

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

**WILLIAM J. SHERIDAN**  
Chair, Board of Legislators

**SERVICES COMMITTEE AGENDA**  
**MR. JOSEPH LIGHTFOOT, CHAIR**  
**MONDAY, SEPTEMBER 20, 2021**

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

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

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES** – August 9
- 3. COMMUNITY SERVICES – JAY ULRICH**
  - A. Authorizing the Chair to Sign an Extension of a Contract for One-Time Grant Funding from New York State Opioid Response (SOR) for a Mobile Treatment Vehicle (Res)
  - B. Clinic Update (Info)
- 4. PUBLIC HEALTH – JOLENE MUNGER**
  - A. Proclaiming October 24<sup>th</sup> – 30<sup>th</sup>, 2021 as National Lead Poisoning Prevention Week (Res)
  - B. Authorizing the Chair to Sign a Contract with the New York State Department of Health for COVID-19 Vaccine Response and Modifying the 2021 Budget for the Public Health Department (Res)
  - C. Coroner's Program (Discussion)
  - D. Authorizing the Chair to Sign a Contract with St. Lawrence Health for Morgue and Laboratory Services (Res)
- 5. SOCIAL SERVICES**
  - A. Modifying the 2021 Budget for Social Services for Child Care/Foster Care, Administration, and HEAP (Res)
  - B. Quality Program Review Summary (Discussion)
  - C. Social Services Statistics (Info)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
  - A. Social Services
    1. Fill Keyboard Specialist, Position No. 003100058
    2. Fill Senior Social Welfare Investigator/Examiner, Position No. 814600001

- B. Community Services
  - 1. Fill Secretary I, Position No. 005100030

**7. COMMITTEE REPORTS**

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

**8. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE**

**9. OLD/NEW BUSINESS**

**10. EXECUTIVE SESSION**

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

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

October 4, 2021

Services Committee: 9-20-2021

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

**AUTHORIZING THE CHAIR TO SIGN AN EXTENTION OF A CONTRACT FOR ONE-TIME GRANT FUNDING FROM NEW YORK STATE OPIOID RESPONSE (SOR) FOR A MOBILE TREATMENT VEHICLE**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, Community Services is receiving funding modifications from New York State Opioid Response (SOR) with a contract extension of September 30, 2021 through September 29, 2022, and

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

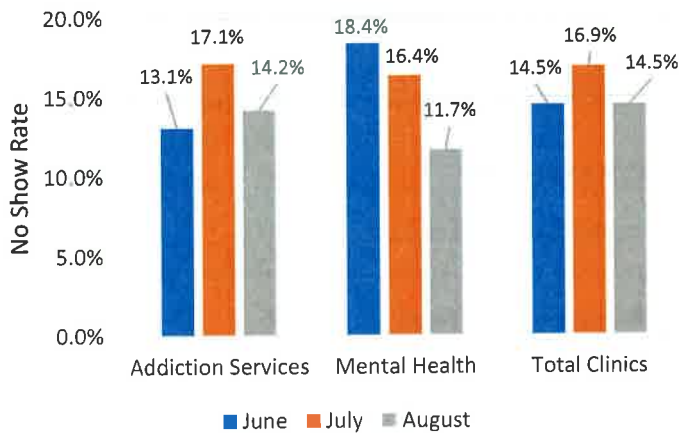
**WHEREAS**, these funds will be used for the purchase of a mobile treatment vehicle to provide access to treatment for OUD (A1Z42502 23000),

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign an extension of a contract for one-time grant funding from New York State Opioid Response (SOR) for a mobile treatment vehicle, upon approval of the County Attorney, and

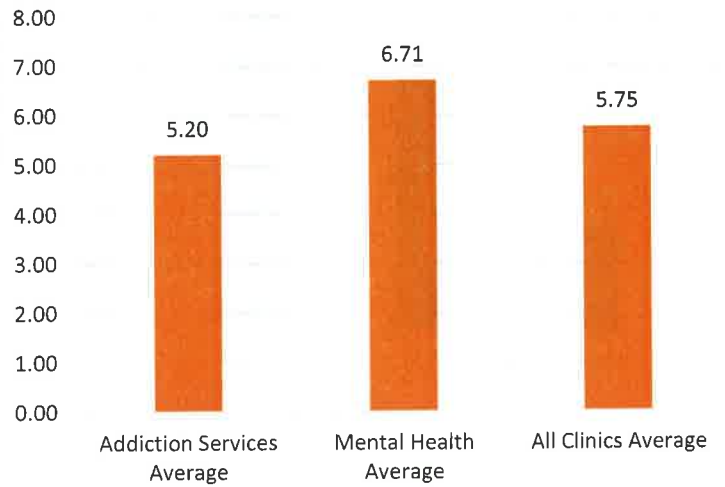
**BE IT FURTHER RESOLVED** that any remaining funds will be rolled over to future budgets until fully expended.

## Community Services Update August 2021

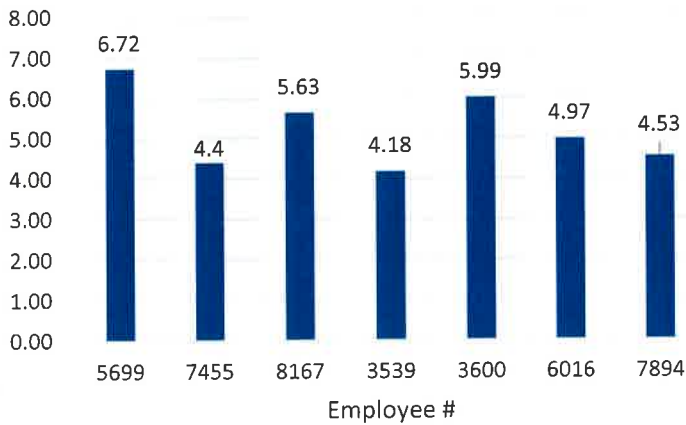
### No Show Rates By Month (23.3% Before Call Reminders)



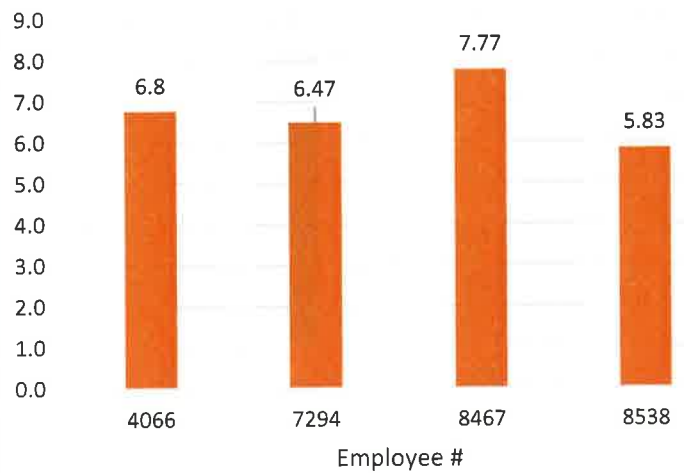
### Clinic Counselor Visits Average



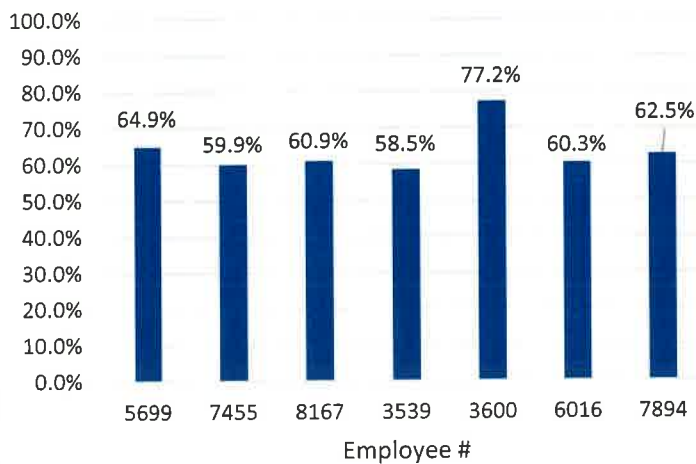
### Addiction Services Visits Per Seven Hours



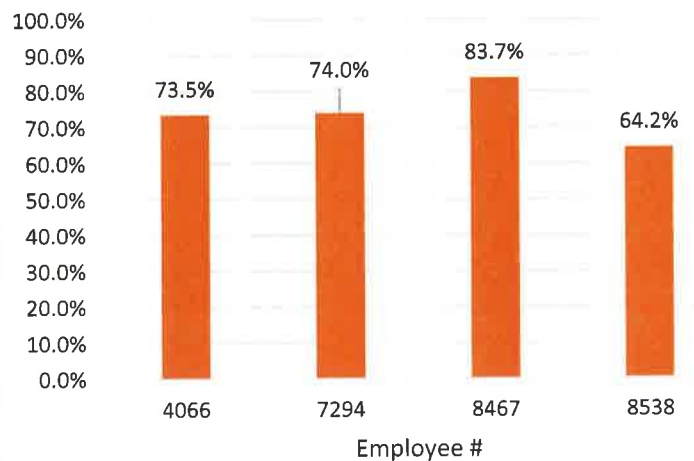
### Mental Health Visits Per Seven Hours



### Addiction Services Weighted Face to Face %

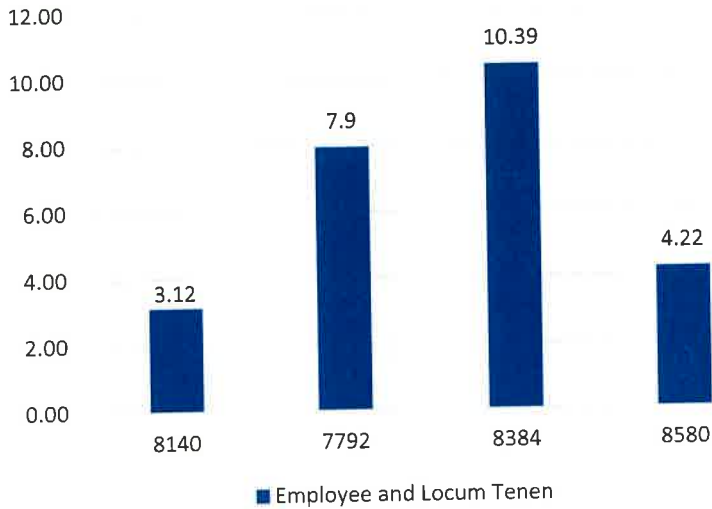


### Mental Health Weighted Face to Face %



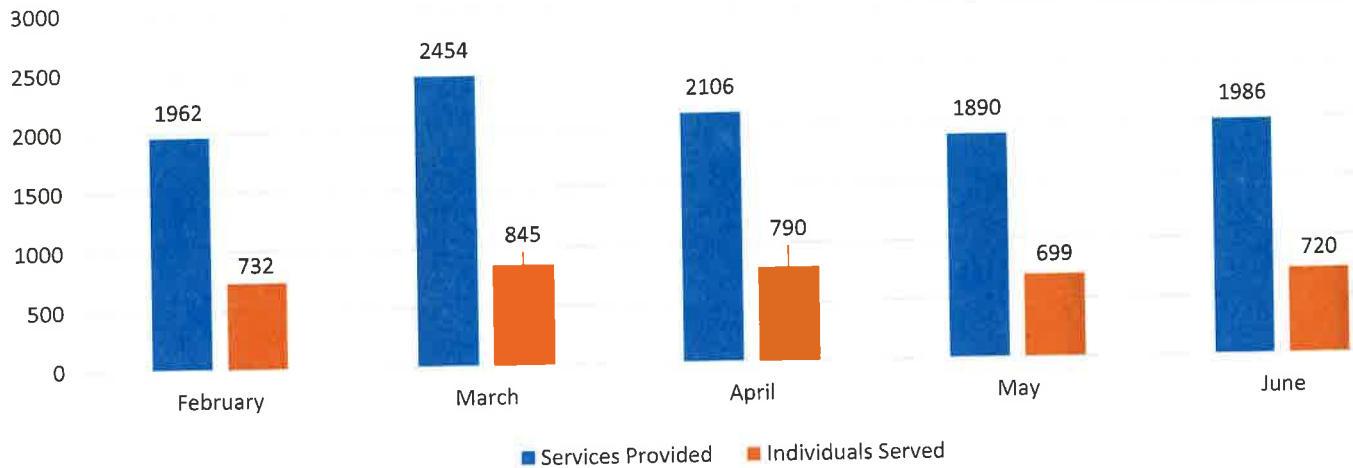
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

### Prescriber Visits Per Seven Hours

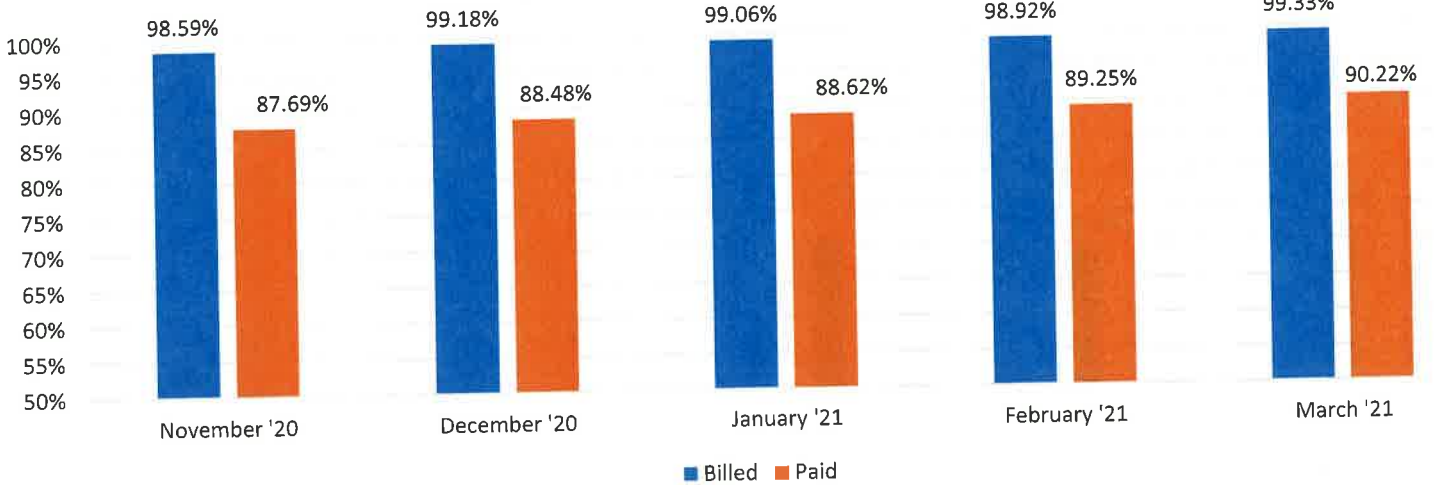


Waiting Lists	Number
Canton AS	12
Gouverneur AS	0
Massena AS	11
Ogdensburg AS	0
<b>Addiction Services Total</b>	<b>23</b>
<b>Mental Health Total</b>	<b>49</b>

### Services Provided - All Clinics



### Billed/Paid Percentages - All Clinics



October 4, 2021

Services Committee: 9-20-2021

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

**PROCLAIMING OCTOBER 24<sup>TH</sup> – 30<sup>TH</sup>, 2021  
AS NATIONAL LEAD POISONING PREVENTION WEEK**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the Public Health Department is observing National Lead Poisoning Prevention Week October 24-30, 2021 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, 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

**WHEREAS**, the theme for the National Lead Poisoning Prevention Week is “Lead-Free Kids for a Healthy Future,” and underscores the importance of testing your home, testing your child, and learning how to prevent lead poisoning,

October 4, 2021

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators proclaims October 24<sup>th</sup> – 30<sup>th</sup>, 2021 as National Lead Poisoning Prevention Week.

October 4, 2021

Services Committee: 9-20-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH FOR COVID-19 VACCINE RESPONSE AND MODIFYING THE 2021 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, the New York State Department of Health is awarding St. Lawrence County a Local Health Department (LHD) COVID-19 Vaccine Response Contract (C36959GG) to promote and increase COVID-19 vaccine and other vaccine uptake, and

**WHEREAS**, this funding, in the amount of \$120,731, may be used for COVID-19 vaccine implementation expenses retroactive to January 1, 2021 and is available through June 30, 2024, and

**WHEREAS**, covered expenses include staffing for COVID-19 vaccination clinics (including expanded hours of operation) that are convenient and accessible to COVID-19 priority groups and other underserved populations; replace, repair and supplement LHD vaccine storage, transport and temperature monitoring equipment as needed; educate and provide technical assistance to Vaccines for Children and COVID-19 vaccine providers; and to conduct local COVID-19 vaccine promotion media campaigns,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with the New York State Department of Health for COVID-19 Vaccine Response, upon approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2021 Budget for the Public Health Department, as follows:

**INCREASE REVENUE:**

PPZ44895 57000 VAC	P COVID-19 Vaccine Federal Aid	\$120,731
--------------------	--------------------------------	-----------

**INCREASE APPROPRIATIONS:**

PPZ40101 19000 VAC	P CVD Vaccine Temporary and Part Time	\$76,000
PPZ40104 41901 VAC	P CVD Vaccine Central Printing	5,000
PPZ40104 42800 VAC	P CVD Vaccine Other Supplies	3,000
PPZ40104 43005 VAC	PCVD Vaccine Advertising Fees & Expense	1,000
PPZ40104 43007 VAC	P CVD Vaccine Other Fees and Services	2,726
PPZ40104 45100 VAC	P CVD Vaccine Medical Supplies	15,000
PPZ40108 81000 VAC	P CVD Vaccine Retirement	10,146
PPZ40108 83000 VAC	P CVD Vaccine Social Security	5,814
PPZ40108 84000 VAC	P CVD Vaccine Workers Compensation	2,045
		<u>\$120,731</u>

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



October 4, 2021

Services Committee: 9-20-2021

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

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH  
ST. LAWRENCE HEALTH FOR MORGUE AND LABORATORY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

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

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

**WHEREAS**, Resolution No. 109-2020 authorized a contract with Pathologist Dr. Christopher LaPoint, and this contract will authorize the facility for him to perform autopsies, and

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

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Legislators authorizes the Chair to sign a contract with St. Lawrence Health for morgue and laboratory services, upon approval of the County Attorney.

October 4, 2021

Services Committee: 9-20-2021

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

**MODIFYING THE 2021 BUDGET FOR SOCIAL SERVICES FOR CHILD CARE/FOSTER CARE, ADMINISTRATION, AND HEAP**

By Mr. Lightfoot, Chair, Services Committee

**WHEREAS**, information regarding allocation for Family First is now available and due to higher than expected costs in Child Care/Foster Care, Administration, and HEAP it is necessary to modify the 2021 Social Services Budget,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2021 Social Services Budget as follows:

**INCREASE APPROPRIATIONS:**

DAH60104 420GE HEAP	D HEAP Office Supplies	\$2,600
DAI60104 42303	D WMS I/D Telephone	1
DAS60104 430SF	D SG Sheriff Fees	25,000
DAS60104 46500	D SG Other Payments	25,000
DSC61094 445VD CCEA	D EAF VD Travel	105,000
DSC61094 465BC CCEA	D EAF Board & Care	320,000
DSC61094 465CL CCEA	D EAF Clothing Allowance	66,000
DSC61094 465DA CCEA	D EAF Diaper Allowance	14,000
DSC61094 465PS	D EAF Preventive Services	86,000
DSC61094 465RC CCEA	D EAF Respite Care	19,000
DSC61094 465YA PRP	D PRP Prevention/Reunification	150,000
DSC61194 465IB ADCFC	D ADCFC Institution Board	1,325,057
DSC61194 465IT	D CSE Institutions	600,000
DSG60704 445VD	D Parenting Transportation	45,000
DSG60704 46500 DVIO	D Domestic Violence Indirects	50,000
DSJ61234 465MI EAJD	D JD/PINS Miscellaneous	1,800
		<u>\$2,834,458</u>

**DECREASE APPROPRIATIONS:**

DMM61004 46500	D Medicaid to State	\$1,069,000
DPS61404 46100	D HR Directs	360,000
DPS61404 46500	D HR Indirects	40,000
DSC61094 465IS CCEA	D EAF Institution Tuition	320,000
DSG60704 46500 FFTF	D FFTF Other Payments	7,000
DSJ61234 44500 EAJD	D EAF JD/PINS Other Travel	2,000
DSJ61234 445VD EAJD	D JD/PINS VD Travel	1,500
DSJ61234 465BC EAJD	D EAF JD/PINS Board & Care	10,000
DSJ61234 465CL EAJD	D EAF JD/PINS Clothing Allowance	200
DSJ61234 465IB EAJD	D EAF JD/PINS Institution Boar	440,000
DSJ61234 465IS EAJD	D EAF JD/PINS Institution Tuition	19,000
DSJ61234 465RC EAJD	D EAF JD/PINS Respite Care	250
		<u>\$2,268,950</u>

October 4, 2021

**INCREASE REVENUE:**

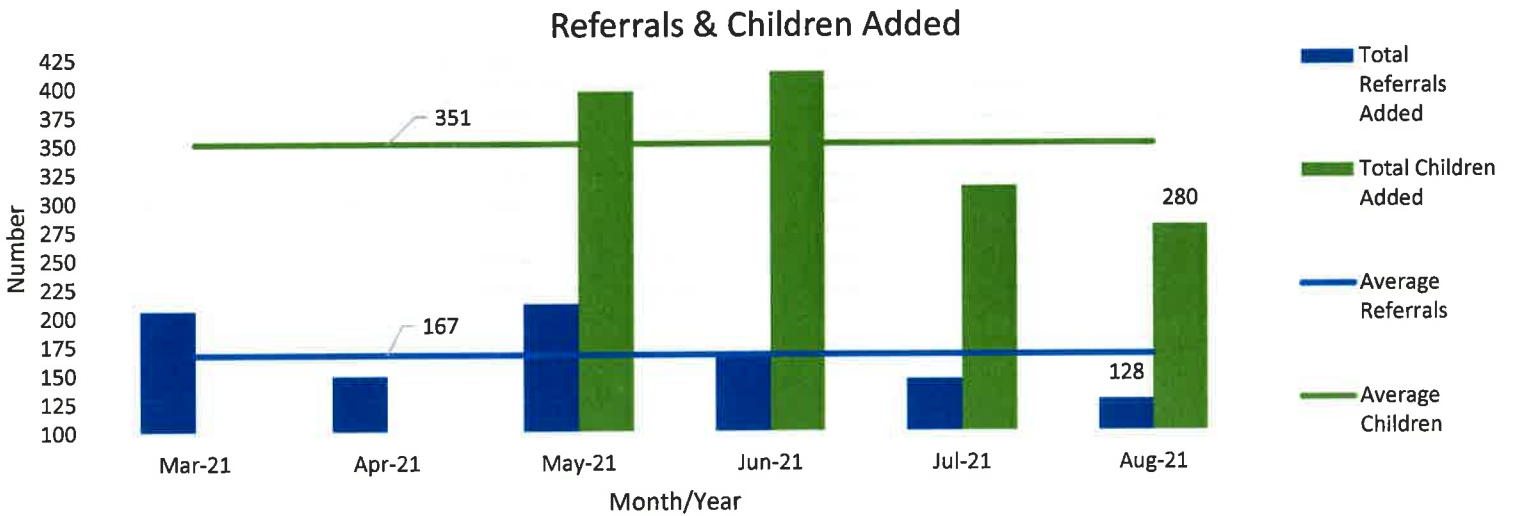
DAS46155 57000	D FA FFFS Foster Care Revenue	\$48,765
DPA27015 55000	D LR EAA Prior Year Refunds	105
DPB18405 55000 BURY	D LR Safety Net Burials	4,189
DPF27015 55000 ADC	D LR Directs Prior Year Re	2,321
DPH27015 55000 HEAP	D LR Prior Year Refunds	242
DPS27015 55000	D LR SN Prior Year Refunds	19,464
DSC18195 55000	D LR Child Care	15,215
DSC18195 550CE	D School District CSE Payments	901,096
DSC27015 55000	D LR Prior Year Refunds	4,495
DSC36705 560CW	D SA Child Welfare Funding	88,350
DSC46155 57000 EAF	D FA FFFS EAF Foster Care Reve	438,885
DSD27015 55000	D LR Prior Year Refunds	346
DSG12895 55000	D Other Departmental Inc. (FFTF)	5,028
DSG36705 56000	D SA Services for Recipients	<u>49,780</u>
		\$1,578,281

**DECREASE REVENUE:**

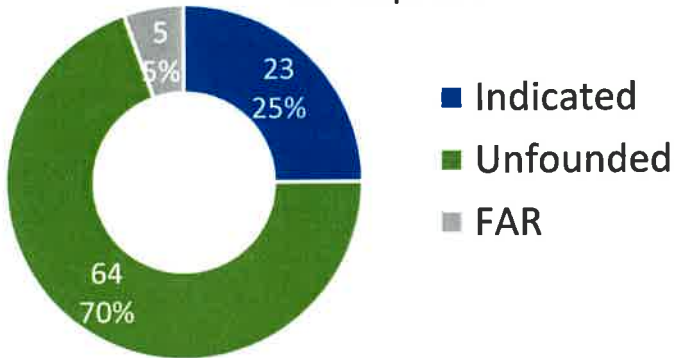
DPS36405 56000	D SA Safety Net	\$116,000
DSC36195 56000	D SA Child Care	409,123
DSJ46155 57000	D FA FFFS EAF JD/PINS Revenue	<u>487,650</u>
		\$1,012,773

# Social Services Monthly Update – August 2021

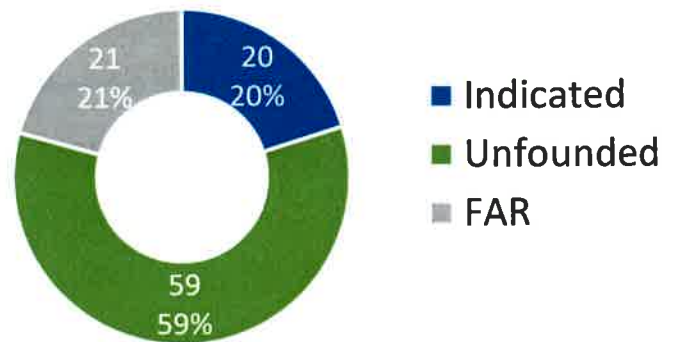
## Child Protective Services



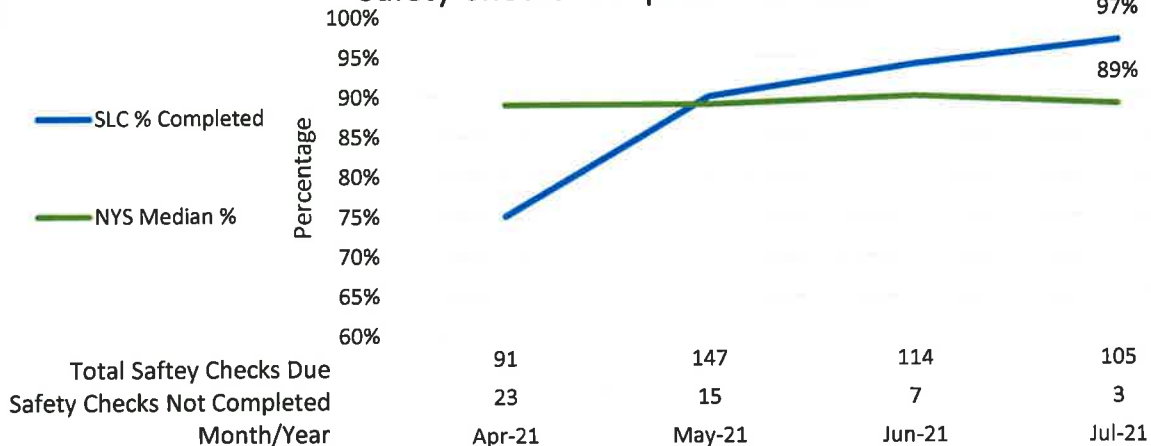
### Indicated, Unfounded, & Family Assessment Response



### Average Indicated, Unfounded, & Family Assessment Response

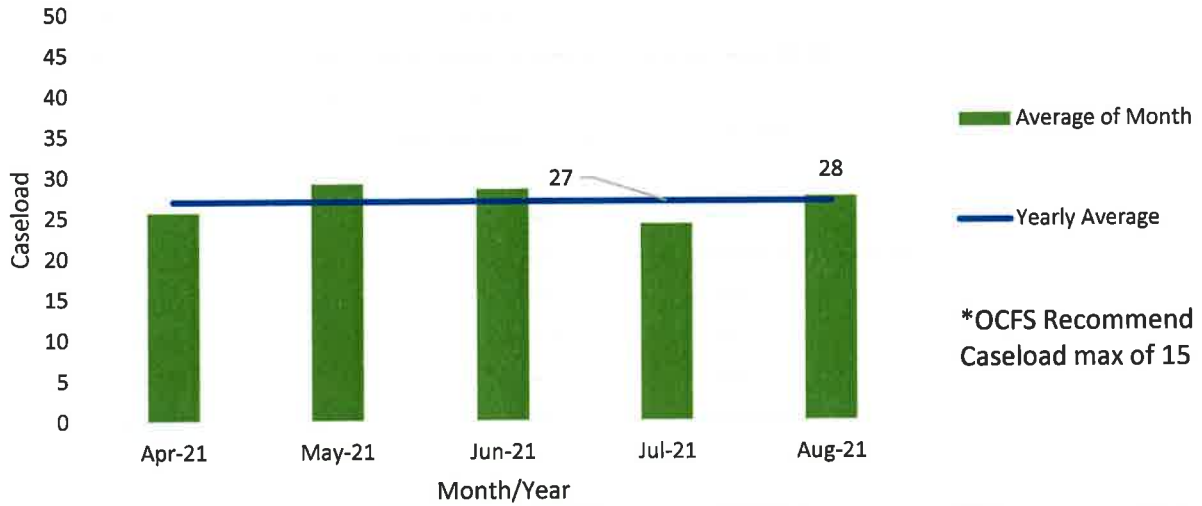


### Safety Checks Completed on Time

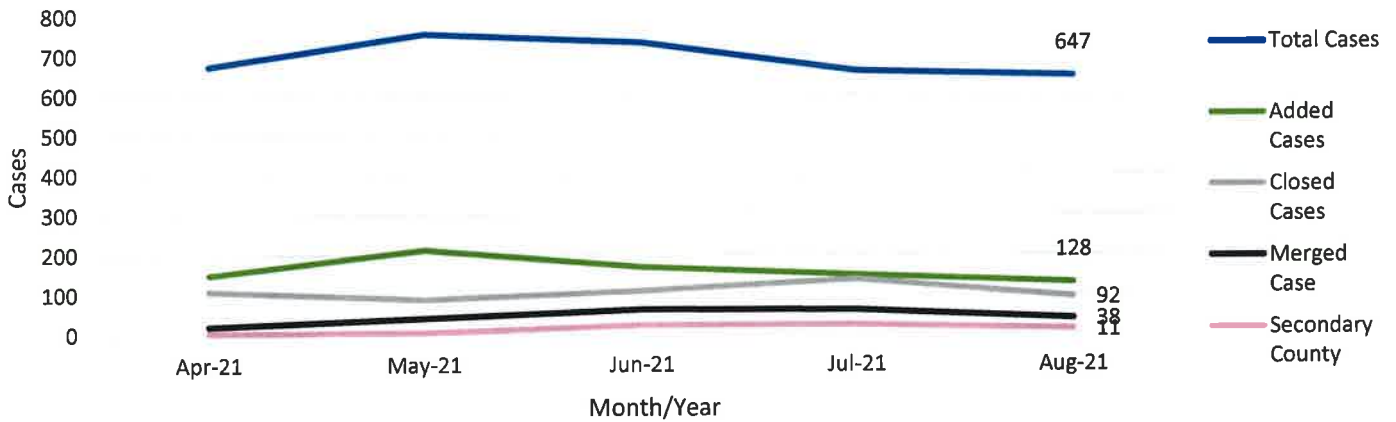


\*Data Lagged By One Month Due to Reporting Timeline

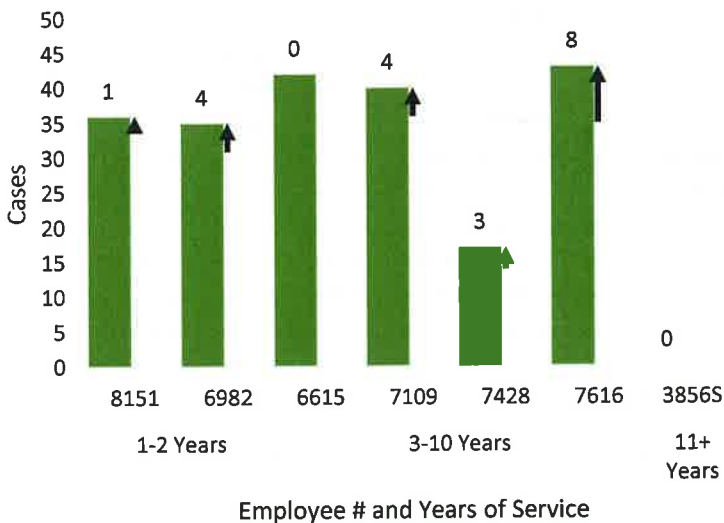
### Average CPS Caseload



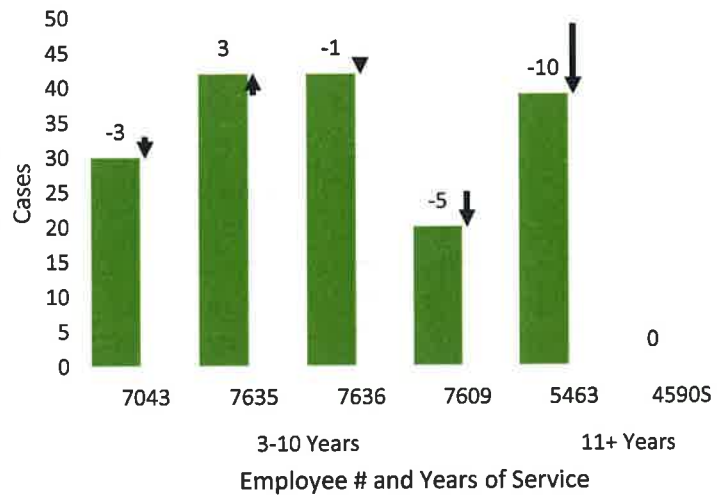
### Total Caseload



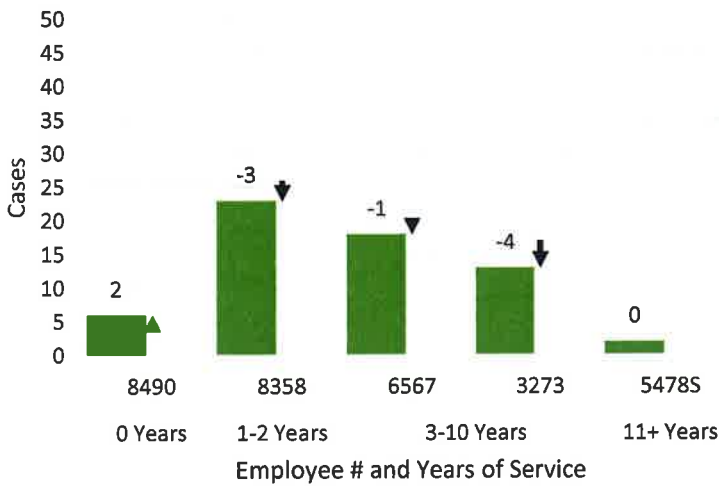
### Cases Per Month by Supervisor #: 3856



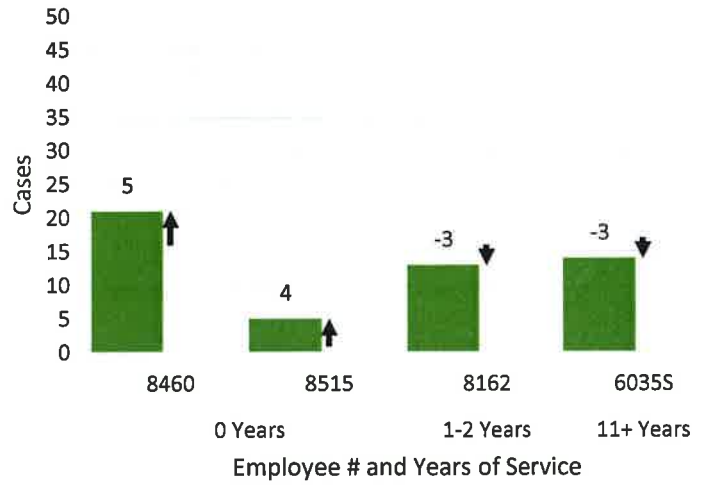
### Cases Per Month by Supervisor #: 4590



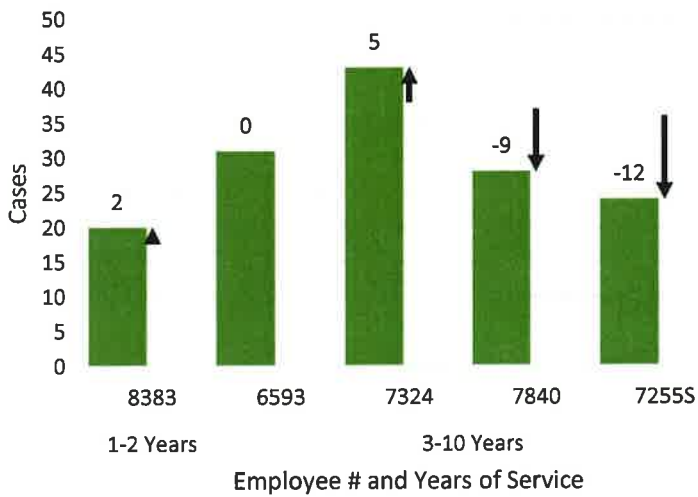
Cases Per Month by Supervisor #: 5478



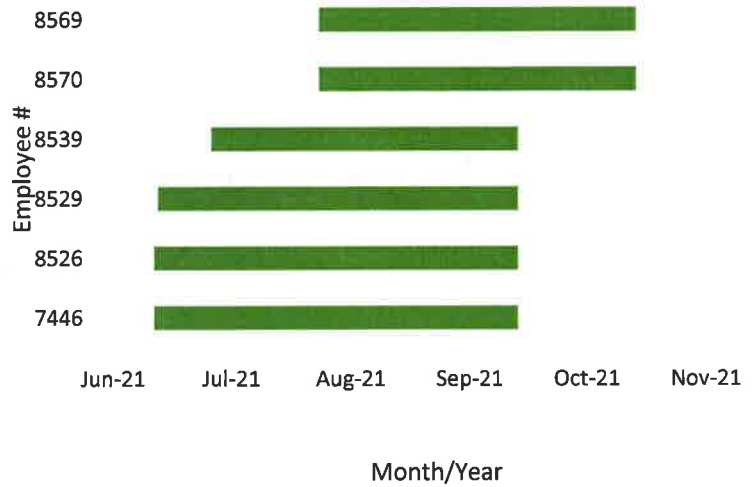
Cases Per Month by Supervisor #: 6035



Cases Per Month by Supervisor #: 7255



Trainee Period

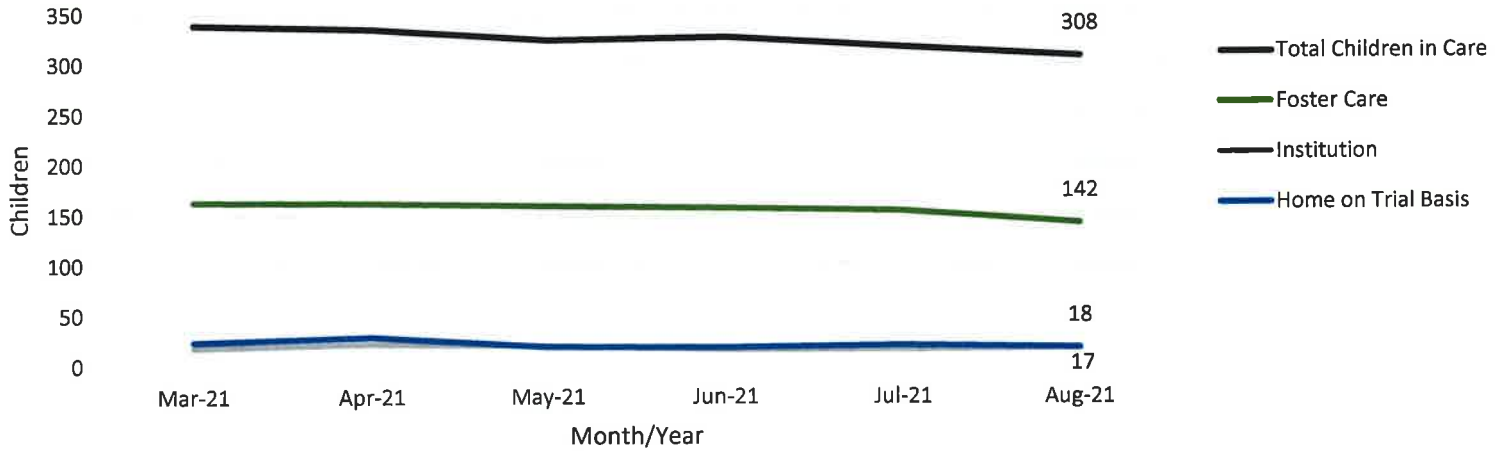


Cases Closed

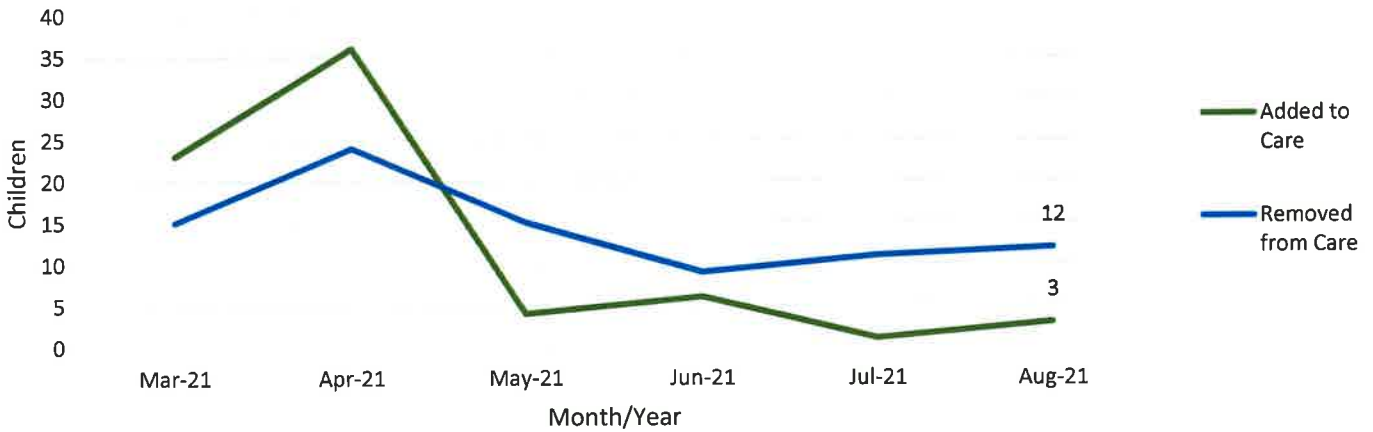


# Preventive Services

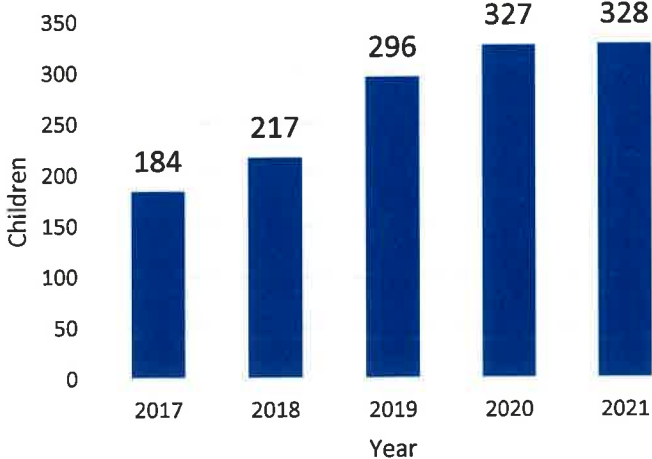
## Children In Care



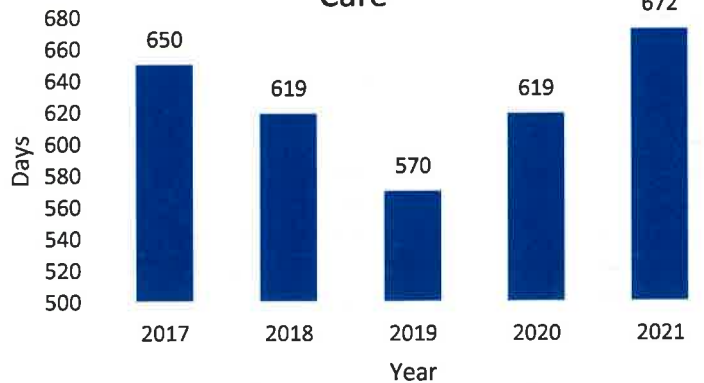
## Net Change to Children in Care



## Average Number of Children in Care

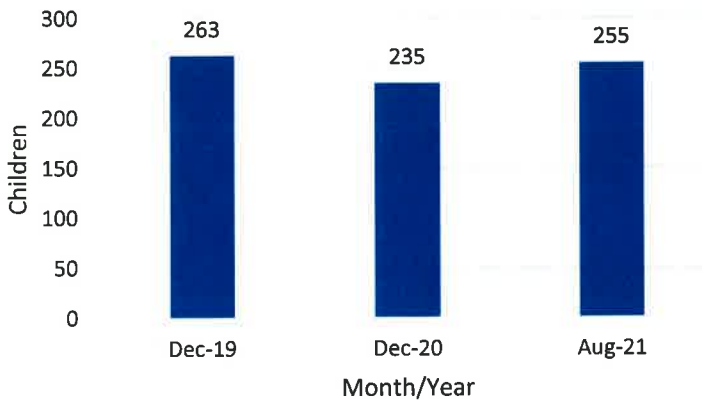


## Average Days Children Have Been in Care\*

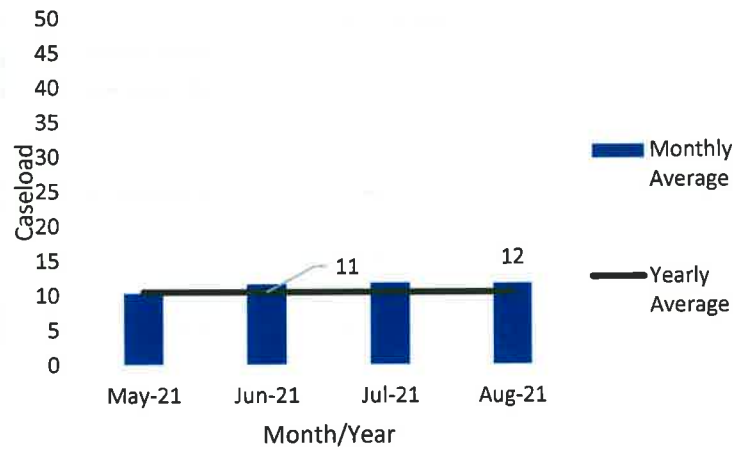


\*Seeking additional clarification on State reporting vs County totals.

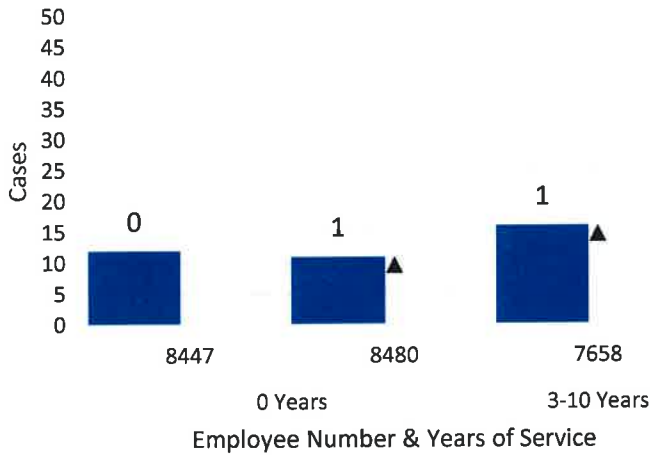
### Annual Average Number of Children in Home Receiving Services



### Average Preventive Caseload



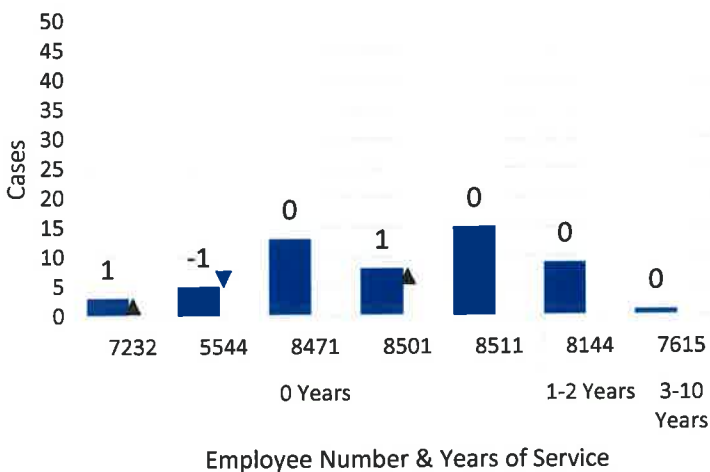
### Cases Per Month by Supervisor: 6053



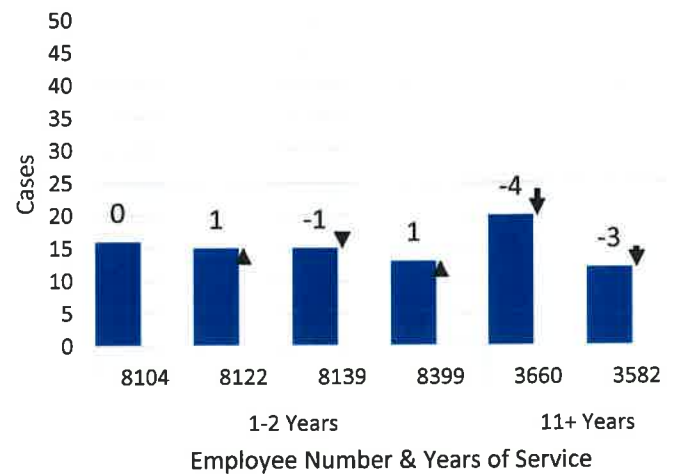
### Cases Per Month by Supervisor: 660



### Cases Per Month by Supervisor: 2942

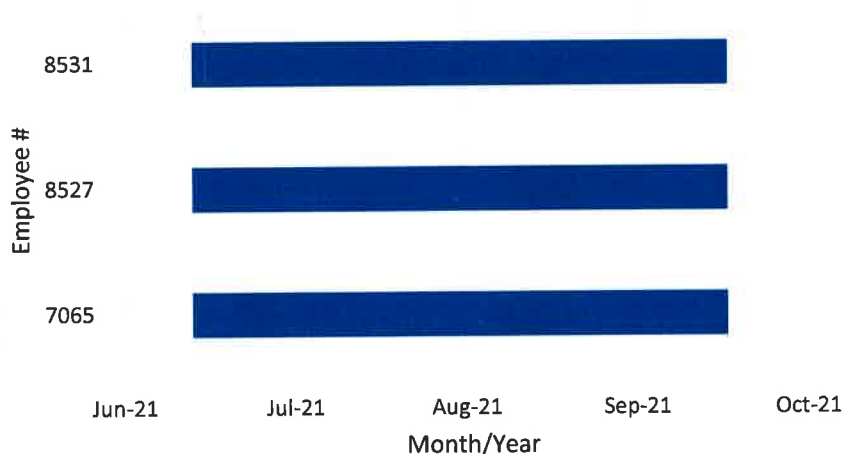


### Cases Per Month by Supervisor: 5748

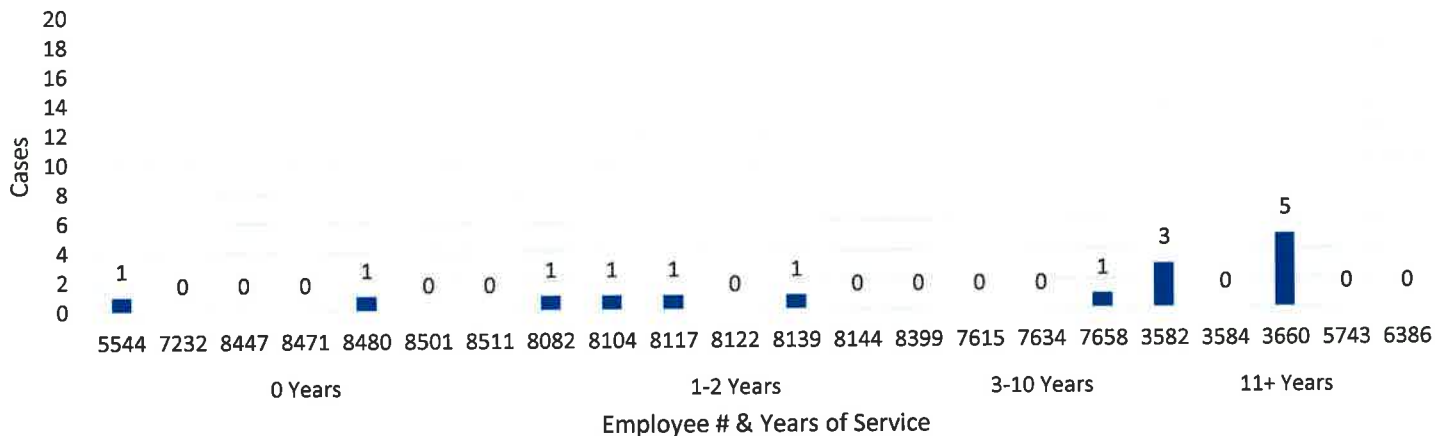




### Trainee Period



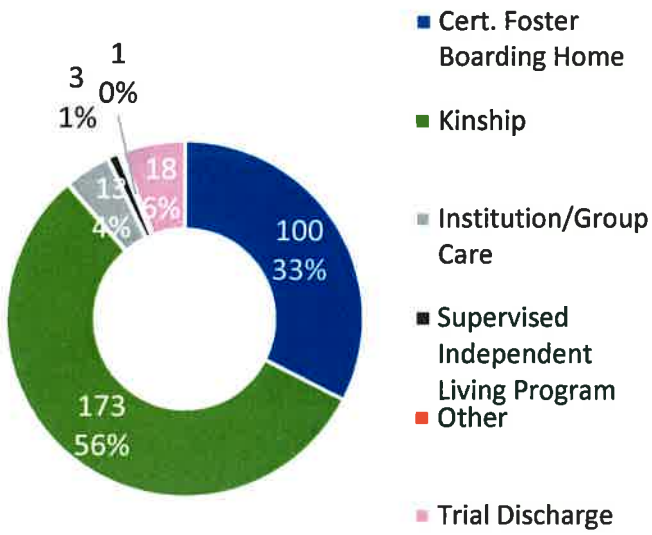
### Cases Closed



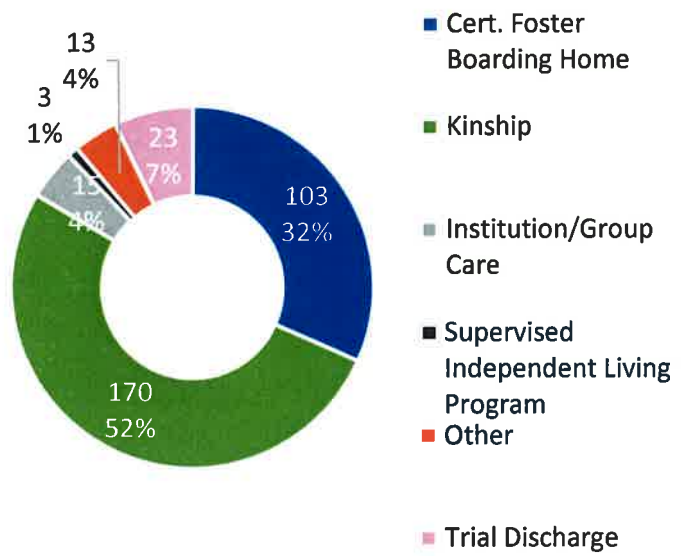
### Adoption Activity



### Foster Care Placements

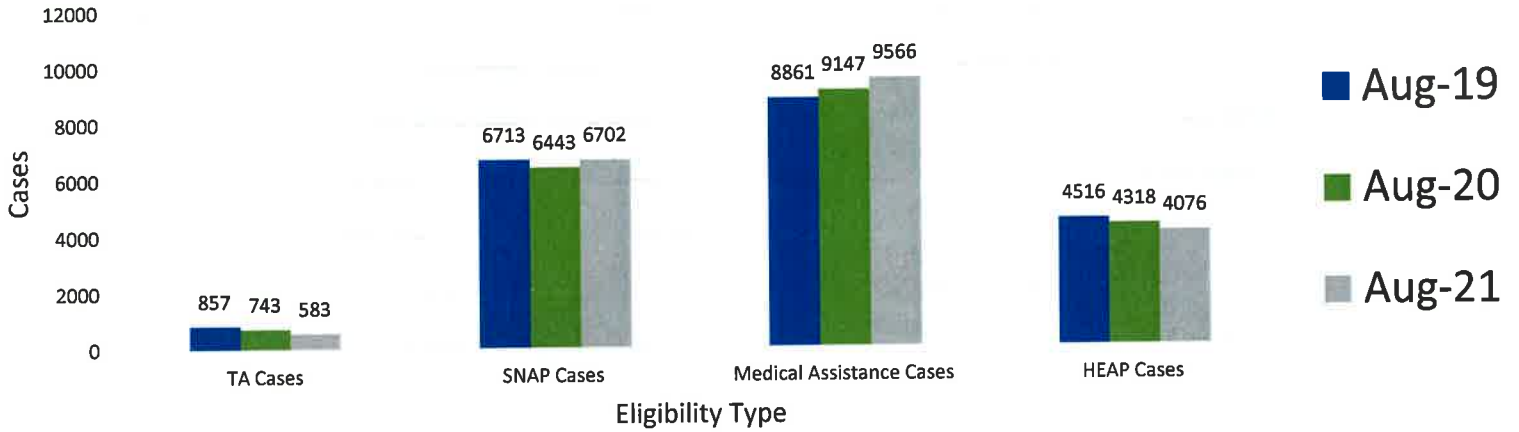


### Average Foster Care Placements

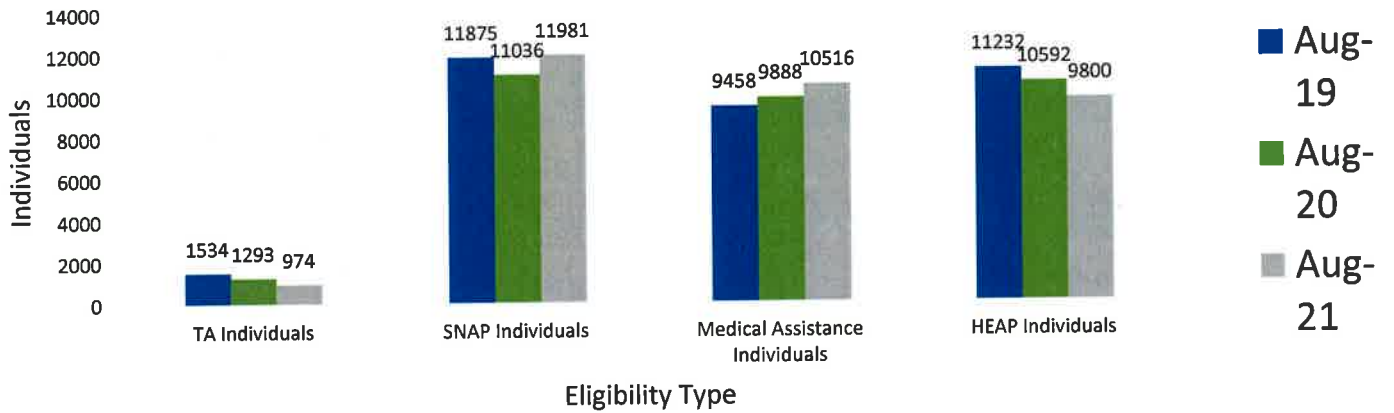


# Eligibility Programs

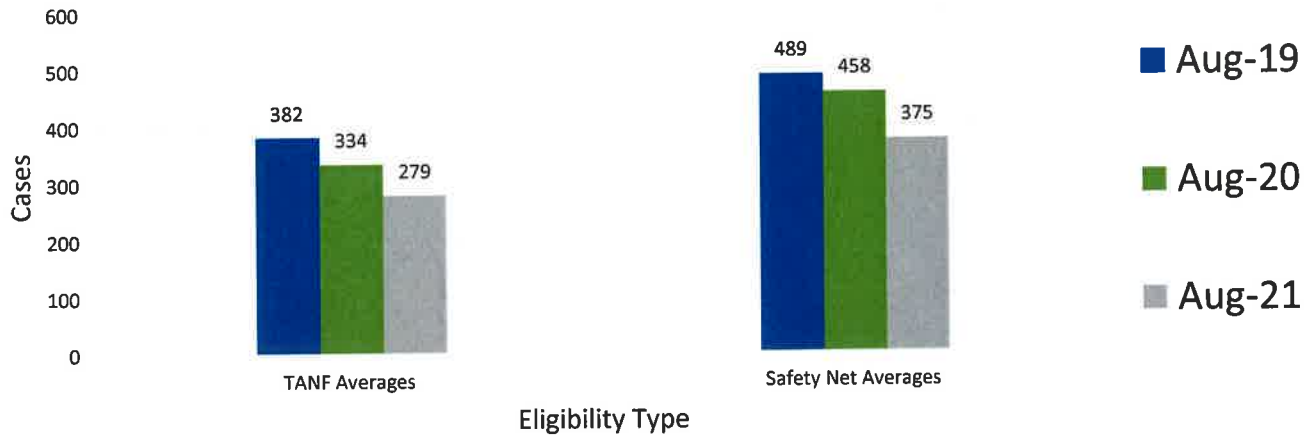
Cases



Individuals



TANF & Safety Net Averages



# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

**Keyboard Specialist**

Subunit (If Applicable): Investigations

Date Submitted: 9/7/2021

Reason Vacated: Retirement

Position Number: 003100058

Date Vacated: 9/16/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 6/7/2005

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$40,580

Revenue Generating: No 0 %

Benefits: Yes \$19,539

Reimbursed by State or Federal Funds: Yes 86 %

Base Salary: \$34,371

Budget Mod Attached, If Required?

Grade: 15

**Net County Cost: \$8,717**

### Detailed Justification

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

The impact on the Department if this position were not filled would include a reduced ability to deter fraud and recover funds. This Keyboard Specialist is responsible for ensuring accuracy of all Investigations/Fraud documentation; complete accurate and timely reports to fiscal staff; maintain data bases and spreadsheets; report Intentional Program Violations to State and Federal; level II user for the USDA eDRS system; EPPIC user; contact for Attorney General referrals; provide all general support staff duties for the unit. This Unit is responsible for complaints of fraud, State Mandated Front End Detection; PARIS (out-of-state matches); Prison, Felon, and Electronic Benefit Transfer matches; and Eligibility Verification Reviews. In 2020, 494 referrals were received by the Investigations Unit and \$122,764 in overpayments were identified. Currently the Department has over 65 open referrals. The position is responsible for cost savings because clients are deterred from committing fraud, but the position also is responsible for cost avoidance because clients who are defrauding the government lose their assistance. In 2020, this Unit is responsible for cost avoidance of \$52,668. If this position is not filled, the accuracy of documentation would be compromised and affect the identification of overpayments, and cost avoidance savings would drop. Note that the last years' numbers were much lower due to the pandemic. No FEDS or EVR referrals were completed from 3/18/2020-7/7/2020 and from 3/18/2020 - September the DA did not pursue IPVs or DCAs.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Social Services



Type: Fill

Senior Social Welfare Investigator/Examiner

Subunit (If Applicable): Investigations

Date Submitted: 9/7/2021

Reason Vacated: Resignation

Position Number: 814600001

Date Vacated: 9/2/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 12/31/2018

Hours Per Week: 35

Appointee Will Be: Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$57,197

Revenue Generating: No 0 %

Benefits: Yes \$27,540

Reimbursed by State or Federal Funds: Yes 86 %

Base Salary: \$47,108

Budget Mod Attached, If Required?

Grade: 24

**Net County Cost: \$12,287**

### Detailed Justification

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

The impact on the Department if this position were not filled would include a reduced ability to deter fraud and recover funds. This Senior Investigator/Examiner position is responsible to ensure the accuracy of all Investigations/Fraud documentation; complete accurate and timely reports to State and Fiscal Staff; serve as a liaison between the Unit and DA's Office; and manage the staffing of the Investigations Unit. This Unit is responsible for complaints of fraud, State Mandated Front End Detection; PARIS (out-of-state matches); Prison, Felon, and Electronic Benefit Transfer matches; and Eligibility Verification Reviews. In 2020, 494 referrals were received by the Investigations Unit and \$122,764 in overpayments were identified. Currently the Department has over 65 open referrals. The position is responsible for cost savings because clients are deterred from committing fraud, but the position also is responsible for cost avoidance because clients who are defrauding the government lose their assistance. In 2020, this Unit is responsible for cost avoidance of \$52,668. If this position is not filled, the accuracy of documentation would be compromised and affect the identification of overpayments, and cost avoidance savings would drop. Note that the last years' numbers were much lower due to the pandemic. No FEDS or EVR referrals were completed from 3/18/2020-7/7/2020 and from 3/18/2020 - September the DA did not pursue IPV or DCAs.

Department Head:

Approved?

Yes  No

County Administrator:

Resolution #:

# St. Lawrence County Vacancy Authorization Form

## Community Services



Type: Fill

Secretary I

Subunit (If Applicable):

Date Submitted: 9/7/2021

Reason Vacated: Lateral Move

Position Number: 005100030

Date Vacated: 10/15/2021

Position # Abolished: N/A

Position Will Be: Full-time

Last Fill Date: 9/3/2018

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

### Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$43,669

Revenue Generating: No 0 %

Benefits: Yes \$21,027

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$40,579

Budget Mod Attached, If Required?

Grade: 20

**Net County Cost: \$64,696**

### 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 Secretary 1 position provides support to the LGU by sending out the agenda/invitations and taking the minutes for the CSB and Subcommittee meetings, scheduling and processing 7.30 evaluations, assists in preparing Downstream Provider contracts, managing and updating the DCS Designee list, and so forth. For the clinic the Secretary 1 processes the payroll, submits purchase orders, prepares purchase invoices, prepares Vacancy Authorizations, assists with resolutions, assists with onboarding new employees, maintains personnel files, prepares work orders, coordinates the maintenance of the County cars, etc. This position is integral in maintaining the day to day operations of the clinics. The needs of this Department can best be met by immediately filling position number 005100030, Secretary I.

Department Head:

*J. S. White*

Approved?

Yes  No

County Administrator:

Resolution #: