

St. Lawrence County
BOARD OF LEGISLATORS
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Canton, New York 13617-1169
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RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, MARCH 20, 2023
*****BOARD ROOM AND VIA YOUTUBE*****
*****5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF THE AGENDA**
- 2. APPROVAL OF MINUTES – February 13**
- 3. COMMUNITY SERVICES – JAY ULRICH**
 - A. Authorizing the Chair to Sign an Agreement for the Impaired Driver Program (IDP) Service for the New York State Department of Motor Vehicles (Res)
 - B. Mental Health and Addiction Services Updates (Info)
- 4. OFFICE FOR THE AGING – ANDREA MONTGOMERY**
 - A. Modifying the 2023 Budget for the Office for the Aging for an Equipment Purchase for the Canton Nutrition Center (Res)
- 5. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign an Agreement with the New York State Association of County Health Officials (NYSACHO) for Education and Marketing of Heating and Cooling Centers through the Climate & Health Adaption Project and Modifying the 2023 Budget for the Public Health Department (Res)
 - B. Authorizing the Chair to Sign an Agreement with Seaway Valley Prevention Council for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)
 - C. Modifying the 2023 Budget for the Public Health Department to Accept a National Association of County & City Health Officials (NACCHO) Certification in Infection Control (CIC) Scholarship (Res)
 - D. Approval of Rates for Related Services for the Preschool Special Education Program (Res)
 - E. Authorizing the Chair to Sign Contracts for Services for the Preschool Special Education Program in the Public Health Department (Res)
 - F. Proclaiming April 3rd - 9th, 2023 as National Public Health Week (Res)
- 6. SOCIAL SERVICES – JOE SEEGER**
 - A. Social Services Statistics (Info)

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

A. Public Health

1. Fill a Public Health Specialist, Position No. 504300008

B. Social Services

1. Fill a Legal Secretary – Unit/Legal, Position No. 005300003
2. Fill a Principal Account Clerk – Unit/Child Support, Position No. 100300001
3. Fill a Social Welfare Examiner – Unit/TA/SNAP, Position No. 814000038
4. Fill a Social Welfare Examiner – Unit/Medicaid, Position No. 814000020

8. COMMITTEE REPORTS

A. Board of Health (Curran)

B. CDP Board of Directors (Burke)

C. Community Services Board (Haggard)

D. Office for the Aging Advisory Board (Denesha)

E. Youth Advisory Board (Terminelli)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

11. ADJOURNMENT – If there is no further business.

April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT FOR
THE IMPAIRED DRIVER PROGRAM (IDP) SERVICE FOR THE
NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES**

By Mr. Hull, Chair, Services Committee

WHEREAS, the New York State Department of Motor Vehicle oversees the Impaired Driver Programs under Article 21 and Article 31 of the New York State Vehicle and Traffic Law, and

WHEREAS, St. Lawrence County Community Services Special Programs and the New York State Department of Motor Vehicles have been providing the Impaired Driver Program (IDP) in St. Lawrence and Franklin Counties, and

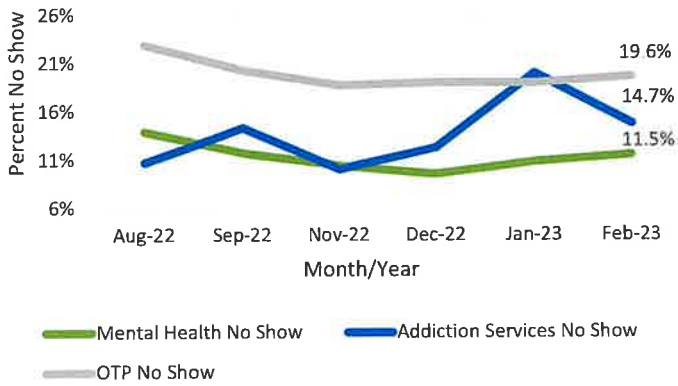
WHEREAS, the Agreement serves to better communicate and more clearly define the role and responsibilities of the IDP to Program Participants and to the New York State Department of Motor Vehicles,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement, and any other documents necessary to carry out the terms of the Program, for the Impaired Driver Program (IDP) Service for the New York State Department of Motor Vehicles, upon approval of the County Attorney.

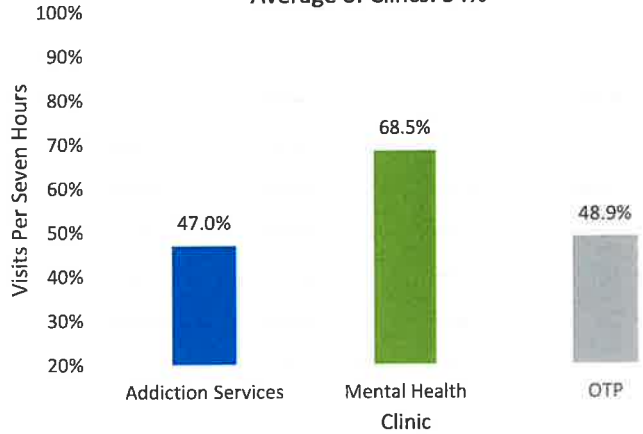
Community Services Clinic Update

February 2023

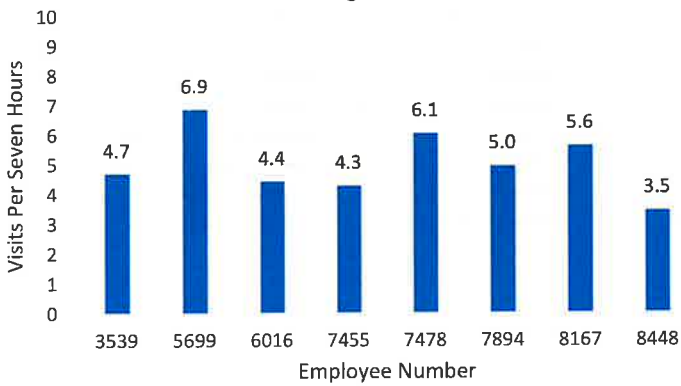
No Show Appointment Rates
Six Month Average: 14.9%



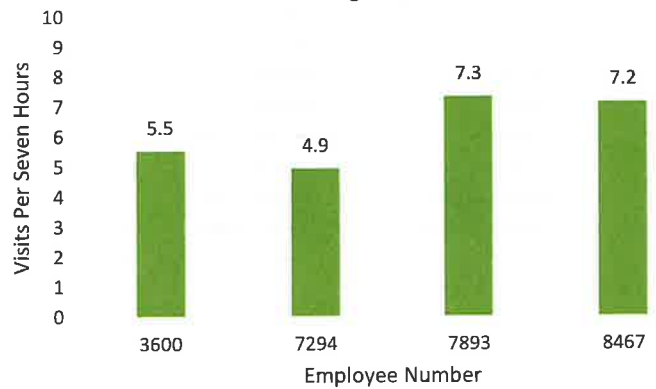
Clinic Counselor Visits Average
Average of Clinics: 54%



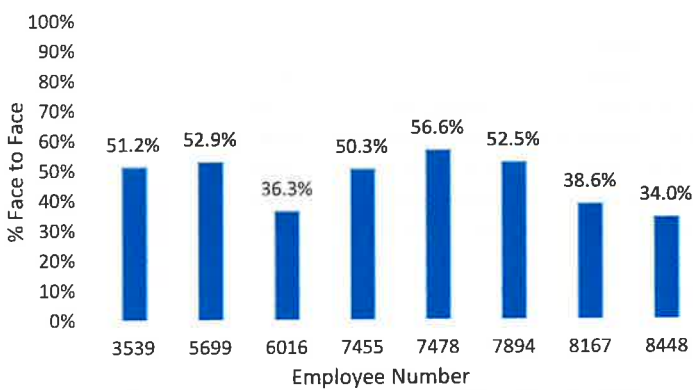
Addiction Services & OTP Visits Per Seven Hours
Average: 5.2



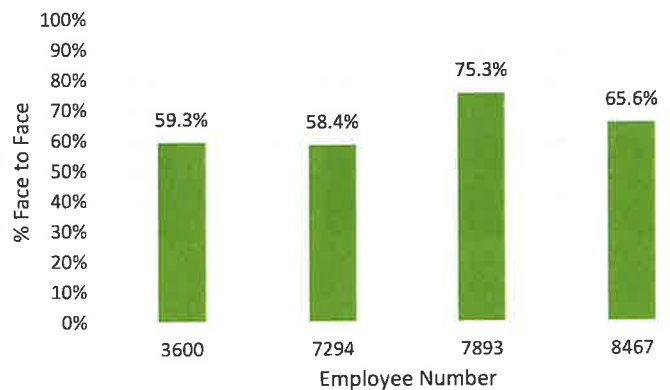
Mental Health Services Visits Per Seven Hours
Average: 6.8



Addiction Services/OTP Face to Face %
Average 47%

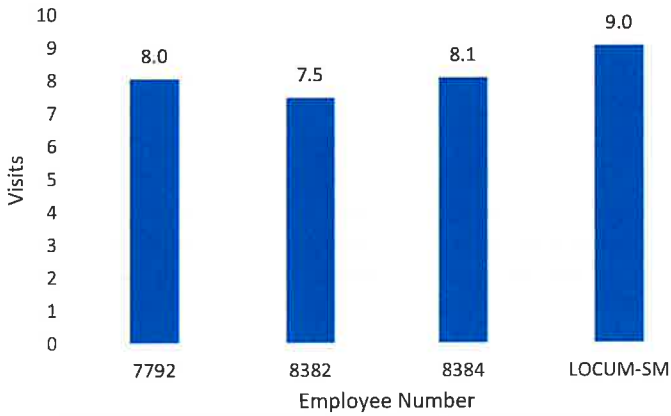


Mental Health Face to Face %
Average 68.8%

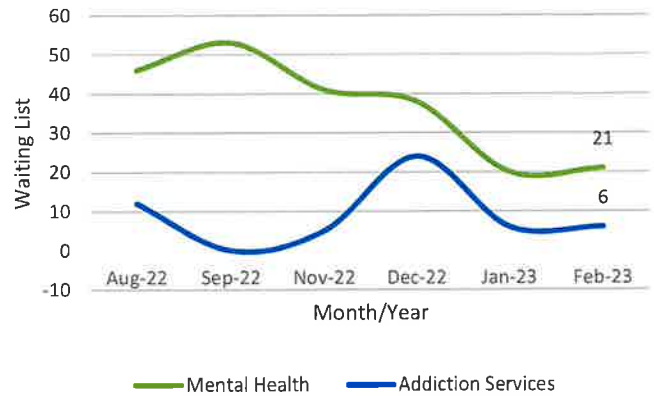


Community Services Clinic Update February 2023

Prescriber Visits Per Seven Hours
Average 8.



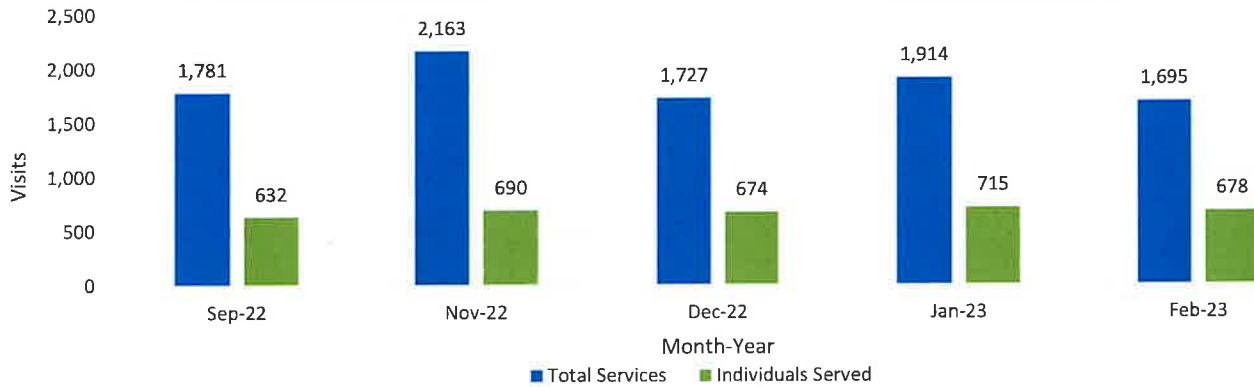
Wait Lists
Six Month Average: 45



Services Provided - All Clinics

Total Services Average: 1,896

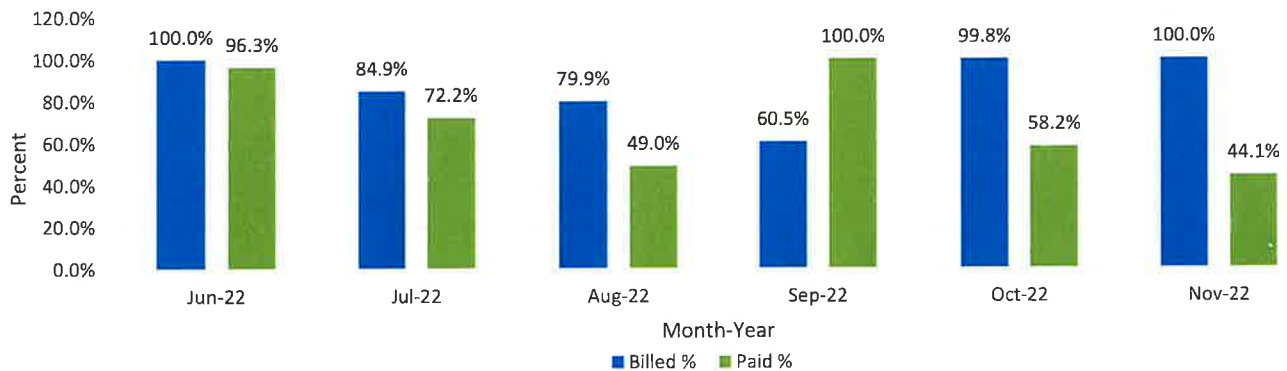
Individuals Average: 678



Billed/Paid Percentages

Billed Average: 88%

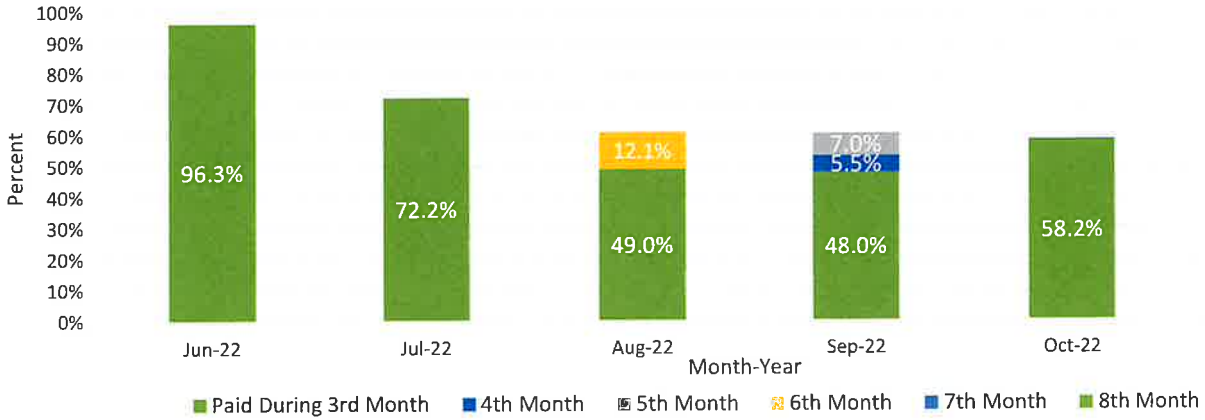
Paid Average: 70%



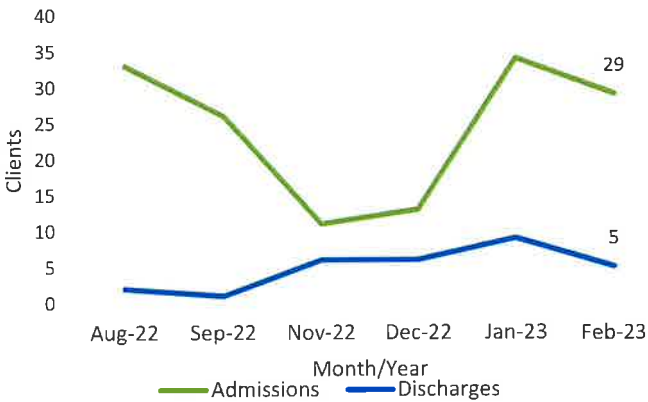
Community Services Clinic Update February 2023

Paid Percentage by Month

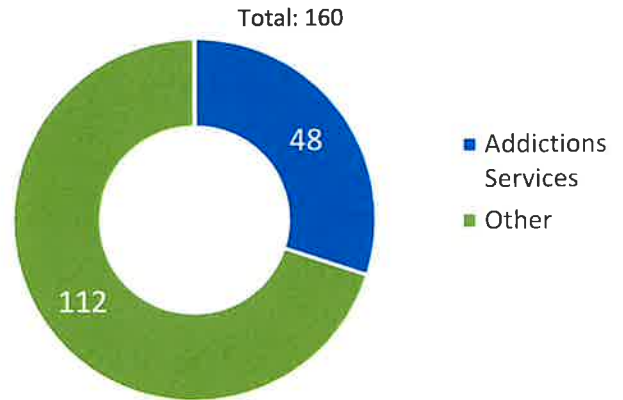
*New Chart, working to verify, build, and refine data.



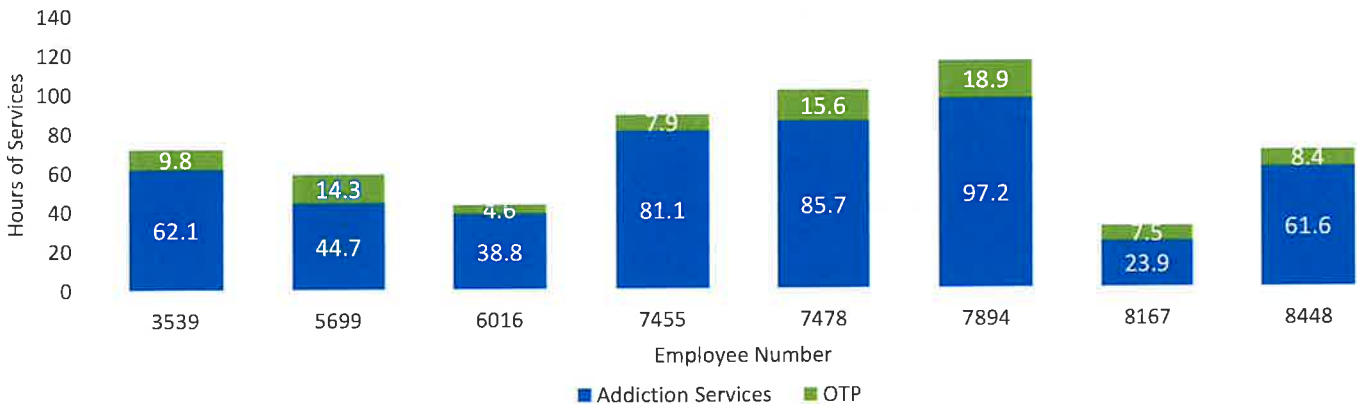
OTP Admissions and Discharges



OTP Population Source



Addiction Services Counselors Hours by Clinic



April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

**MODIFYING THE 2023 BUDGET FOR THE OFFICE FOR THE AGING FOR
AN EQUIPMENT PURCHASE FOR THE CANTON NUTRITION CENTER**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Canton Nutrition Center prepares and delivers an average of 2,800 meals to the Canton, DeKalb, and Rensselaer Falls areas on a monthly basis, and

WHEREAS, the commercial stove at the Canton Nutrition Center needs to be replaced due to its current working condition and age, and

WHEREAS, quotes were gathered to ensure a competitive process for purchase, and

WHEREAS, St. Lawrence County Office for the Aging will purchase one (1) ten burner electric range to meet the needs of its local senior population at the Canton Nutrition Site, and

WHEREAS, the stove will be located at the Canton Housing Authority, 37 Riverside Drive, Canton and remain the property of the County regardless of its location,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Office for the Aging for an equipment purchase for the Canton Nutrition Center, as follows:

INCREASE APPROPRIATIONS:

ON067722 26000	O NUTR Other Equipment	\$12,587
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DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$12,587
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April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH THE NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS (NYSACHO) FOR EDUCATION AND MARKETING OF HEATING AND COOLING CENTERS THROUGH THE CLIMATE & HEALTH ADAPTION PROJECT AND MODIFYING THE 2023 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Hull, Chair, Services Committee

WHEREAS, the mission of the New York State Association of County Health Officials (NYSACHO) is to support and empower Local Health Departments (LHDs) in their work to promote health and wellness, and

WHEREAS, NYSACHO, with the support of the New York State Department of Health (NYSDOH), has awarded the St. Lawrence County Public Health Department funding to provide support as they work to address and prevent health impacts, and

WHEREAS, this funding will allow for education and advertisement of cooling and warming centers across St. Lawrence County, which are meant to offer relief to community members in need of relief from extreme temperatures, and

WHEREAS, the terms of this agreement will be from April 1, 2023 to July 31, 2023 in the amount of \$3,000 (PP034015 56000),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with New York State Association of County Health Officials (NYSACHO) to accept funding for education and marketing of heating and cooling centers through the Climate & Health Adaption Project, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Public Health Department to accept funding, as follows:

INCREASE APPROPRIATIONS:

PP040104 41901	P PREV Central Printing	\$750
PP040104 41902	P PREV Commercial Printing	750
PP040104 43005	P PREV Advertising Fees & Expense	<u>1,500</u>
		\$3,000

INCREASE REVENUE:

PP034015 56000	P SA Public Health Prevent & Clinic	\$3,000
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April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH
SEAWAY VALLEY PREVENTION COUNCIL FOR THE NEW YORK STATE
PUBLIC HEALTH CORPS (NYSPHC) FELLOWSHIP PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, Health Research Inc./New York State Department of Health (HRI/NYSDOH), through a Center for Disease Control and Prevention (CDC) sponsored cooperative agreement for Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) has awarded funding to local health departments (LHDs) for the New York State Public Health Corps (NYSPHC) Fellowship Program, and this grant has an end date of June 30, 2024, and

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

WHEREAS, this program will help build public health capacity to support COVID-19 response operations and increase preparedness for future public health emergencies, and provide support for coordination and maintenance of the program, and

WHEREAS, Public Health will place up to two (2) fellows with the Seaway Valley Prevention Council, and will provide the program oversight, technology equipment, and supplies needed from grant funding while the fellows employment relationship will remain with the State,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an agreement with Seaway Valley Prevention Council for the New York State Public Health Corps (NYSPHC) Fellowship Program, upon approval of the County Attorney.

April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

MODIFYING THE 2023 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT TO ACCEPT A NATIONAL ASSOCIATION OF COUNTY & CITY HEALTH OFFICIALS (NACCHO) CERTIFICATION IN INFECTION CONTROL (CIC) SCHOLARSHIP

By Mr. Hull, Chair, Services Committee

WHEREAS, the mission of the Public Health Department is to ensure the health, safety, and quality of life for all St. Lawrence County residents, and

WHEREAS, the Department is dedicated to protecting the health of the community by controlling the spread of disease, and the Department works towards this goal through communicable disease investigations with one-on-one interviews with patients, as well as a supportive role for Infection Preventionists in various healthcare settings, and

WHEREAS, the Department has appropriate staff trained in communicable disease investigations; however, no staff have achieved a Certification in Infection Control, and

WHEREAS, the Public Health Department has been awarded a National Association of County & City Health Officials (NACCHO) Certification in Infection Control (CIC) Scholarship for the pursuit of CIC from the Certification Board of Infection Control and Epidemiology, Inc., and

WHEREAS, reimbursable expenses from this scholarship include registration for the exam, reference books, study materials, practice exam fees, membership fees for the Association for Professionals in Infection Control and Epidemiology (APIC), and registration and associated travel costs for trainings or courses to prepare for the exam, and

WHEREAS, reimbursement may be requested for expenses incurred from March 2, 2023 to June 30, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2023 Budget for the Public Health Department to accept a National Association of County & City Health Officials (NACCHO) Certification in Infection Control (CIC) Scholarship, as follows:

INCREASE APPROPRIATIONS:

PP040104 41102	P PREV Educational Workshops	\$600
PP040104 42600	P PREV Books & Periodicals	300
PP040104 42700	P PREV Memberships & Dues	500
PP040104 43007	P PREV Other Fees & Services	800
PP040104 44000	P PREV I/D Automotive Expenses	100
PP040104 44100	P PREV I/D Fuel Charges	100
PP040104 44500	P PREV Other Travel Reimbursement	<u>100</u>
		\$2,500

April 3, 2023

INCREASE REVENUE:

PP016895 55000

P LR Preventative Services OTH

\$2,500

April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

**APPROVAL OF RATES FOR RELATED SERVICES FOR THE
PRESCHOOL SPECIAL EDUCATION PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department engages the services of several individuals and agencies to provide Preschool Special Education Program needs, and

WHEREAS, the rates paid to providers for Related Services (PK040504 47700) are set by the County and reflect cost from the agency providing services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves the following rates for Related Services for the Pre-School Special Education Program for the period July 1, 2023 through June 30, 2024:

<u>Service:</u>	<u>Maximum Rate per Half Hour:</u>
Audiology	\$75
Counseling	\$64
Teacher of Hearing Impaired	\$58
Occupational Therapy	\$69
Physical Therapy	\$61
Speech Therapy	\$63
Group Rates (OT, PT, ST – per child)	\$45
Teacher of Visually Impaired	\$50
1:1 Aide	\$14
Interpreter	\$16
Teaching Assistant	\$15
Psychological Services	\$60
1:1 Medical Aide	\$17
Orientation & Mobility	\$66
Parent Training	\$64
School Health Services/Nurse	\$55
School Social Work	\$64
Coordination 2 or more related services	\$64
Assisted Technology Service	\$54
Nutritional Services Home Visit	\$60

April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR SERVICES
FOR THE PRESCHOOL SPECIAL EDUCATION PROGRAM IN
THE PUBLIC HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department engages the services of several individuals and agencies to provide services for the Preschool Special Education Program, and

WHEREAS, the Preschool Special Education Program Contracts cover the following services: Center-Based Program (PK040504 46502), Special Education Itinerant Teacher (SEIT) (PK040504 47700), Evaluation (PK040504 48600) at rates set by the New York State Education Department, and Related Services (PK040504 47700) at rates set by St. Lawrence County, and

WHEREAS, the contracts cover the period July 1, 2023 through June 30, 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts for services for the Preschool Special Education Program in the Public Health Department, upon approval of the County Attorney.

April 3, 2023

Services Committee: 3-20-2023

RESOLUTION NO. _____

PROCLAIMING APRIL 3rd - 9th, 2023 AS NATIONAL PUBLIC HEALTH WEEK

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is observing the 28th National Public Health Week April 3rd – 9th, 2023, and becoming part of a growing movement to create the healthiest nation in one generation, and

WHEREAS, rural communities face a range of health disparities, from higher burdens of chronic disease to limited access to primary care and prevention services, and

WHEREAS, compared to people living in urban areas, rural Americans face a greater risk of death from the five leading causes of death – heart disease, cancer, unintentional injury, chronic lower respiratory disease and stroke, and

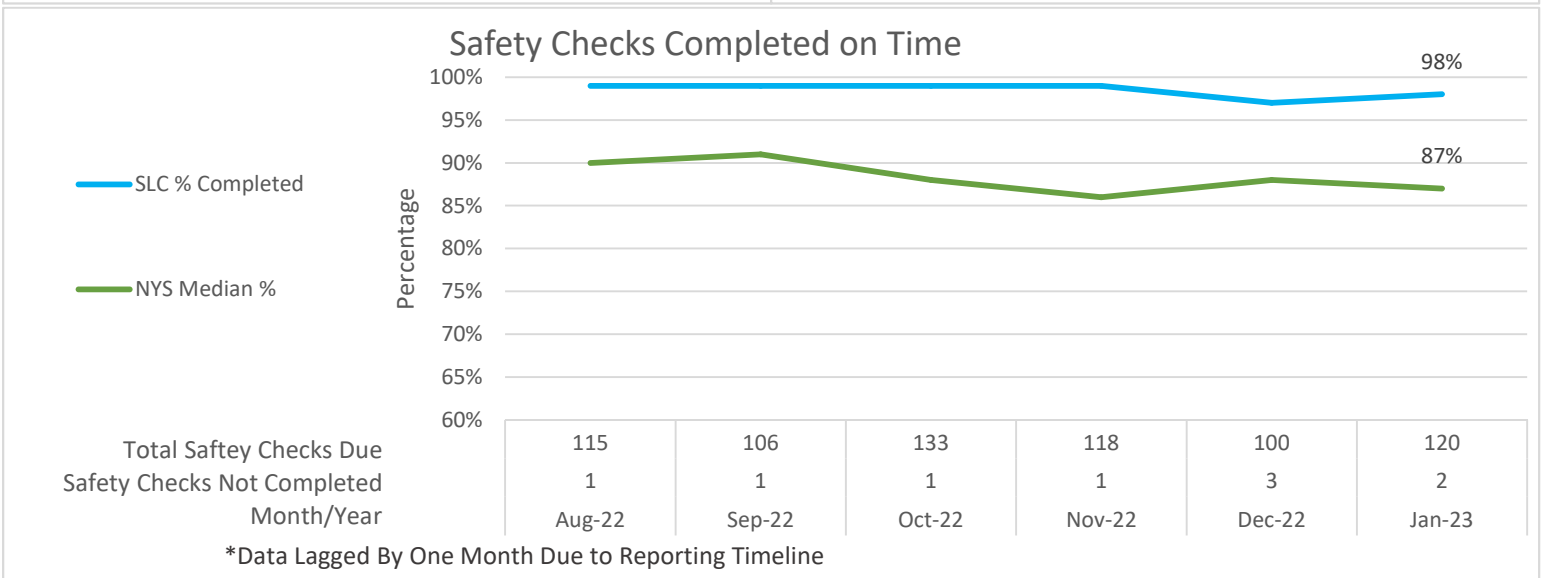
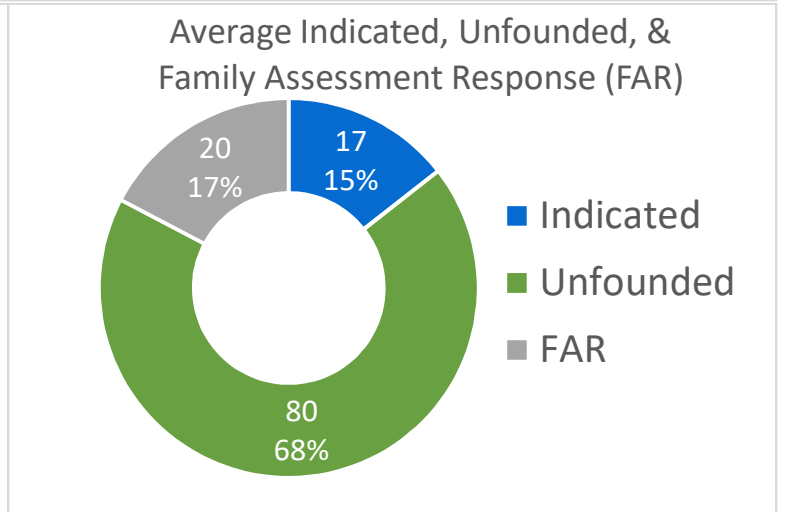
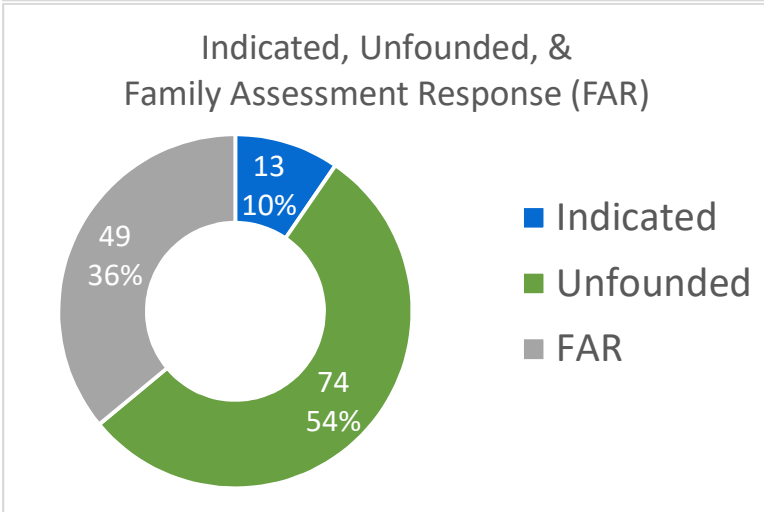
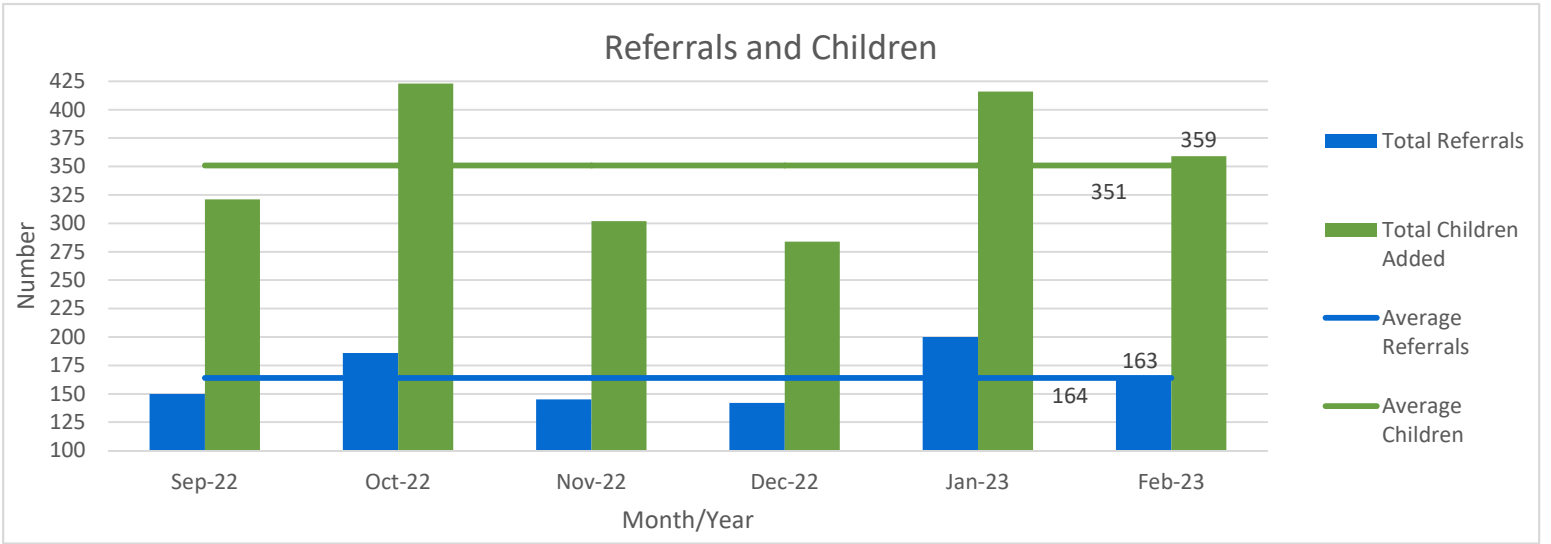
WHEREAS, the theme this year is “Centering and Celebrating Cultures in Health” and feeling the sense of belonging, being a part of a community, and fostering cultural connections supports health and the quality of life, and

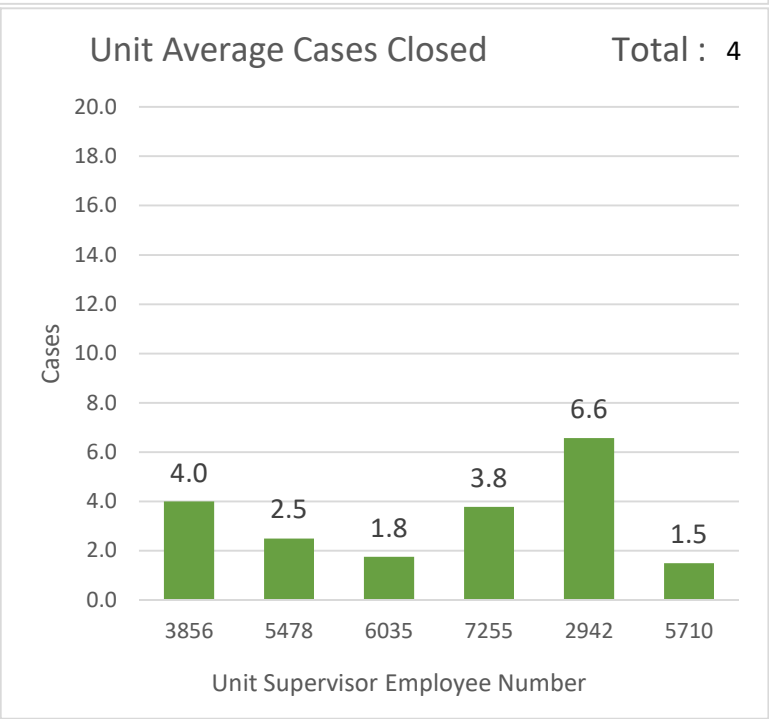
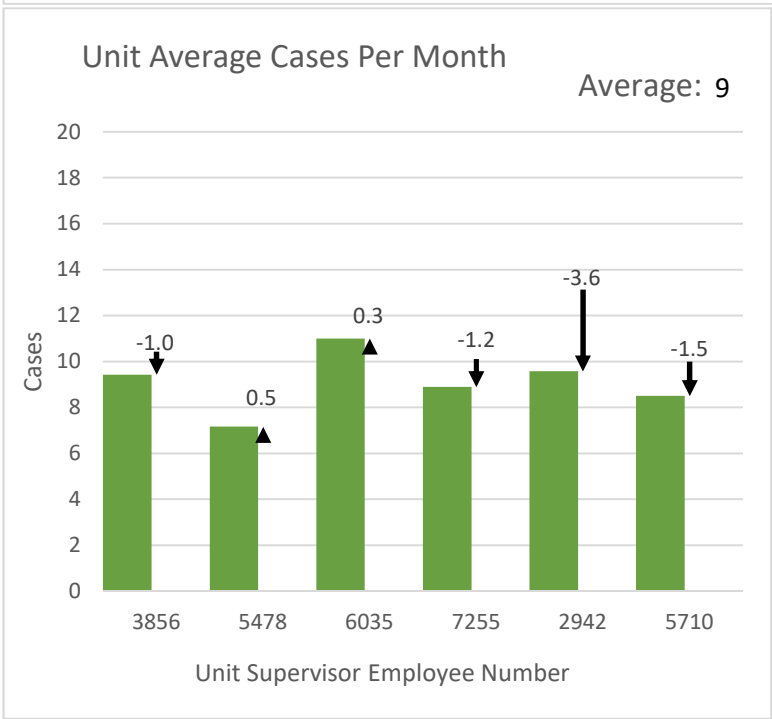
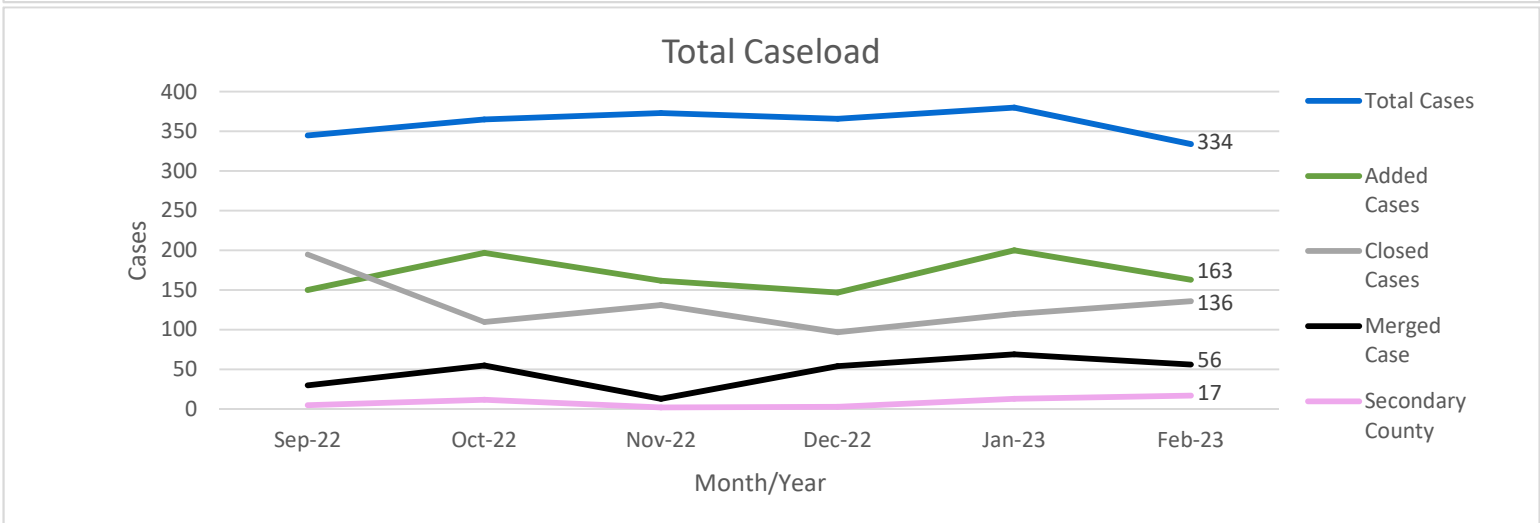
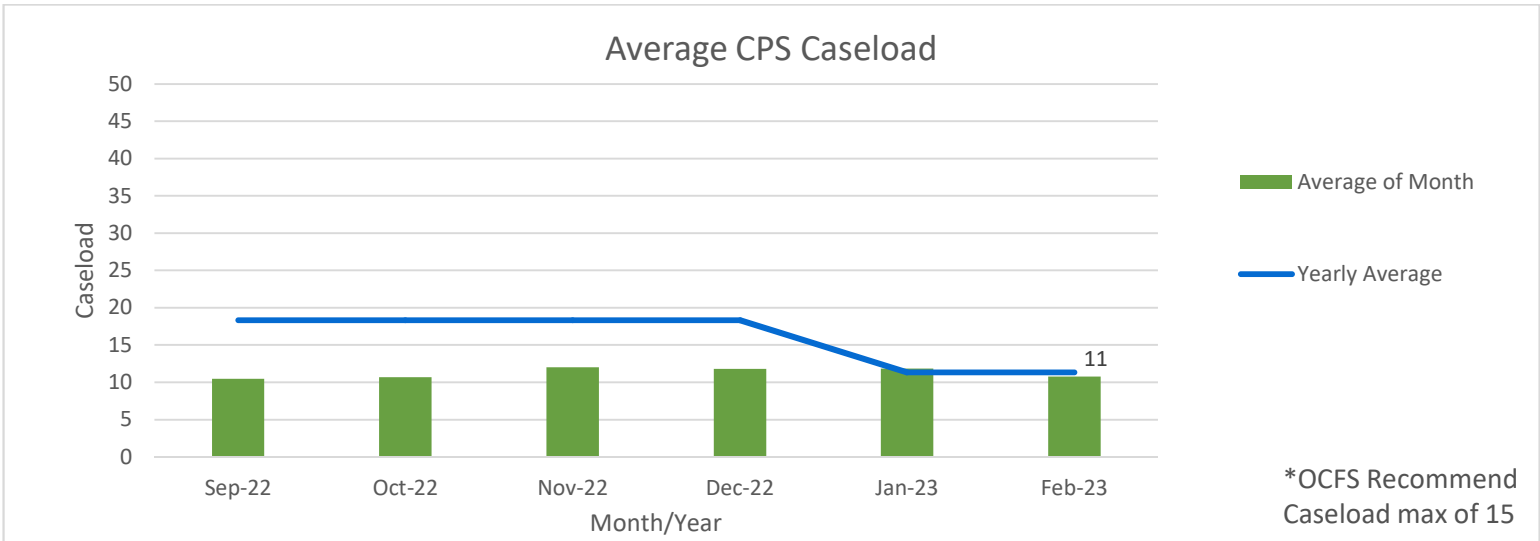
WHEREAS, during this week community, violence prevention, reproductive and sexual health, mental health, rural health, accessibility, and food and nutrition will be celebrated,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims April 3rd - 9th, 2023 as National Public Health Week.

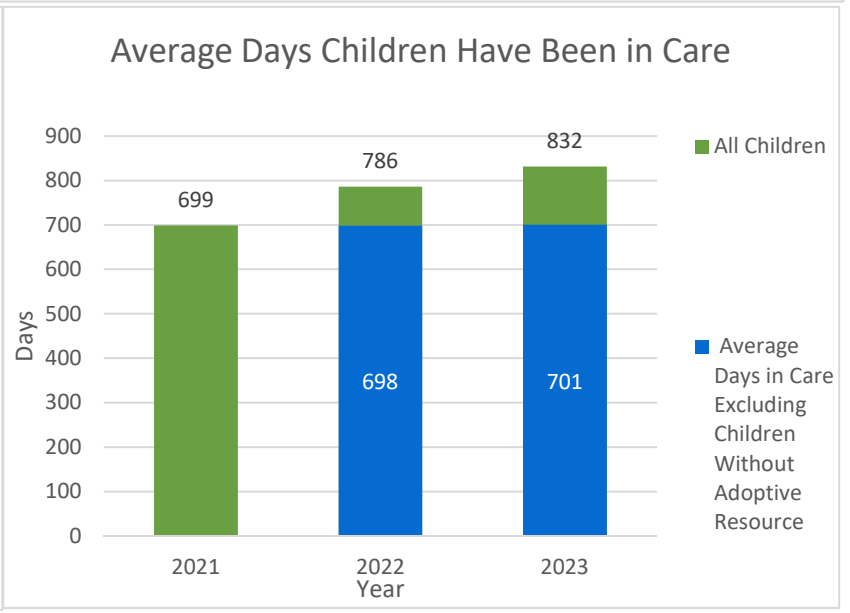
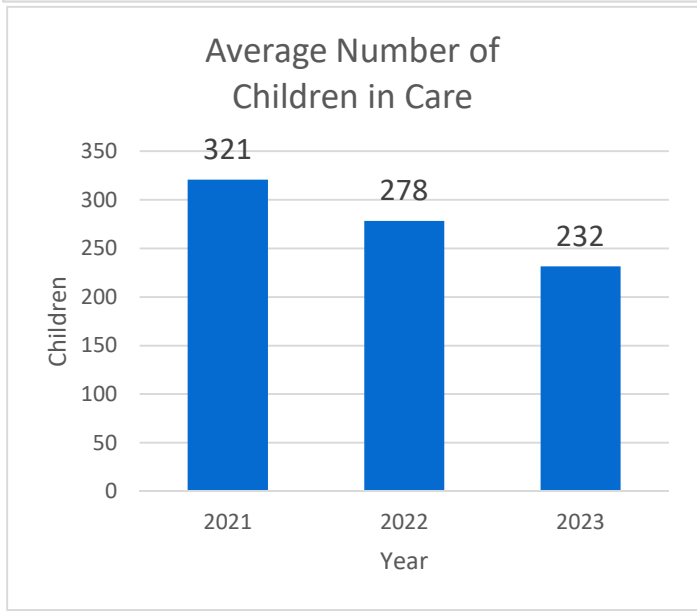
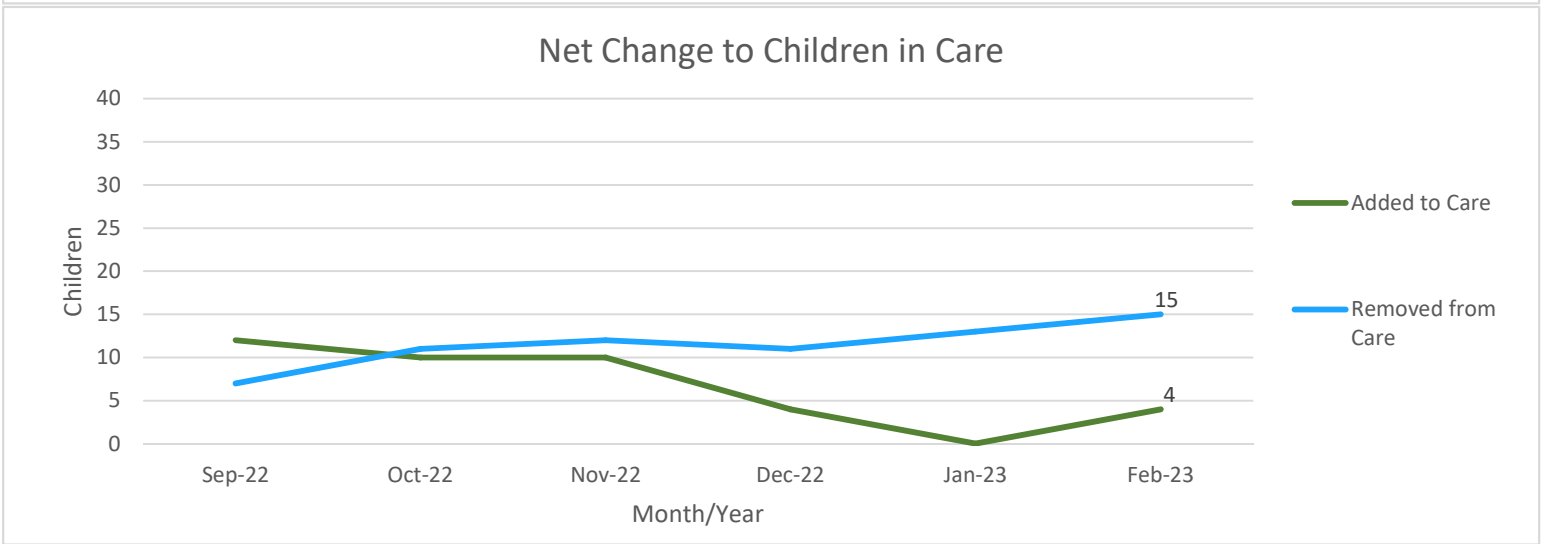
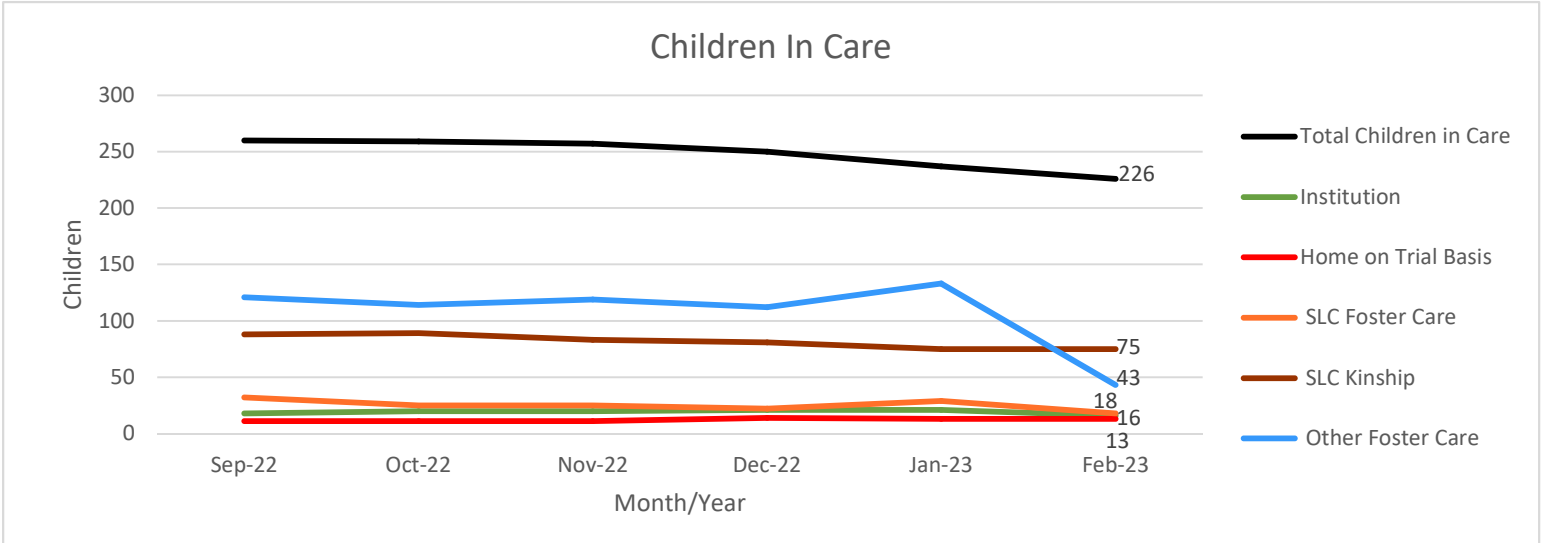
Social Services Monthly Update – February 2023

Child Protective Services

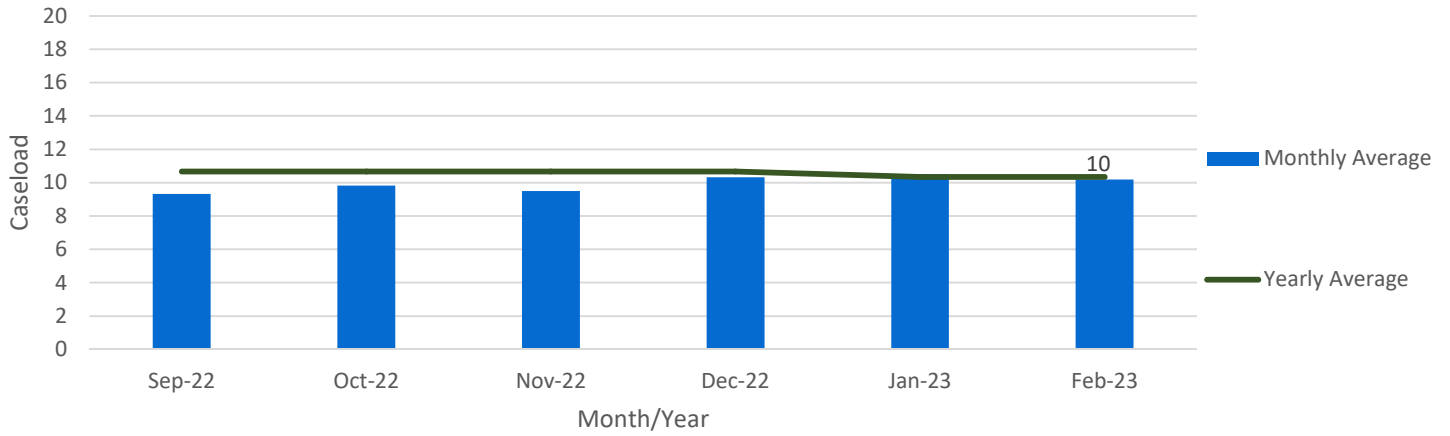




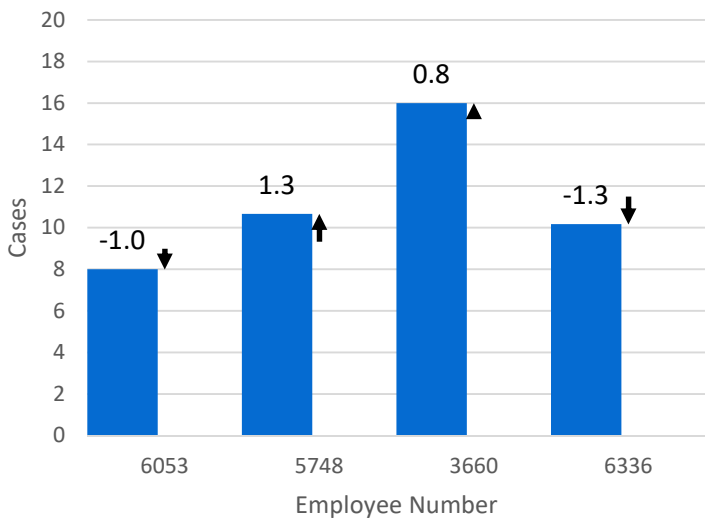
Foster Care/Preventive Services



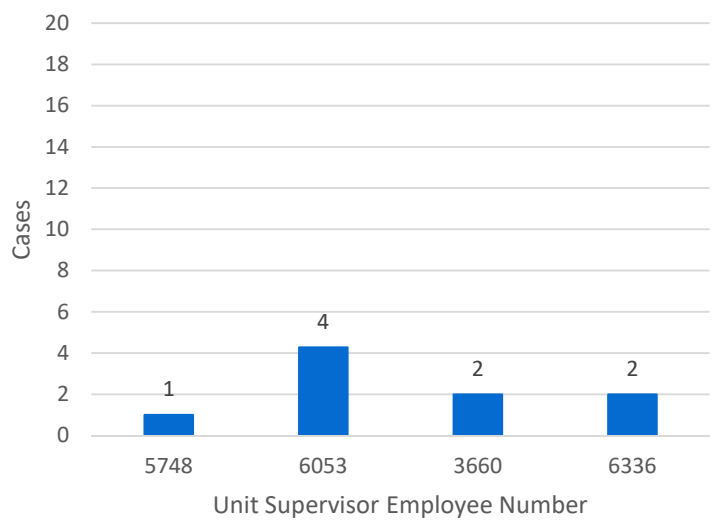
Average Foster Care/Preventive Caseload



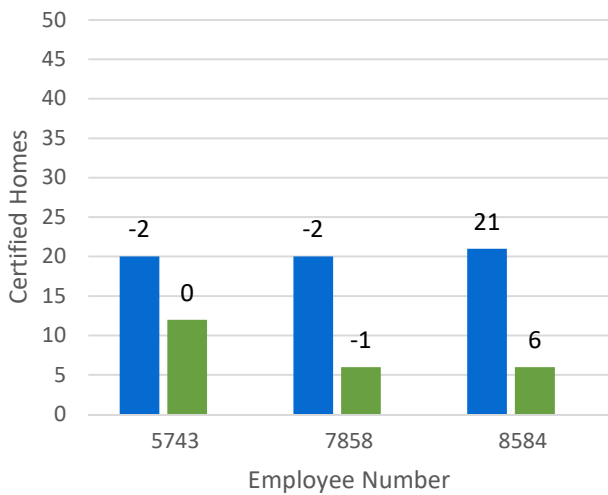
Unit Average Cases Per Month Average: 11



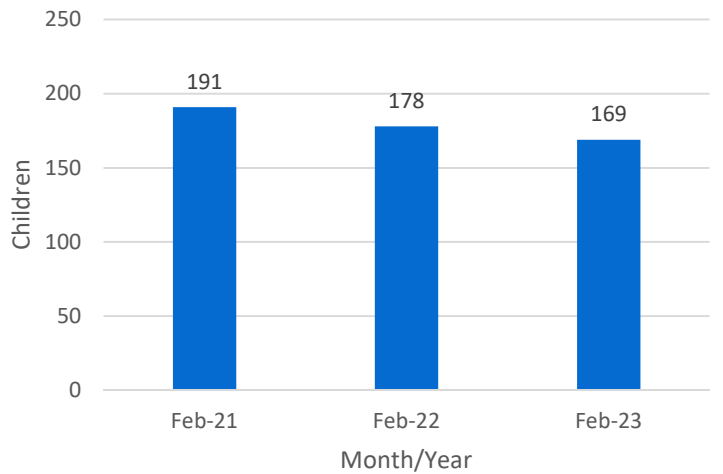
Unit Average Cases Closed Total : 3



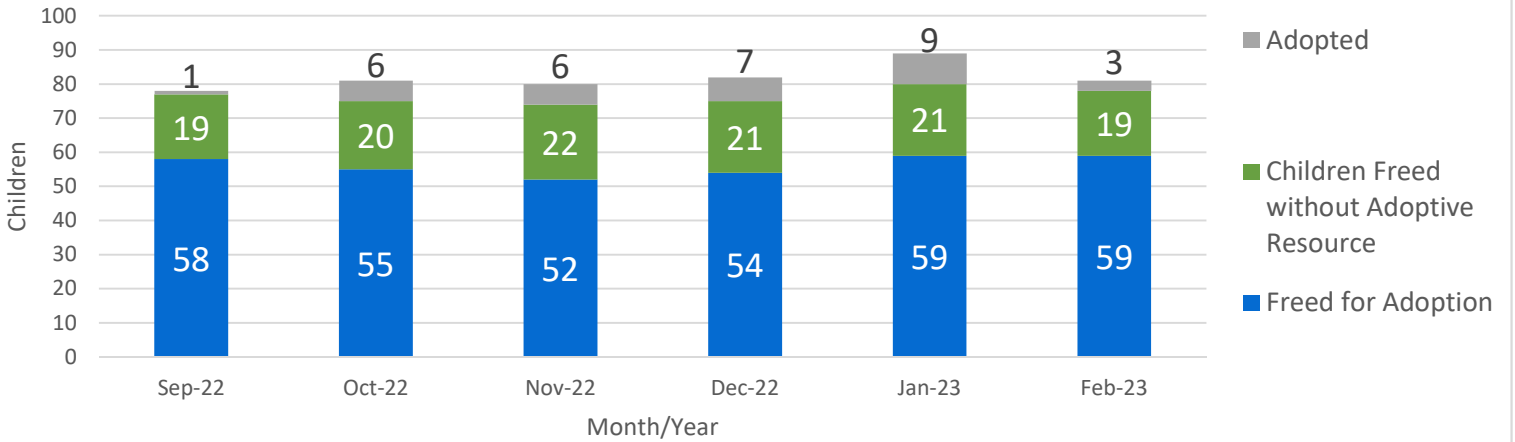
Home Finder Unit Total Change: -4



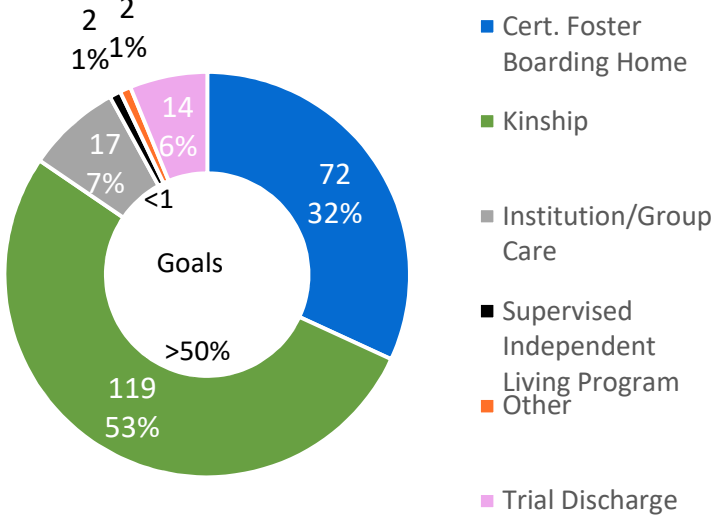
Average Number of Children in Home Receiving Services



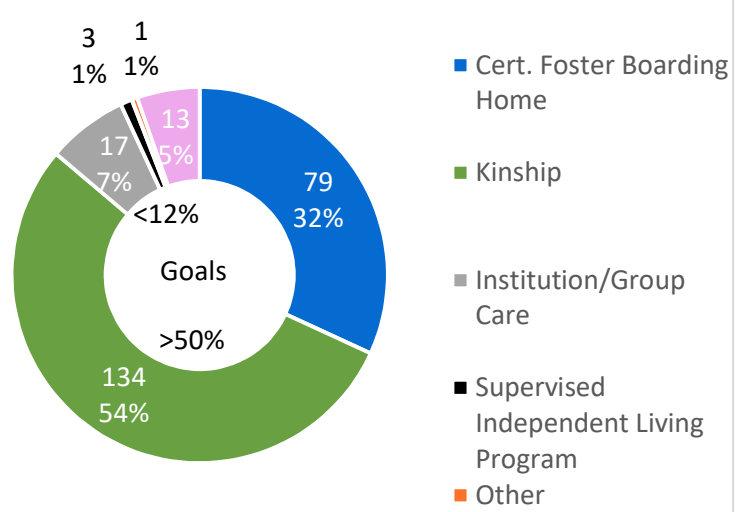
Adoption Activity



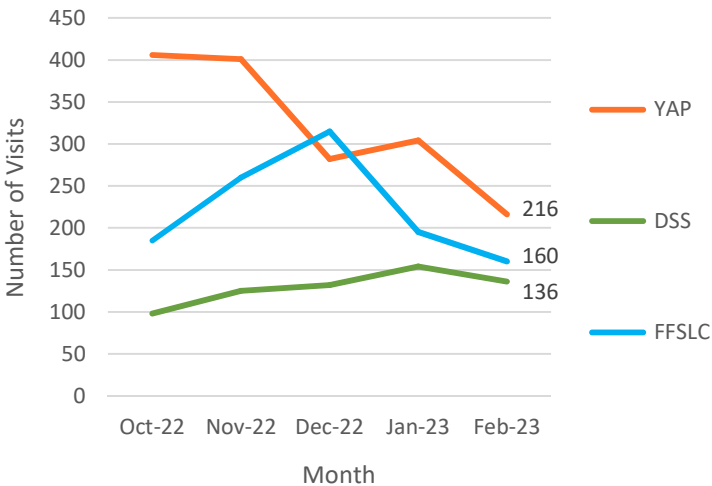
Foster Care Placements



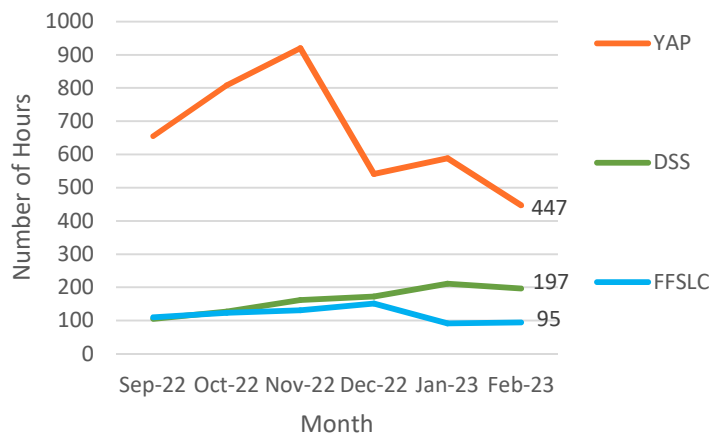
Average Foster Care Placements



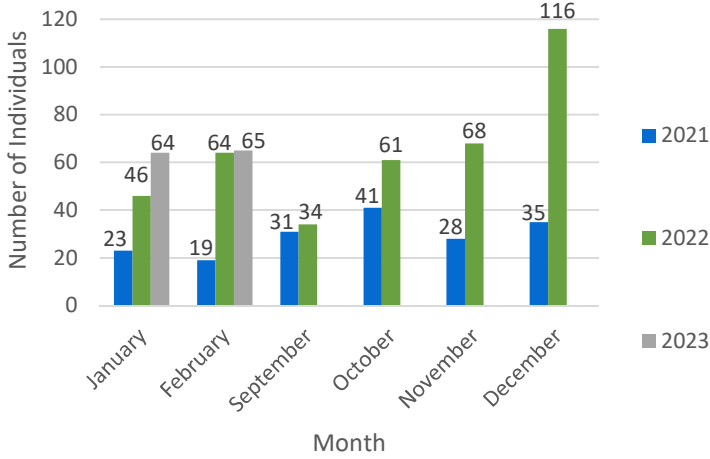
Number of Visits for 197 cases



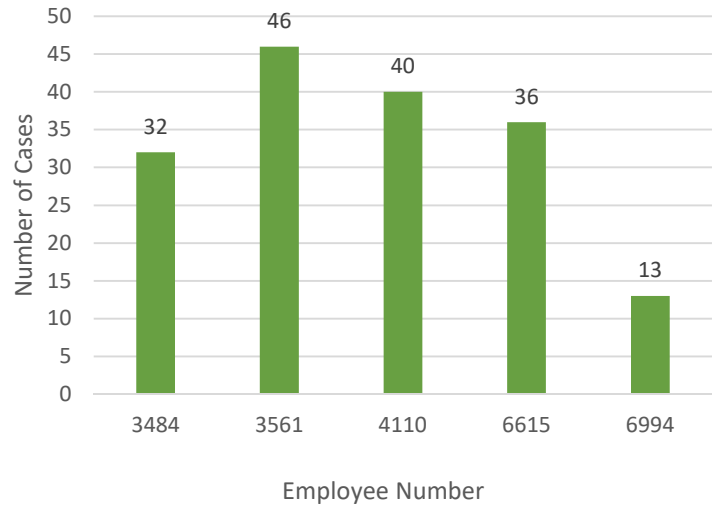
Number of Hours Supervised Visitation for 197 cases



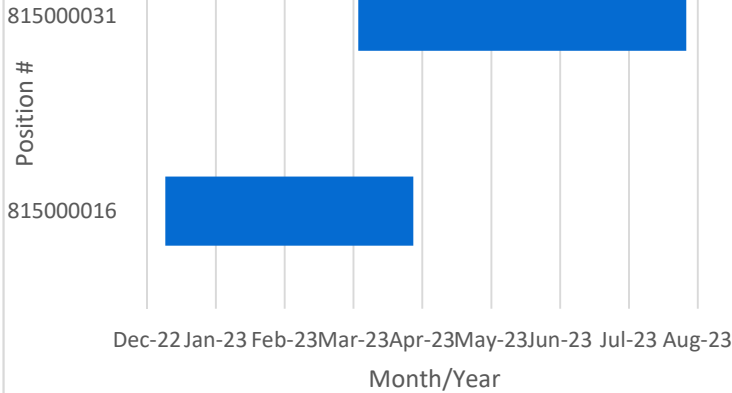
New Homeless Placements



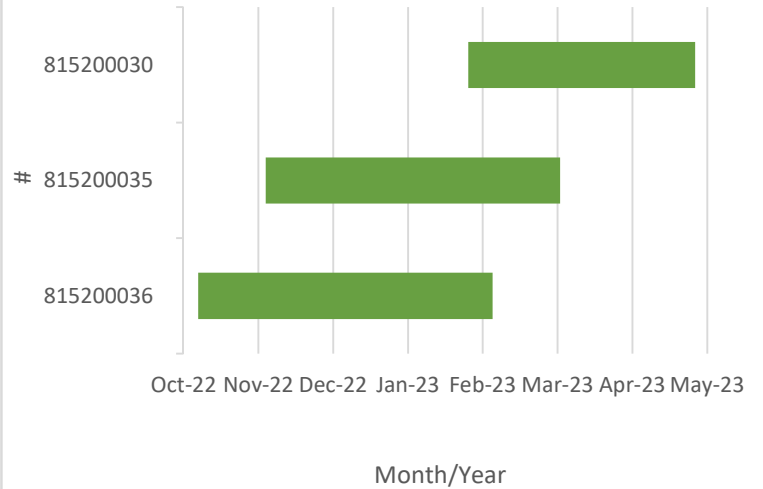
Adult Protective Cases - Totals: 167



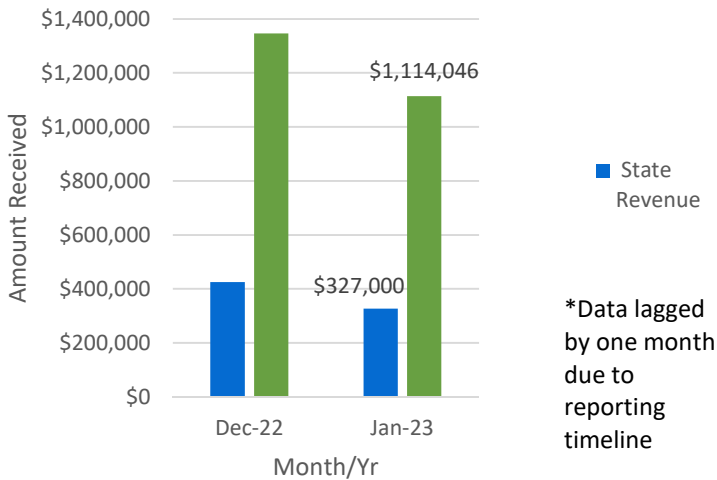
Caseworker Trainee Period - Foster Care/Preventive



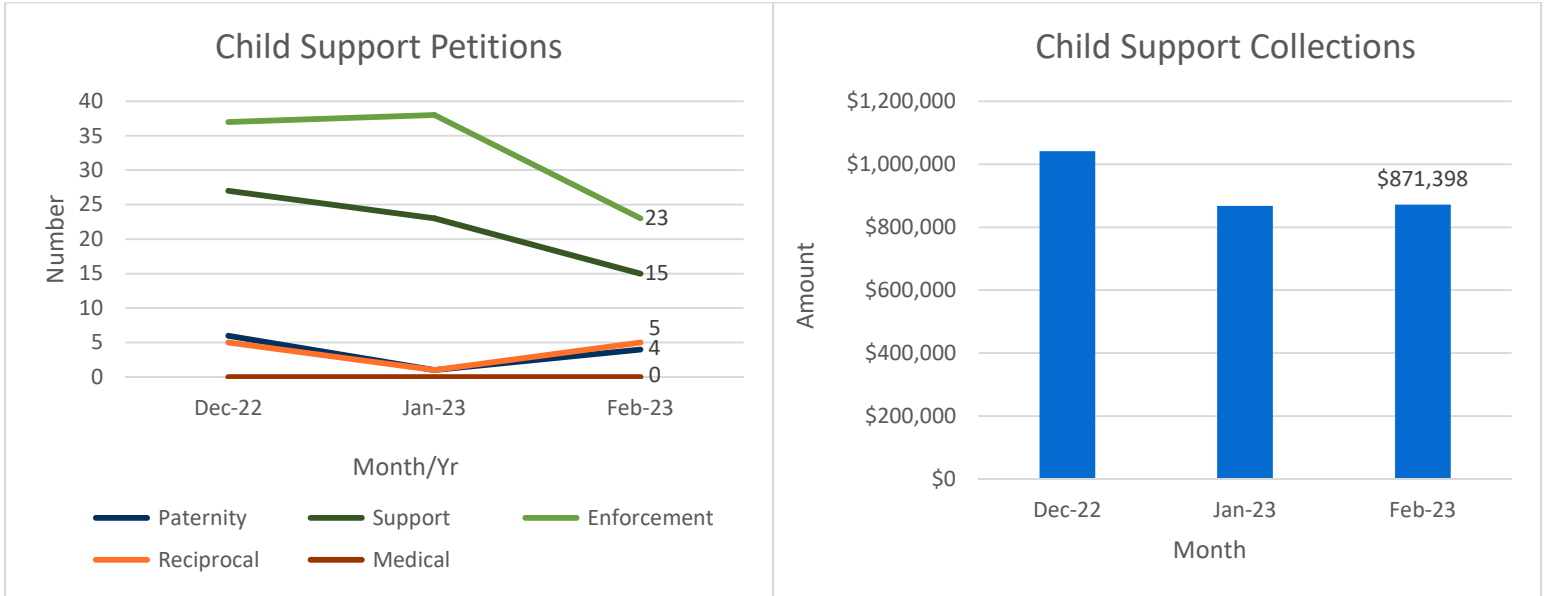
Caseworker Trainee Period - CPS



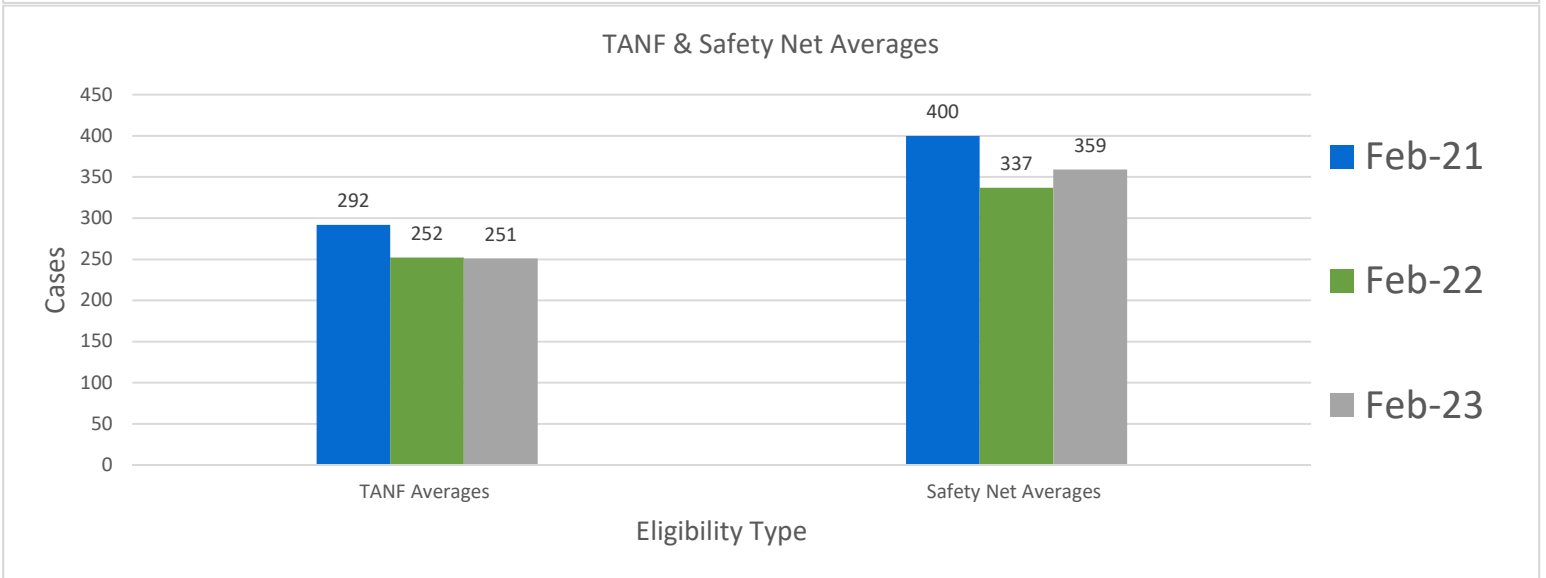
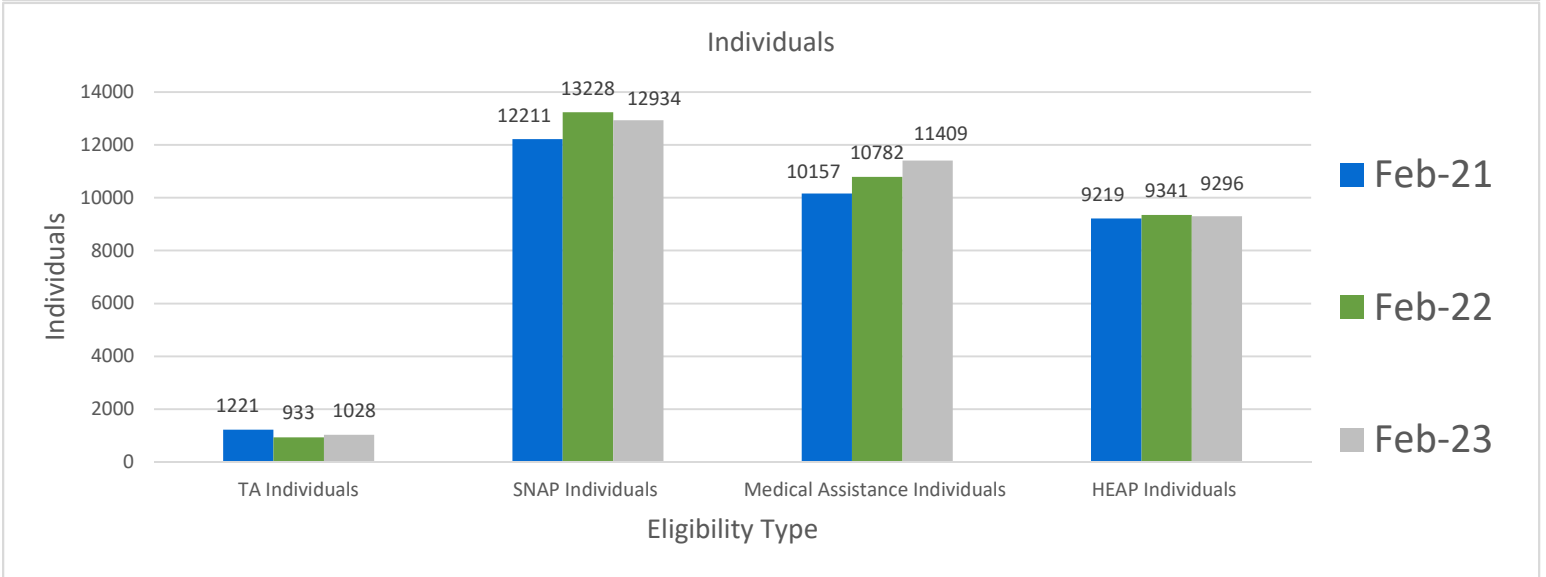
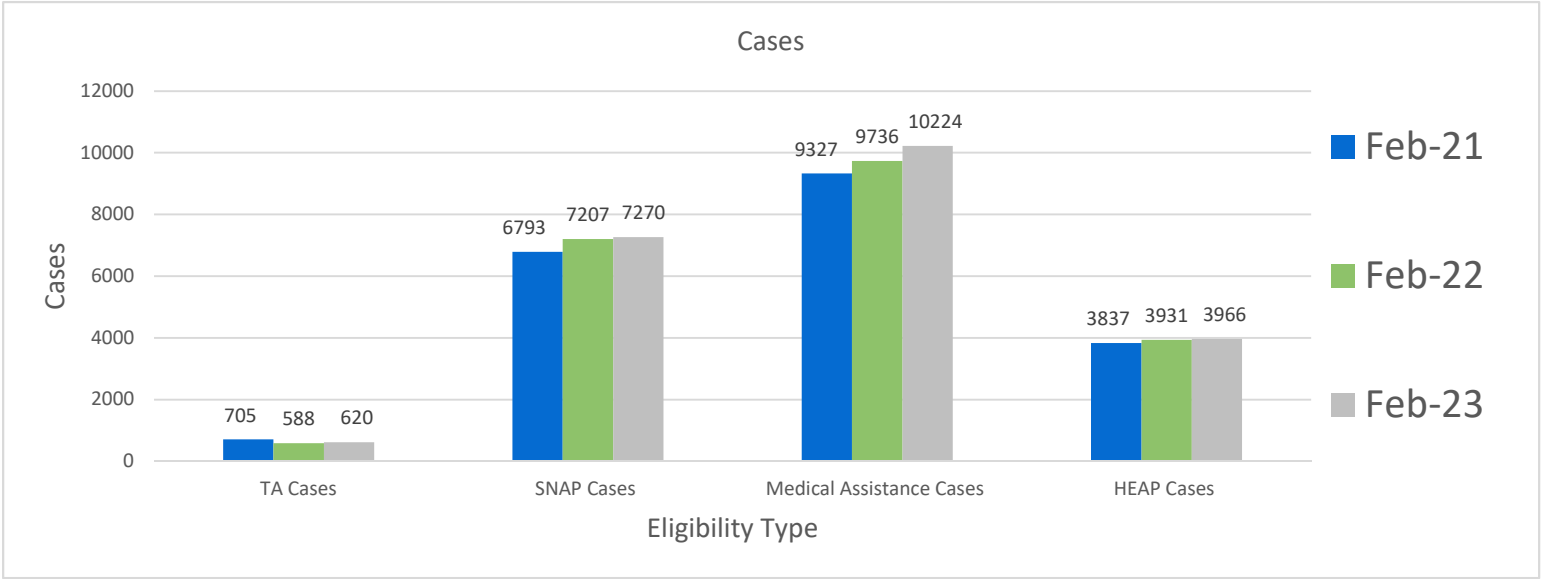
Foster Care Revenue by Month



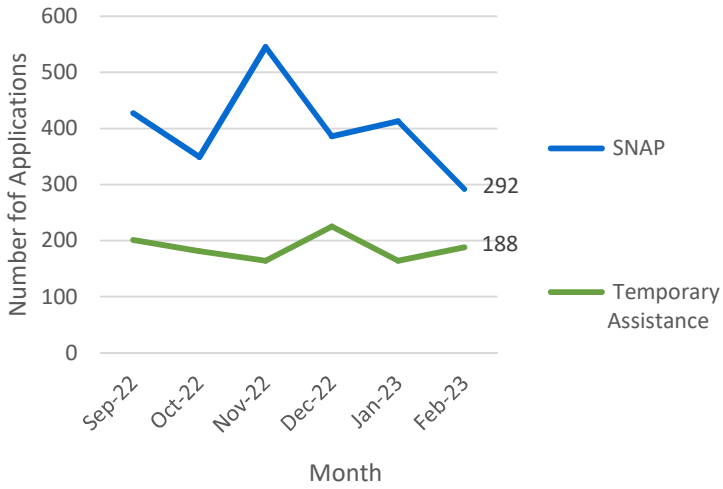
Child Support



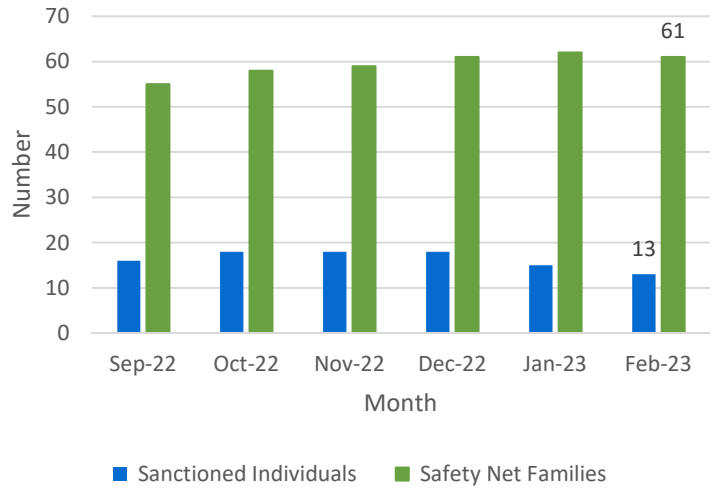
Eligibility Programs



Program Applications



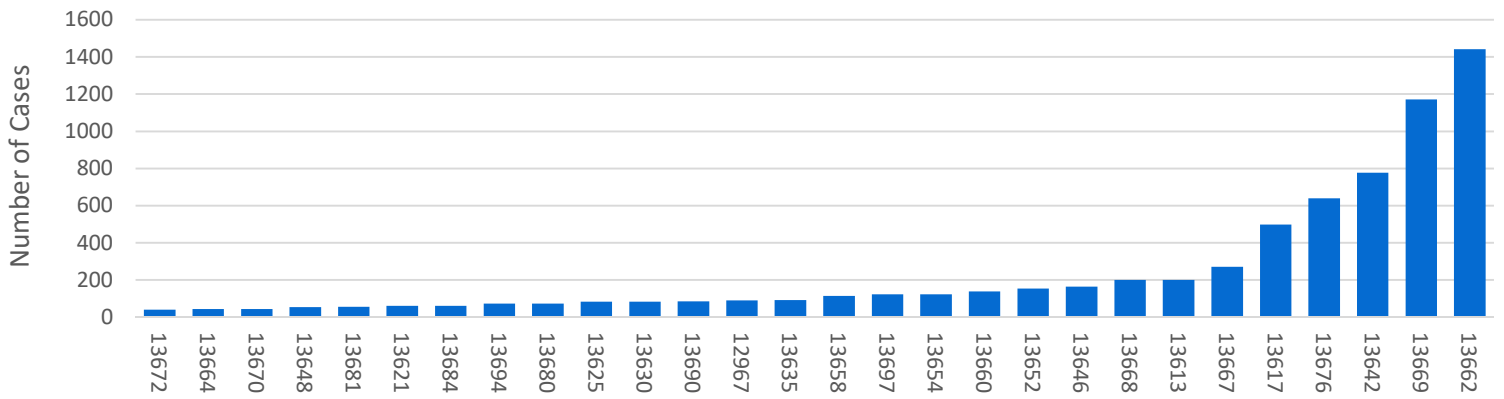
Safety Net Families



Supplemental Nutritional Assistance Program (SNAP) by Zipcode

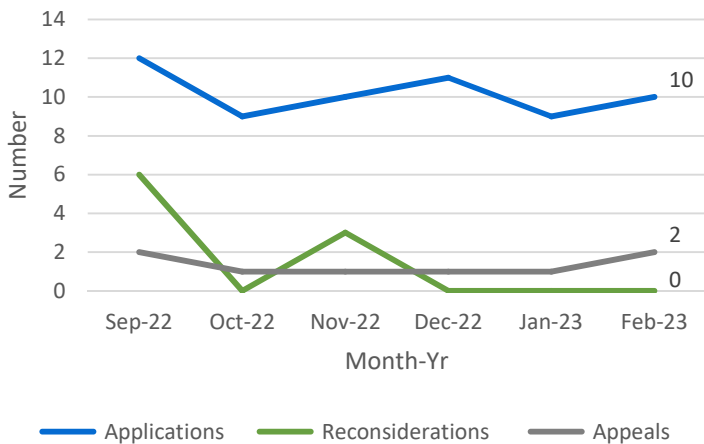
February 2023

Total: 6969

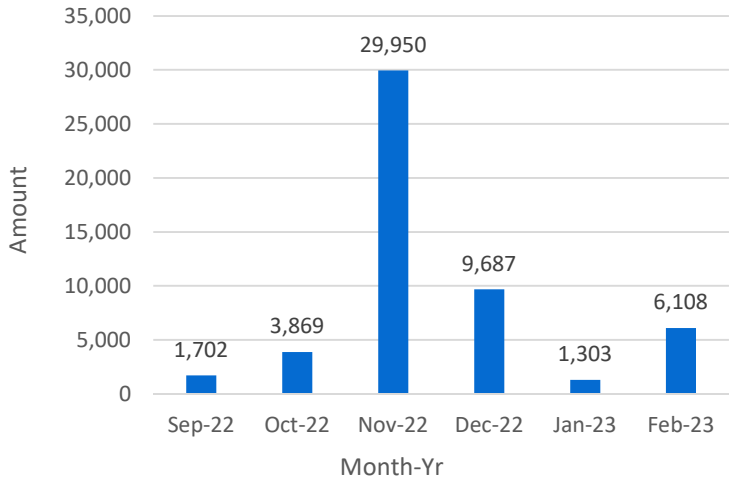


* Zipcodes with fewer than 40 active cases are not represented above

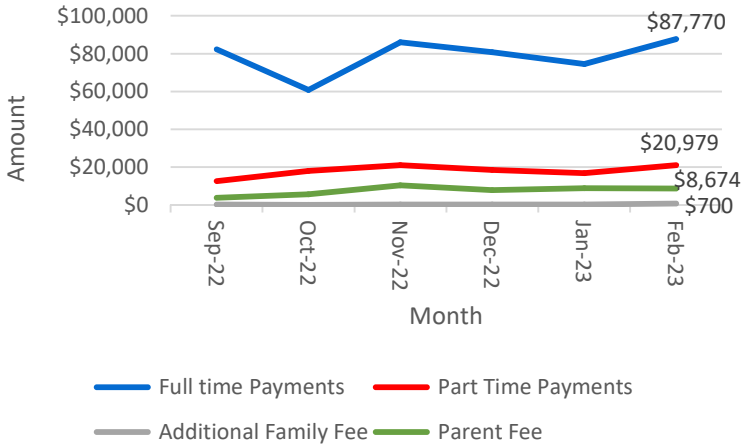
Disabled Client Assistance Program (DCAP)



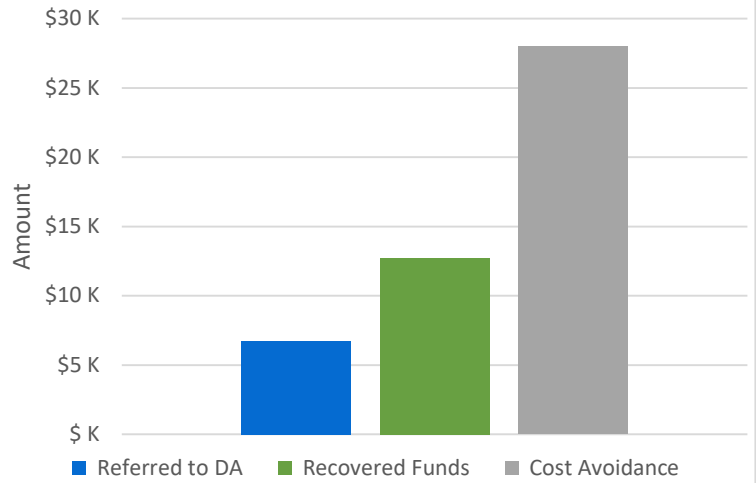
DCAP Interim Assistance Reimbursed



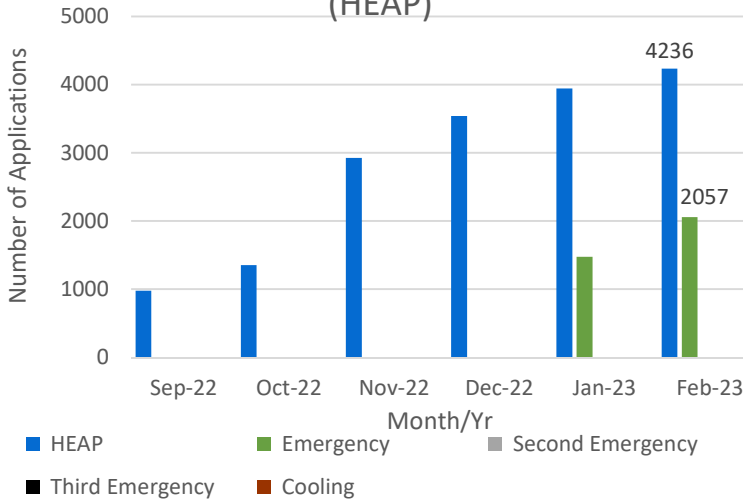
Child Care Assistance Payments 60 Providers



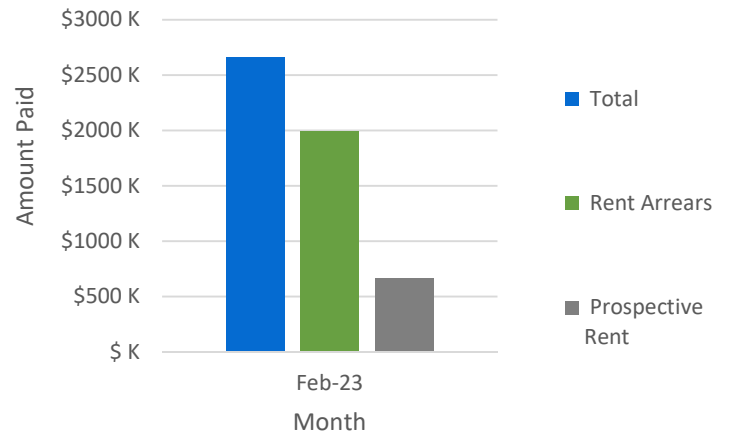
Fraud Investigation Unit (YTD)



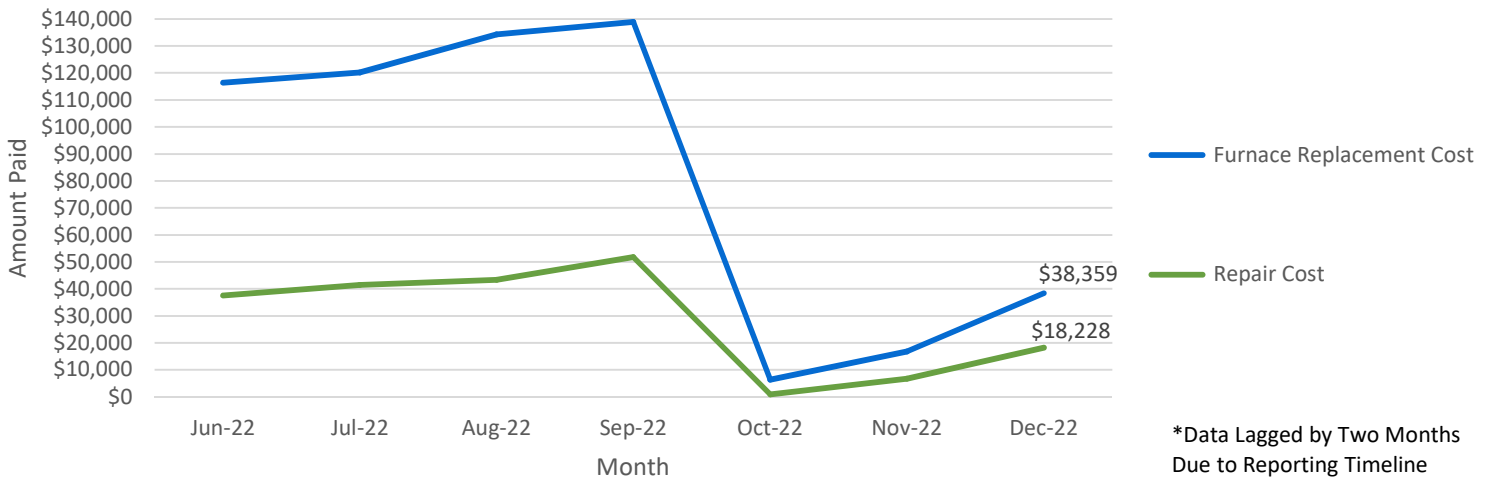
Home Energy Assistance Program (HEAP)

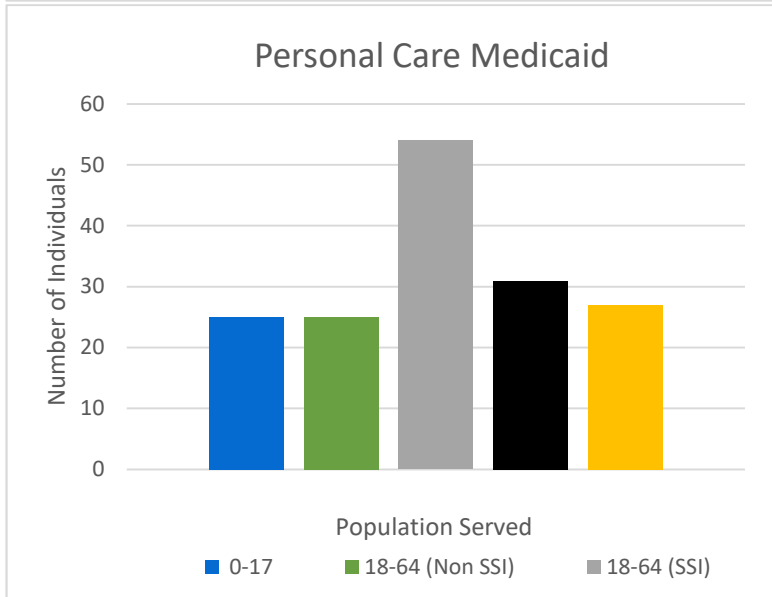
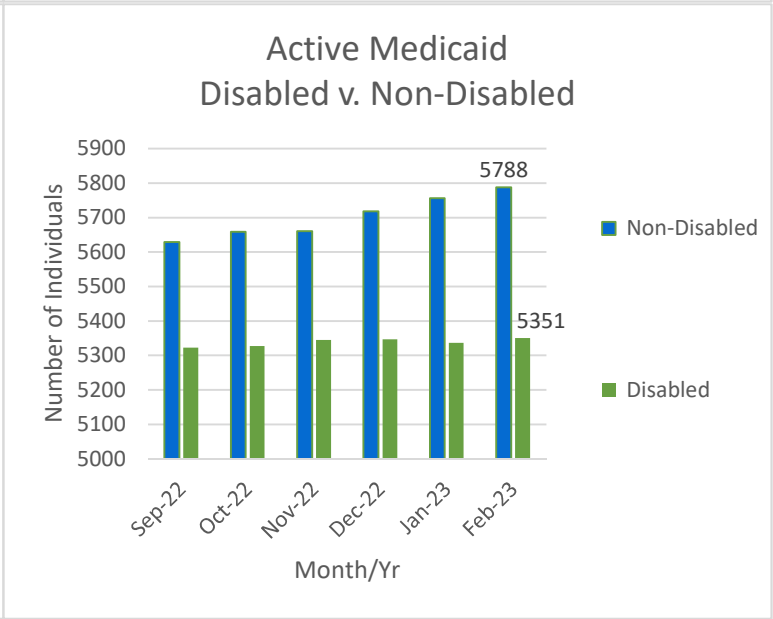
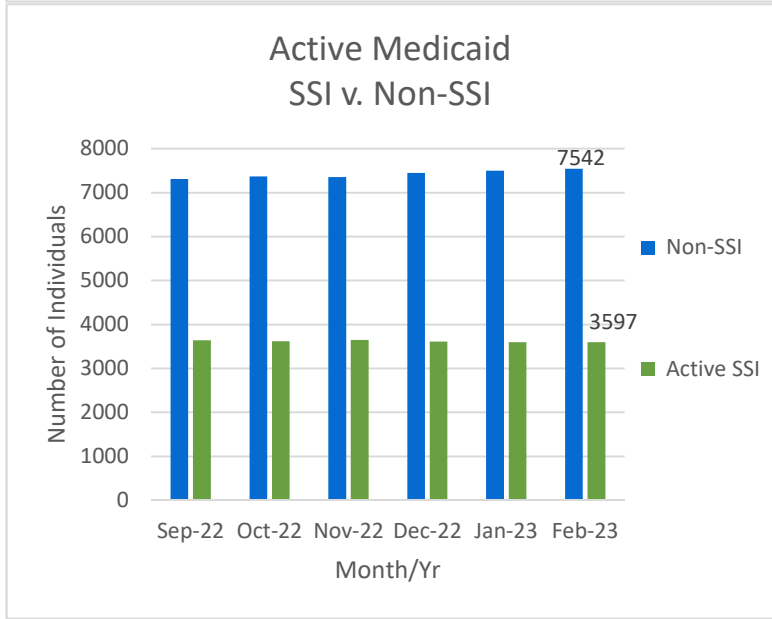
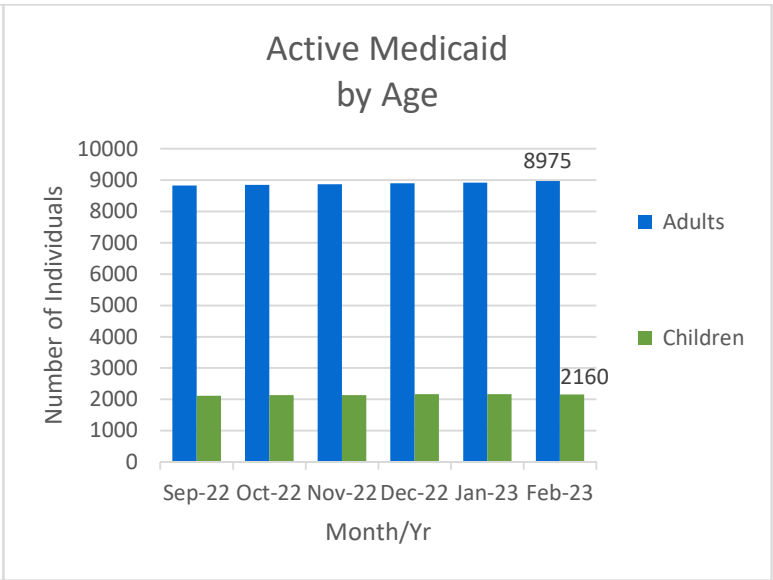
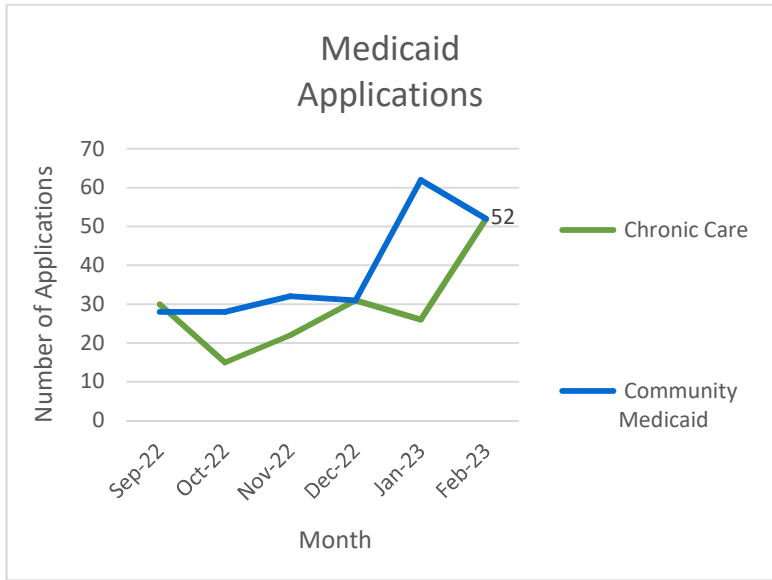


Emergency Rental Assistance Program (6/1/21- 3/1/23)



Home Energy Repair/Replacement Costs





St. Lawrence County Vacancy Authorization Form

Public Health



Type: Fill

Public Health Specialist

Subunit (If Applicable):

Date Submitted: February 22, 2023

Reason Vacated: Resignation

Position Number: 504300008

Date Vacated: May 5, 2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: March 8, 2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$54,674

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$28,124

Revenue Generating: No 0 %

Base Salary: \$53,614

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

Base Hourly: \$29.46

Grade: 26

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.

This position is critical to assist with the department's COVID-19 response efforts and immunization outreach. The individual's primary role would be to assist in response activities including: vaccination clinics events, staffing, logistics, volunteer recruitment and retention. The role may also include: creation of education materials, vaccine coordination, organizing response efforts within the department and volunteer staff, communication with area hospitals, health centers and facilities regarding testing and exposure, educating staff on the COVID-19 process and guidelines, as well as educating the community and assisting in messaging to media outlets.

Department Head: *Jolene Manger*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Legal Secretary

Subunit (If Applicable): Legal

Date Submitted: 2/28/2023

Reason Vacated: Resignation

Position Number: 005300003

Date Vacated: 3/10/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 6/17/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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: \$47,856

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

Base Hourly: \$26.29

Grade: 23

Net County Cost: \$15,426

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

Detailed Justification

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

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

Department Head: 

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Principal Account Clerk

Subunit (If Applicable): Child Support

Date Submitted: 2/28/2023

Reason Vacated: Promotion

Position Number: 100300001

Date Vacated: 3/3/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 7/23/2012

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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 82 %

Base Hourly: \$24.44

Grade: 21

Net County Cost: \$14,614

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

Detailed Justification

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

The position is responsible for entering all new child support orders, modified child support orders and violation orders for collection. This consists of building new child support accounts for child support orders that do not have an existing account and make all accounting adjustments needed to collect the proper amount of child support; making accounting adjustments to existing child support accounts when a court order has been modified; interpret court orders and make retroactive adjustments to the account back to the effective date of the modification; place the support obligation and arrears obligation on the correct ledger and enter the proper codes in order to issue a wage withholding order; interpret the health insurance provision of the court order in order to set the proper code and generate or prevent the generation of a medical execution; process out of state orders that have been registered for enforcement in St Lawrence County SCU and make all necessary accounting entries to collect and disburse the proper child support amount to the other State; process account adjustments and close cases per the Support Investigators requests; and assist and oversee Senior Account Clerks. If the new orders are not set up timely, the Department cannot collect and disburse child support on those cases and therefore custodial parents would not receive their payments. If the modified orders are not set up on our system we would continue to collect the incorrect amount, based on the prior order, until the new order is updated on our system. The Department receives between 40-75 orders each week and over time this would result in a large number of families not receiving the support to which they are entitled.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 3/2/2023

Reason Vacated: Resignation

Position Number: 814000038

Date Vacated: 3/17/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 3/9/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$46,104

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$23,716

Revenue Generating: No 0 %

Base Salary: \$44,483

Reimbursed by Local,
State or Federal Funds: Yes 68 %

Base Hourly: \$24.44

Grade: 21

Net County Cost: \$22,691

*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, State mandated deadlines for processing applications and recertifications would be missed, and clients would not receive all the benefits to which they are entitled in a timely manner. Additional errors also would occur resulting in payments for inaccurate amounts that would require significant staff time to correct. Examiners are responsible for interviewing clients applying for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP). They determine eligibility, complete recertifications, maintain ongoing TA and SNAP cases to meet State mandated deadlines for processing TA and SNAP applications and recertifications, and ensure our clients receive all the benefits to which they are entitled in a timely manner. It would be impossible to have the remaining examiners absorb the work of this position without missing deadlines and failing to ensure that clients receive the accurate amounts of benefits. This examiner is responsible for interviewing, documenting, determining eligibility for 35 applications monthly for ongoing Family Assistance, Safety Net Assistance, and Emergency Assistance (Temporary Housing Assistance or Shelter/Energy Emergencies) and SNAP. This examiner position currently is responsible for maintaining approximately 28 TA cases and 350 SNAP cases, serving approximately 670 individuals.

Department Head:

County Administrator:

Approved?

Yes No

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): Medicaid

Date Submitted: 3/2/2023

Reason Vacated: Promotion

Position Number: 814000020

Date Vacated: 3/3/2023

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 10/10/2016

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$53,178

Fill Request Timeline: Immediately

Benefits: Yes (51.44%) \$27,355

Revenue Generating: No 0 %

Base Salary: \$44,483

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

Base Hourly: \$24.44

Grade: 21

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.

This Community Medicaid Social Welfare Examiner position is needed to comply with deadlines set by regulations and to determine eligibility for various mandated Medicaid programs in connection with initial applications and recertifications, and when there are household changes. In January 2020, the caseload for this type of Examiner was 480 cases, currently the caseload size is approximately 1200 cases. In addition to the increased caseload size, the cases retained by the Department at this time are the most complex Medicaid cases. The Community Medicaid Social Welfare Examiners are struggling to handle the large, complex caseloads. Not filling this position would have a negative impact on program integrity and the timeliness of eligibility determinations, and would increase the risk of financial penalties for non-compliance.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: