: 813900002

Date Vacated: 8/18/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 2/22/2000

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

### Budget

Salary of Person Leaving: \$53,613

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$27,579

Revenue Generating:    No    0    %

Base Salary: \$44,483

Reimbursed by Local, State or Federal Funds:    Yes    65    %

Base Hourly: \$24.44

Grade: 21

**Net County Cost: \$28,661**

\*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 provision of adequate and timely services to the Temporary Assistance and Supplemental Nutrition Assistance Program (TA/SNAP) employment programs would be compromised. This position is needed to monitor and follow mandated employment and training policies set forth by Office of Temporary Disability Assistance (OTDA) for TA/SNAP recipients of St. Lawrence County; conciliation, sanction, closings, and fair hearings and needs to be a non-biased individual not carrying a specific caseload; ensure cases that are not complying with mandated requirements will be closed timely to reduce County expense; monitors medical work exemptions and limitations including mental health, alcohol, and substance abuse treatment; maintain records of client program information and activity in State databases; maintain and record client participation records to ensure that the unit has accurate records, status reports, and statistics for employment programs; collaborate with human service providers to ensure compliance with treatment recommendations; provide general employment information and guidance to recipients who are unemployed or underemployed as needed. This position works with a diverse client base population that needs more individualized attention and monitoring and is needed to provide service and oversee data to effectively carry out current and upcoming required SNAP policy through OTDA.

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 or university with an Associate's degree and one (1) year of experience in interviewing, job placement or development or in determining eligibility for benefits or programs; 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 described in (A) above.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Caseworker**

Subunit (If Applicable): Children's Services

Date Submitted: 8/29/2023

Reason Vacated: Resignation

Position Number: 815000060

Date Vacated: 8/25/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 1/25/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

### Budget

Salary of Person Leaving: \$51,623

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$26,555

Revenue Generating:    No    0    %

Base Salary: \$49,734

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

Base Hourly: \$27.33

Grade: 24

**Net County Cost: \$22,124**

\*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 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 10 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 20 cases and over 20 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:

**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.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Caseworker**

Subunit (If Applicable): Children's Services

Date Submitted: 8/29/2023

Reason Vacated: Promotion

Position Number: 815000001

Date Vacated: 7/21/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 4/19/2010

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

### Budget

Salary of Person Leaving: \$60,386

Fill Request Timeline: Immediately

Benefits: Yes (51.44%)    \$31,063

Revenue Generating:    No    0    %

Base Salary: \$49,734

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

Base Hourly: \$27.33

Grade: 24

**Net County Cost: \$25,880**

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

### Detailed Justification

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

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 10 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 20 cases and over 20 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:

**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.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 8/29/2023

Reason Vacated: Resignation

Position Number: 815200018

Date Vacated: 8/18/2023

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 11/15/2010

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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    72    %

Base Hourly: \$28.36

Grade: 25

**Net County Cost: \$26,947**

\*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.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.