

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, AUGUST 9, 2021
***** BOARD ROOM AND LIVE VIA YOUTUBE*****
***** 5:30 P.M. *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – July 19**
- 3. COVID-19 UPDATE – Dr. Andrew Williams and Jolene Munger**
- 4. PUBLIC HEALTH – JOLENE MUNGER**
 - A. Authorizing the Chair to Sign a Contract with Health Research Inc. (HRI) for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)
 - B. Authorizing the Chair to Sign a Subcontract with Health Research Inc. (HRI) for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)
 - C. Authorizing the Chair to Sign a Contract with the New York State Department of Health for the Lead Poisoning Prevention Program Grant (Res)
 - D. Authorizing the Chair to Sign a Contract with Twin Tier Pathology for Morgue and Laboratory Services (Res)
 - E. Authorizing the Chair to Sign a Contract with Monroe County for Morgue and Laboratory Services (Res)
 - F. Authorizing the Chair to Sign a Contract with Health Research Inc. /New York State Department of Health (HRI. /NYSDOH) for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection and Modifying the 2021 Budget for the Public Health Department (Res)
 - G. Authorizing the Chair to Sign an Agreement with Health Research Inc. /New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) Reopening Schools Funding and Modifying the 2021 Budget for the Public Health Department (Res)
 - H. Authorizing the Chair to Sign Contracts with Contractors, Subcontractors, and Consultants for Opioid Epidemic Grant Funding and Modifying the 2021 Budget for the Public Health Department (Res)
- 5. SOCIAL SERVICES – CINDY ACKERMAN**
 - A. Modifying the 2021 Budget for the Emergency Rental Assistance Program (ERAP) and the Safe Harbour Grant for the Department of Social Services (Res)

B. New Social Services Statistics (Info)

6. COMMUNITY SERVICES – JAY ULRICH

- A. Authorizing the Chair to Sign a Contract with TenEleven for Revenue Cycle Management and Modify the 2021 Budget for Community Services (Res)
- B. Authorizing the Chair to Sign Two Contracts with New York State Accepting the 2021-2022 New York State Governor’s Traffic Safety Program and Child Passenger Safety Grants for Community Services (Res)
- C. Clinic Update (Info)

7. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Annual Vacancy Report and Trends (Info)
- B. Public Health
 - 1. Create and Fill Public Health Specialist, Position No. 504300007
- C. Social Services
 - 1. Fill Caseworker, Position No. 815200023
 - 2. Fill Computer Technician, Position No. 202700003
- D. Community Services
 - 1. Fill Program Director, Position No. 512700003

8. 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)

9. OLD/NEW BUSINESS

10. ADJOURNMENT – If there is no further business.

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A SUBCONTRACT WITH
HEALTH RESEARCH INC. (HRI) FOR THE NEW YORK STATE PUBLIC
HEALTH CORPS (NYSPHC) FELLOWSHIP PROGRAM**

By Mr. Lightfoot, 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

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 at least a one-year term, and

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

WHEREAS, Public Health is eligible to receive \$1,532,660 (PPZ44895 57000 PHC) in funding over the next two (2) years (\$766,330 annually), and

WHEREAS, Public Health wants the option to subcontract with Health Research Inc. (HRI) to recruit and deploy the fellows for this program and be reimbursed by Public Health,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a subcontract with Health Research Inc. for the New York State Public Health Corps (NYSPHC) Fellowship Program, upon approval of the County Attorney.

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
HEALTH RESEARCH INC. (HRI) FOR THE NEW YORK STATE
PUBLIC HEALTH CORPS (NYSPHC) FELLOWSHIP PROGRAM**

By Mr. Lightfoot, 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

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 at least a one-year term, and

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

WHEREAS, the Public Health Department is eligible to receive \$1,532,660 (PPZ44895 57000 PHC) in funding over the next two (2) years (\$766,330 annually),

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for the New York State Public Health Corps (NYSPHC) Fellowship Program, upon approval of the County Attorney.

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
THE NEW YORK STATE DEPARTMENT OF HEALTH FOR THE
LEAD POISONING PREVENTION PROGRAM GRANT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Childhood Lead Poisoning Prevention Program contract for the Public Health Department has been renewed for the time period of October 1, 2021 through September 30, 2026, and

WHEREAS, the Childhood Lead Poisoning Prevention Program Grant is \$35,829 (PPO34725 56000 LEAD) each year of the contract,

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

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
TWIN TIER PATHOLOGY FOR MORGUE AND LABORATORY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Coroners' Program,
and

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

WHEREAS, during times the Pathologist is unavailable, there is a need to have an
alternate location to send cases, and

WHEREAS, Twin Tier Pathology, Broome County, New York, also provides forensic
pathology services, and has agreed to receive cases from St. Lawrence County in the absence of
the current Pathologist and/or 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 Twin Tier Pathology for morgue and laboratory services, upon
approval of the County Attorney.

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH
MONROE COUNTY FOR MORGUE AND LABORATORY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Coroners' Program,
and

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

WHEREAS, during times the Pathologist is unavailable, there is a need to have an
alternate location to send cases, and Monroe County has agreed to receive cases from
St. Lawrence County in the absence of the current Pathologist and/or 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 Monroe County for morgue and laboratory services, upon approval
of the County Attorney.

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH HEALTH RESEARCH INC. /NEW YORK STATE DEPARTMENT OF HEALTH (HRI.NYSDOH) FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19 ENHANCED DETECTION AND MODIFYING THE 2021 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Lightfoot, Chair, Services Committee

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

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

WHEREAS, the original two-year contract period was July 1, 2020 through June 30, 2022 as per Resolution No. 257-2020, and this contract has been extended to March 31, 2023, and

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

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

WHEREAS, additionally a placeholder of \$1,000,000 will be added to the contract extension in case emergency funds are need to be allocated and disbursed quickly, which would allow for expedited procurement procedures,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with Health Research Inc./New York State Department of Health (HRI/NYSDOH) for Epidemiology and Laboratory Capacity (ELC) COVID-19 Enhanced Detection, upon approval of the County Attorney, 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 CVD

P ELC CVD Federal Aid

\$392,994

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INCREASE APPROPRIATIONS:

PPZ40101 18000 CVD	P ELC CVD Overtime	\$168,778
PPZ40101 19000 CVD	P ELC CVD Temp & Part Time	123,775
PPZ40104 43007 CVD	P ELC CVD Other Fees & Services	30,434
PPZ40104 44300 CVD	P ELC CVD Mileage	700
PPZ40108 81000 CVD	P ELC CVD Retirement	39,056
PPZ40108 83000 CVD	P ELC CVD Social Security	22,381
PPZ40108 84000 CVD	P ELC CVD Workmens Comp	<u>7,870</u>
		\$392,994

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

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT WITH HEALTH RESEARCH INC. /NEW YORK STATE DEPARTMENT OF HEALTH (HRI/NYSDOH) FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) REOPENING SCHOOLS FUNDING AND MODIFYING THE 2021 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Health Research Inc. /New York State Department of Health (HRI/NYSDOH) has awarded funding to local health departments (LHDs), and

WHEREAS, the Public Health Department was awarded \$3,407,799 (PPZ44895 57000 SCH) with objectives and goals to focus primarily on providing needed resources to implement COVID-19 screening testing programs in public and private schools aligned with the CDC recommendations for K-12 to support and maintain in-person learning, and

WHEREAS, this funding may also be used for coordination, management, technical assistance, monitoring, and data collection and reporting activities to support K-12 screening testing programs, and

WHEREAS, fifteen percent of the funding (\$511,170) will remain in the Public Health Budget for administration costs, and

WHEREAS, this agreement is for a term of July 1, 2021 through July 31, 2022,

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

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

INCREASE REVENUE:

PPZ44895 57000 SCH	P ELC SCH Federal Aid	\$2,896,629
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DECREASE APPROPRIATIONS:

PPZ40501 11000 SCH	P ELC SCH Direct Service Worker	\$51,427
PPZ40501 13000 SCH	P ELC SCH Technical	5,731
PPZ40504 43007 SCH	P ELC SCH Other Fees and Services	2,811,940
PPZ40508 81000 SCH	P ELC SCH Retirement	7,631
PPZ40508 83000 SCH	P ELC SCH Social Security	3,962
PPZ40508 84000 SCH	P ELC SCH Workers Compensation	1,538
PPZ40108 84500 SCH	P ELC SCH Group Life Insurance	86
PPZ40108 86000 SCH	P ELC SCH Hospital & Medical Insurance	13,490

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PPZ40108 86500 SCH	P ELC SCH Dental Insurance	589
PPZ40108 89000 SCH	P ELC SCH Vision Insurance	<u>235</u>
		\$2,896,629

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

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH CONTRACTORS,
SUBCONTRACTORS, AND CONSULTANTS FOR OPIOID EPIDEMIC GRANT
FUNDING AND MODIFYING THE 2021 BUDGET FOR THE
PUBLIC HEALTH DEPARTMENT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Opioid Epidemic Grant Funding (9/1/2021-8/31/2022) which is part of the Emergency Preparedness Program, and

WHEREAS, Public Health has been approved to received \$72,000 in funding from the New York State Department of Health to address the opioid epidemic in the community, and

WHEREAS, the grant will be used for educational materials and to provide multiple substance use, stigma, and mental health education sessions, and

WHEREAS, training will be provided to superintendents/administrative staff at local public schools for Adverse Childhood Experiences (ACEs), Buprenorphine waiver trainings will be provided to medical providers, and collaboration with NYSDOH to provide clinical implementation trainings to providers who have already received MAT trainings,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts with contractors, subcontractors and consultants for Opioid Epidemic Grant Funding, 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 OP	P Opioid Federal Aid	\$72,000
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INCREASE APPROPRIATIONS:

PPZ40101 11000 OP	OP Direct Services Workers	\$16,373
PPZ40104 41102 OP	OP Educational Workshops	1,300
PPZ40104 41901 OP	OP Central Printing	250
PPZ40104 41902 OP	OP Commercial Printing	2,000
PPZ40104 42000 OP	OP Supplies and Expenses	100
PPZ40104 42402 OP	OP I/D Postage	1,600
PPZ40104 43005 OP	OP Advertising Fees & Expense	17,250
PPZ40104 43007 OP	O OP Other Fees and Services	20,239
PPZ40104 44500 OP	OP Other Travel Reimbursement	5,000
PPZ40108 81000 OP	OP Retirement	2,186
PPZ40108 83000 OP	OP Social Security	1,135
PPZ40108 84000 OP	OP Workers Compensation	441
PPZ40108 84500 OP	OP Group Life Insurance	25

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PPZ40108 86000 OP	OP Hospital & Medical Insurance	3,864
PPZ40108 86500 OP	OP Dental Insurance	169
PPZ40108 89000 OP	OP Vision Insurance	<u>68</u>
		\$72,000

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

September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

MODIFYING THE 2021 BUDGET FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) AND THE SAFE HARBOUR GRANT FOR THE DEPARTMENT OF SOCIAL SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, updated information regarding funding allocations for the Emergency Rental Assistance Program and the Safe Harbour Grant are available and it is necessary to modify the 2021 Budget for Social Services, and

WHEREAS, Resolution No. 218-2021 authorized a contract with Maximizing Independent Living Choices (MILC) to support the ERAP Program provided by the Office of Temporary and Disability Assistance (OTDA) in the sum of \$240,000 for the purpose of providing outreach to eligible households and assist them in applying for rental/utility arrears and payments and the County will receive reimbursement for funds utilized, and

WHEREAS, on July 7, 2021, the Department of Social Services collaborated to enhance and expedite the ERAP within the County providing \$100,000 to MILC and \$120,000 of the total allocation to St. Lawrence County, leaving a balance of \$20,000 to be utilized by either organization in the future, and

WHEREAS, in 2020, the Safe Harbour Grant allocation was \$43,350, and of that allotted \$43,350, the breakdown included: \$25,000 to a Youth Advocate Program (YAP) School Based Program and \$18,350 was allotted to additional other fees and services, and

WHEREAS, in 2021, St. Lawrence County was approved by Office of Children and Family Services (OCFS) for Safe Harbour Grant Funds of \$40,000, available for use from January 30, 2021 for the twelve (12) month program period and with the reduction of \$3,350, an amendment is required to reflect the decrease in the other fees and services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2021 Budget for the Emergency Rental Assistance Program (ERAP) and the Safe Harbour Grant for the Department of Social Services as follows:

INCREASE APPROPRIATIONS:

DAG60104 43007 ERAP	D ERAP Other Fees and Services	\$120,000
DAG73104 41102 SAFE	D SAFE Educational Workshops	6,600
DAG73104 44500 SAFE	D SAFE Other Travel Reimbursement	<u>1,500</u>
		\$128,100

DECREASE APPROPRIATIONS:

DAG73104 46500 SAFE	D SAFE Other Payments	\$ 11,450
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INCREASE REVENUE:

DAG46105 57000 ERAP	D ERAP Federal Aid	\$120,000
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September 13, 2021

DECREASE REVENUE:

DAG38205 56000 SAFE	D SA SAFE Revenue	\$3,350
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September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH TENELEVEN
FOR REVENUE CYCLE MANAGEMENT AND MODIFY THE 2021 BUDGET
FOR COMMUNITY SERVICES**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, Community Services wants a contract with TenEleven for Revenue Cycle Management, and

WHEREAS, the contract will provide for the implementation of billing software which would be covered by the SOR Grant (A1Z44865) in the amount of \$5,015, and training and development of billing procedures to ensure the ongoing efficient and compliant processes of the department with six (6) months of claim submissions by Revenue Cycle Management which would be covered by DSRIP Funds,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with TenEleven for revenue cycle management, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2021 Budget for Community Services, as follows:

INCREASE APPROPRIATIONS:

A3143204 47801 DSRP A DSRP OTH External Data Processing	\$21,000
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INCREASE REVENUE:

A3134905 56000 DSRP	A DSRP Mental Health	\$21,000
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September 13, 2021

Services Committee: 8-9-2021

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN TWO CONTRACTS WITH NEW YORK STATE ACCEPTING THE 2021-2022 NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY PROGRAM AND CHILD PASSENGER SAFETY GRANTS FOR COMMUNITY SERVICES

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the New York State Governor's Traffic Safety Committee has determined that the St. Lawrence County Traffic Safety Grant will be funded at \$79,474, with an additional Child Passenger Safety Grant for training and fitting stations in the amount of \$10,035 for a total budget of \$89,509, and

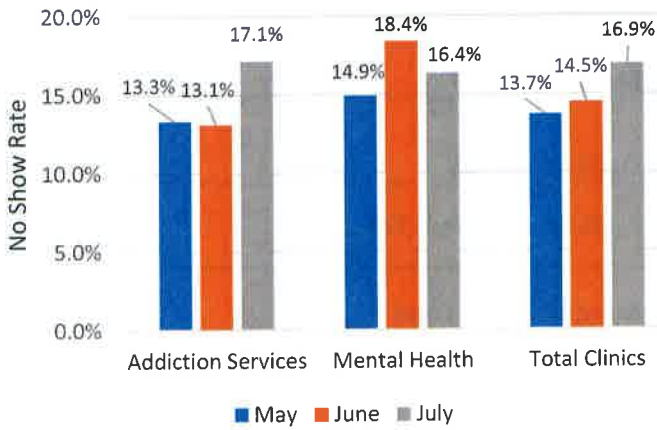
WHEREAS, the 2022 Budget will be prepared with the understanding that the Traffic Safety Grant expenditures will be funded at \$89,509, and

WHEREAS, funding from the Governor's Traffic Safety Committee was requested and approved for the time period of October 1, 2021 through September 30, 2022 (A7233895 56000),

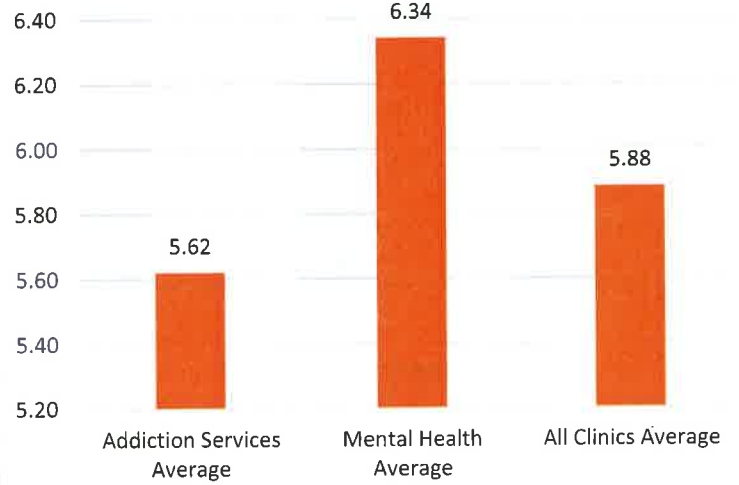
NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorize the Chair to sign two contracts, and any other necessary documents, with New York State accepting the 2021-2022 New York State Governor's Traffic Safety Program and Child Passenger Safety Grants for Community Services, upon approval of the County Attorney.

Community Services Update July 2021

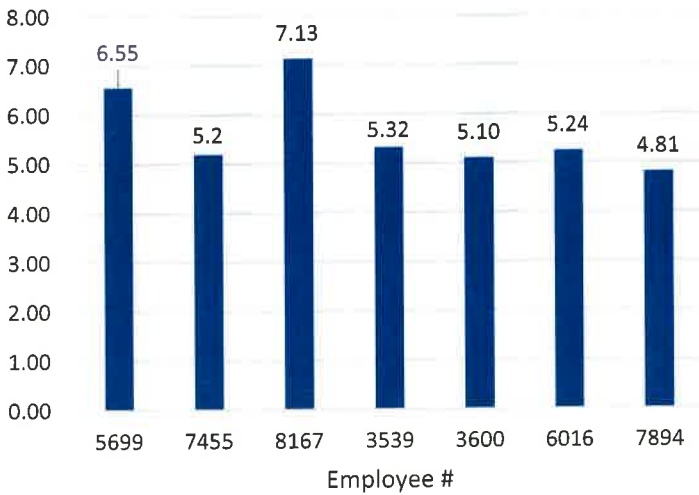
No Show Rates By Month (23.3% Before Call Reminders)



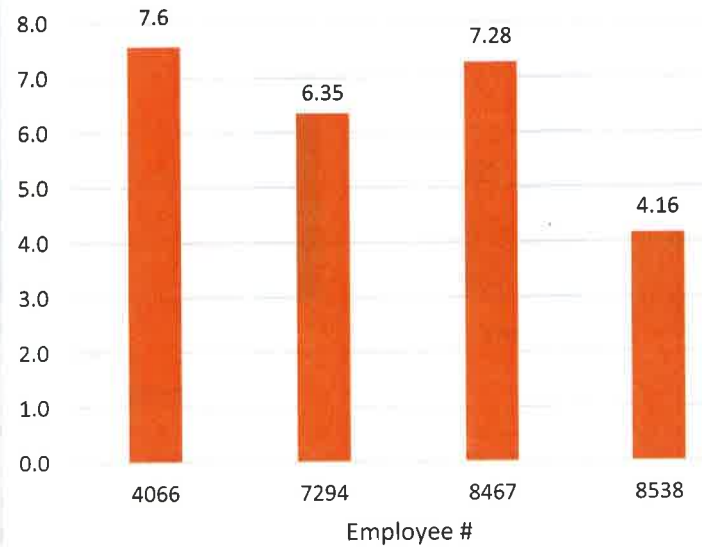
Clinic Counselor Visits Average



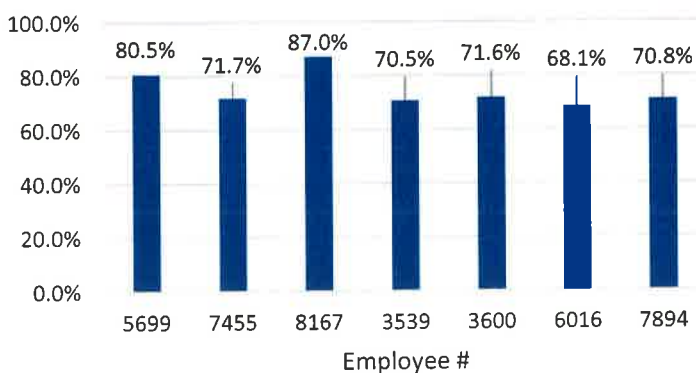
Addiction Services Visits Per Seven Hours



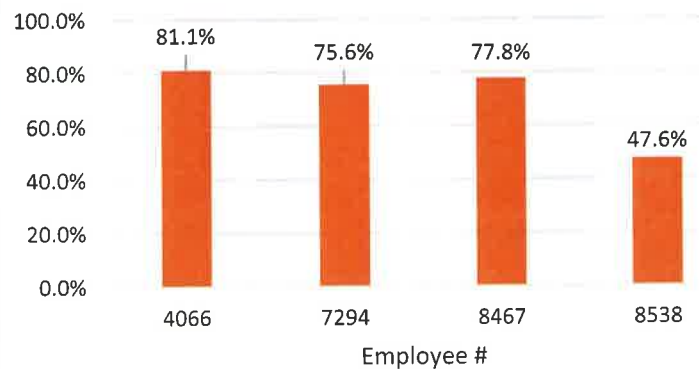
Mental Health Visits Per Seven Hours



Addiction Services Weighted Face to Face %

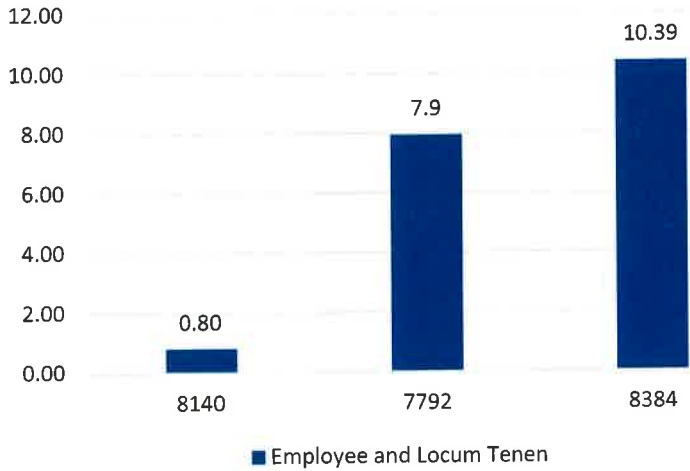


Mental Health Weighted Face to Face %



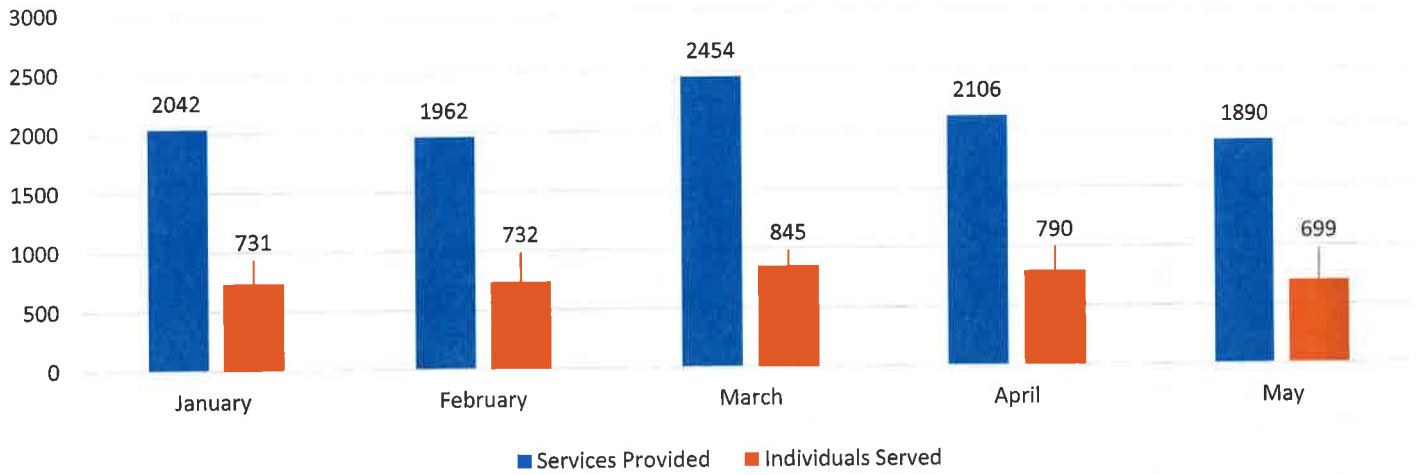
Note: Calculations no longer include "Group Attendees", now based off from number of groups, as of December 2019.

Prescriber Visits Per Seven Hours

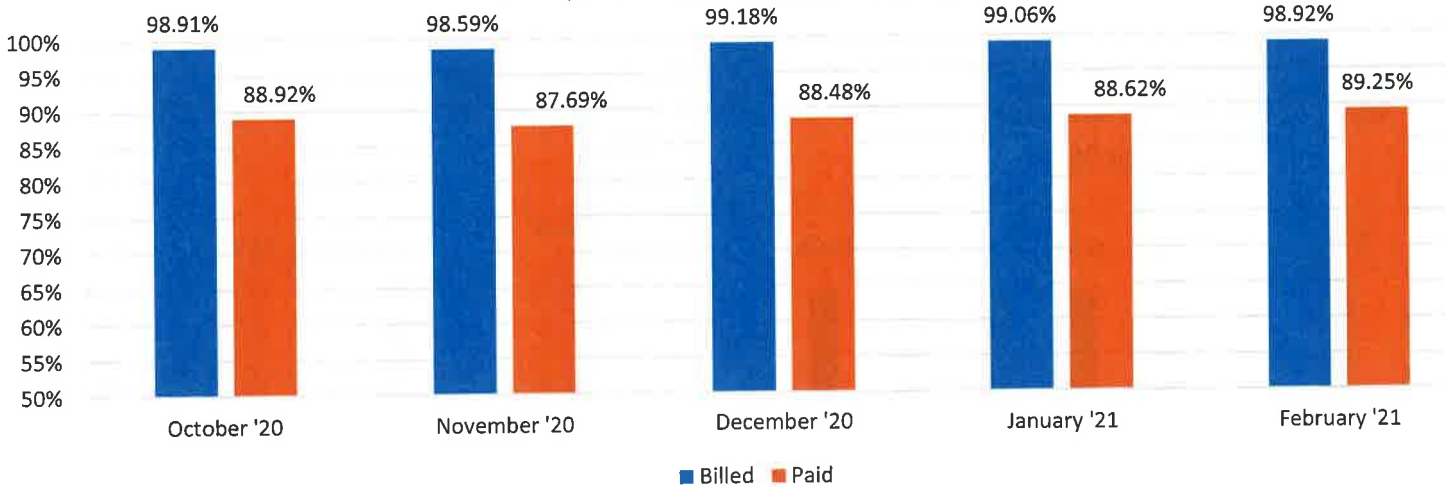


Waiting Lists	Number
Canton AS	13
Gouverneur AS	0
Massena AS	0
Ogdensburg AS	0
Addiction Services Total	13
Mental Health Total	46

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



VACANCY REVIEW SUMMARY

County Administrator's Office – Via Zoom

August 3, 2021

1:00 P.M.

Summary: January 5th – August 3, 2021

Requests:	110
Approved:	88
Denied:	0
Request/Hold:	12
Withdrawn:	2

Summary: August 3, 2021

Requests:	6
Approved:	5
Denied:	0
Request/Hold:	1
Withdrawn:	0

Positions reviewed:

Public Health:

Request: 1

Request: Create and Fill, Public Health Specialist
Position No. 504300007, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 3

Request: Fill, Caseworker – Unit/CPS
Position No. 815200023, Immediately

Recommendation: Fill, Immediately

Request: Fill, Computer Technician – Unit/Systems
Position No. 202700003, Immediately

Recommendation: Fill, Immediately

Request: Abolish Keyboard and Create and Fill, Secretary – Unit/Staff Development
Position No. 005100034, Immediately

Recommendation: Hold

Community Services:

Request: 1

Request: Fill, Program Director – Unit/Mental Health
Position No. 512700003, Immediately

Recommendation: Fill, Immediately

Board of Legislators:

Request: 1

Request: Create and Fill, Buildings and Grounds Supervisor
Position No. 303200001, Immediately

Recommendation: Fill, Immediately

Vacancy Committee Members: Two (2) Legislators, Ruth Doyle,
Dylan Soper, Jonnie Dorothy

- 1.5 Larry Denesha and Margaret Haggard
- 2.2 John Burke and Rita Curran
- 3.2 Rita Curran and Day Fay
- 4.6 Dave Forsythe
- 5.4 Kevin Acres and Suzanne Fiacco
- 6.8 Rick Perkins and Joe Lightfoot
- 7.13 Bill Sheridan and Harry Smithers
- 8.3 Nicole Terminelli and John Burke

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Create & Fill

Public Health Specialist - School Grant Funded

Subunit (If Applicable):

Date Submitted: July 27, 2021

Reason Vacated: New Position

Position Number: 504300007

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes

\$11,665

Reimbursed by State or Federal Funds: Yes 100 %

Base Salary: \$50,782

Budget Mod Attached, If Required?

Grade: 26

Net County Cost: \$0

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 Public Health Specialist (PHS) position will be a full-time position grant funded through July 2022. The position will be responsible for coordinating COVID-19 screening for public and private schools, acting as primary facilitator to support testing plans. The PHS will serve as a technical assistance resource to school and will complete monthly NYSDOH work plans. The PHS will collaborate with adjacent counties where school districts span boundaries. The PHS will help provide additional services based on emerging needs or trends as identified by contractors, schools and /or districts and NYSDOH.

Department Head: *Jolene Munger*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 7/27/2021

Reason Vacated: Resignation

Position Number: 815200023

Date Vacated: 7/26/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 2/11/2019

Hours Per Week: 35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$51,787

Revenue Generating: No 0 %

Benefits: Yes \$24,935

Reimbursed by State or Federal Funds: Yes 72 %

Base Salary: \$48,897

Budget Mod Attached, If Required?

Grade: 25

Net County Cost: \$21,712

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 12 active investigations per CPS Caseworker per month, the average caseload size in CPS is 29 as of July 1, 2021. 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. Without our prompt intervention, the likelihood of injuries and fatalities will increase. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head: *Cynthia M. Ackerman*

Approved?

Yes No

County Administrator:

Resolution #: 66-2021

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Computer Technician

Subunit (If Applicable): Systems

Date Submitted: 7/27/2021

Reason Vacated: Transfer

Position Number: 202700003

Date Vacated: 7/30/2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 11/5/2018

Hours Per Week: 35

Appointee Will Be: Contingent-Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$47,108

Revenue Generating: No 0 %

Benefits: Yes \$22,683

Reimbursed by State or Federal Funds: Yes 85 %

Base Salary: \$45,328

Budget Mod Attached, If Required?

Grade: 23

Net County Cost: \$10,469

Detailed Justification

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

This position is needed for upgrading older computers and re-imaging computers in different buildings; providing technical support for local and State applications and frontline support for State computers; handling the Welfare Management System (WMS) and Benefit Issuance and Control System (BICS) issues; requesting and printing daily reports; processing Direct and Indirect (Services/Non-Services) checks for payment to clients and vendors; responding to WMS State printer issues; answering helpdesk calls; reporting issues with the BICS equipment for repair to the State; providing backup for security changes of State WMS/BICS accounts; setting up new computers; troubleshooting the Imaging equipment; troubleshooting the State and local printers and WMS equipment; providing remote support and hands-on work site help for software, hardware, and installing and configuring operating systems; running diagnostic software; handling software security updates; reassembling/reimaging local and State computers; fixing software, operating systems, and hardware issues; training employees to remedy basic computer technical issues; maintaining a computer equipment inventory; and testing and implementing software upgrades.

Department Head: *Cynthia M. Ackerman*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Community Services



Type: Fill Program Director (Mental Health)

Subunit (If Applicable): Mental Health Date Submitted: August 2, 2021

Reason Vacated: Resignation Position Number: 51270003

Date Vacated: August 27, 2021 Position # Abolished: N/A

Position Will Be: Fulltime Last Fill Date: September 3, 2018

Hours Per Week: 35 Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately Temporary Position? No

Salary of Person Leaving: \$83,229 Revenue Generating: Yes 15 %

Benefits: Yes \$40,075 Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$74,663 Budget Mod Attached, If Required?

Grade: Mgt V **Net County Cost: \$104,808**

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 is responsible for the administrative and clinical oversight of the Mental Health Clinic, Child and Family Support Team, and the Central New York Health Home staff under the direction of the Director of Community Services.

Administrative responsibilities include:

- Conducts annual performance reviews.
- Ensures all staff receives all trainings mandated by regulations including annual trainings such as sexual harassment trainings, Affirmative Action, Workplace Violence.
- Assists in department budget preparation.
- Policy and Procedural Manual Development and Annual Review of Policies.
- Ensures the timely and accurate completion and submission of documents required by NYS OMH.
- Participates in OMH recertification once every 3 years from an administrative and clinical perspective.
- Records the number of referrals we received in the Mental Health Clinic each month.
- Submits to OMH on MHPD the number of unique individuals the mental health clinic sees each quarter.
- Gathers the data for, analyzes the data for an Annual Report for the Mental Health Clinic's Section of the County's Annual Report.
- Approve benefit time and manages clinical schedule and ensures there is clinical coverage.

Clinical responsibilities include:

- Provides individual counseling services to clients and carries a caseload of approximately 10 clients.
- Provides Individual Supervision to Interns on a weekly basis for 1 hour.
- On-boards new clinicians to the EHR, the Guard, Policy and Procedures of the Clinic, Mapping their Drives to Treatment Team Folders.
- Provides Group Supervision (Team Meeting) once a week for 1 hour.
- Provides Provider's Meeting once every 2 weeks with Prescribers/Nurses.
- Provides Medical Director meeting once every two weeks to touch base with the psychiatrist to go over clinical concerns she has.
- Trains staff on proper protocols and procedures for on-call work, and assures coverage for crisis and emergency after hours calls.
- DSRIP Clinic Coordinator – provides onboarding to staff, addresses any issues with EHR, monitors schedule, and monitors DSRIP clinic state guidelines and protocols for changes.
- Triage referrals that come into the clinic.
- Provides employee counseling to DSS/CPS employees on an individual basis.
- Provides Fatality debriefing services to DSS/CPS when there is a child fatality.
- Quality Assurance – Go through clinician's charts once a month and completes a QA of the notes for that month. Randomly select 5 notes per clinician and look at each note and look for the QA items and make sure they are not deficient. Address them with the clinician and report to Jody Wenzel if they are deficient.

The needs of this Department can best be met by filling position number 51270003, Mental Health Program Director.

Department Head:

Approved?
Yes No

County Administrator:

Resolution #: