



RUTH A. DOYLE
County Administrator

**ST. LAWRENCE COUNTY
SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, MAY 13, 2024
BOARD ROOM AND VIA YOUTUBE
5:30 PM**



DAVID FORSYTHE
Chair, Board of Legislators

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES**
- 3. COMMUNITY SERVICES – JAY ULRICH**
 - A. MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR THE ST. LAWRENCE COUNTY MEDICAL MALPRACTICE INSURANCE POLICY WITH ALLIED WORLD SURPLUS LINE INSURANCE COMPANY
 - B. MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR COSSAP I FUNDING FROM THE OFFICE OF JUSTICE PROGRAMS
 - C. MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR COSSAP II FUNDING FROM THE OFFICE OF JUSTICE PROGRAMS
 - D. CLINIC UPDATES
- 4. SOCIAL SERVICES – JOE SEEBER**
 - A. QUARTERLY UPDATE - CHILDREN'S SERVICES
- 5. YOUTH BUREAU – ALEXA CHASE**
 - A. MODIFYING THE 2024 BUDGET FOR THE YOUTH BUREAU FOR YOUTH ADVOCACY AND TRAINING PROGRAMS
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. VACANCY REVIEW SUMMARY
 - B. COMMUNITY SERVICES
 - a. Fill a Chemical Dependency Counselor, Position No. 510400012
 - C. PUBLIC HEALTH
 - a. Fill a Service Coordinator, Position No. 506000004
 - b. Create and Fill a Communications Specialist, Position No. 034700001
 - D. SOCIAL SERVICES
 - a. Fill a Caseworker, Position No. 815000021
 - b. Fill a Keyboard Specialist, Position No. 003100029

- c. Fill a Caseworker, Position No. 815200026
- d. Fill a Caseworker, Position No. 815200035
- e. Fill a Social Welfare Examiner, Position No. 814000032
- f. Fill a Social Welfare Examiner, Position No. 814000005

7. COMMITTEE REPORTS

- A. BOARD OF HEALTH (CURRAN)
- B. CDP BOARD OF DIRECTORS (BURKE)
- C. COMMUNITY SERVICES BOARD (HAGGARD)
- D. OFFICE FOR THE AGING ADVISORY BOARD (DENESHA)
- E. YOUTH ADVISORY BOARD (TERMINELLI)

8. OLD/NEW BUSINESS

9. ADJOURNMENT – If there is no further business.

June 3, 2024

Services Committee: 5-13-2024

RESOLUTION NO.

MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR THE ST. LAWRENCE COUNTY MEDICAL MALPRACTICE INSURANCE POLICY WITH ALLIED WORLD SURPLUS LINE INSURANCE COMPANY

By Mr. Hull, Chair, Services Committee

WHEREAS, the 2024 St. Lawrence County medical malpractice insurance premium invoice was updated as of March 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for the increased cost of medical malpractice insurance, as follows:

INCREASE APPROPRIATIONS:

A1142504 414MM	A CACD Medical Malpractice Insurance	\$2,538
A1242504 414MM	A JBCD Medical Malpractice Insurance	333
A1342504 414MM	A OGCD Medical Malpractice Insurance	2,333
A1442304 414MM	A OTP Medical Malpractice Insurance	3,164
A1642504 414MM	A CD Medical Malpractice Insurance	667
A3143204 414MM	A MHOC Medical Malpractice Insurance	2,999
A3143204 414MM	A DSRP Medical Malpractice Insurance	333
DSRP		
A3243204 414MM	A CFS Medical Malpractice Insurance	<u>333</u>
		\$12,700

INCREASE REVENUE:

A3143204 56000	A DSRP Mental Health	\$12,700
DSRP		

June 3, 2024

Services Committee: 5-13-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR COSSAP I
FUNDING FROM THE OFFICE OF JUSTICE PROGRAMS**

By Mr. Hull, Chair, Services Committee

WHEREAS, Resolution No. 335-2021, named St. Lawrence County Addiction Services Clinic the sub-recipient to develop and operate the Opioid Treatment Program for the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP), and

WHEREAS, the Board of Legislators has recognized the need for increased recovery and harm reduction services for individuals with Opioid Use Disorder (OUD), and

WHEREAS, the approved COSSAP I Award (2020-AR-BX-0076) was slated to end on September 30, 2023, and

WHEREAS, the County was unable to fully expend their allocation of their award in 2023, and an extension was approved by the Office of Justice Programs to extend the grant period to September 30, 2024, and

WHEREAS, the Department requests to reallocate the funds to sub-recipients,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer's Office to modify the 2024 Budget for Community Services for COSSAP I Funding, as follows:

DECREASE APPROPRIATIONS:

A1542201 12000	A OPIOID REC Supervisory/Admin	\$10,690
A1542208 81000	Retirement	1,225
A1542208 83000	Social Security	733
A1542208 84000	Workers' Compensation	265
A1542208 84500	Group Life Insurance	17
A1542208 86000	Hospital & Medical Insurance	4,711
A1542208 86500	Dental Insurance	123
A1542208 89000	Vision Insurance	<u>38</u>
		\$17,802

INCREASE REVENUE:

A1544865 57000	A OPIOID Recovery FA Grant	\$17,802
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June 3, 2024

Services Committee: 5-13-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR COSSAP II
FUNDING FROM THE OFFICE OF JUSTICE PROGRAMS**

By Mr. Hull, Chair, Services Committee

WHEREAS, Resolution No. 378-2022, adopted November 7, 2022, authorized accepting the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP II) Funding, and

WHEREAS, the Board of Legislators has recognized the need for increased recovery and harm reduction services for individuals with Opioid Use Disorder (OUD), and

WHEREAS, the approved COSSAP II Award (15PBJA-22-GG-04477-COAP) is for a term of three (3) years in the amount of \$1,299,998 to be used for the implementation of additional harm reduction services, expanding on the Opioid Treatment Program which was established with funding from the 2020 COSSAP award (2020-AR-BX-0076), and

WHEREAS, the organizations that will be provided funding for COSSAP II include Seaway Valley Prevention Counsel and St. Lawrence County Addiction Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for COSSAP II Funding from the Office of Justice Programs, as follows, and any remaining funds to be rolled over to future budgets until the grant is fully expended:

INCREASE APPROPRIATIONS:

A1542201 13000 FY22	A OPIOID REC Technical	\$123,533
A1542204 407HS FY22	A OPIOID REC Human Serv Rent	2,351
A1542201 408HS FY22	A OPIOID REC Human Serv Maintenance	2,531
A1542204 41401 FY22	A OPIOID REC Liability & Other Insurance	23
A1542204 42000 FY22	A OPIOID REC Office Supplies	150
A1542204 42001 FY22	A OPIOID REC Computer Supplies	125
A1542204 42101 FY22	A OPIOID REC I/D Copying Equipment	225
A1542204 42303 FY22	A OPIOID REC I/D Phone Charges	25
A1542204 44100 FY22	A OPIOID REC I/D Fuel Charges	500
A1542204 44500 FY22	A OPIOID REC Other Travel	7,000
A1542204 46500 FY22	A OPIOID REC Program Payments	953,067
A1542208 81000 FY22	Retirement	15,731
A1542208 83000 FY22	Social Security	8,550
A1542208 84000 FY22	Workmens Compensation	3,121
A1542208 84500 FY22	Group Life Insurance	220
A1542208 86000 FY22	Hospital & Medical Insurance	35,751
A1542208 86500 FY22	Dental Insurance	1,309

A1542208 89000 FY22

Vision Insurance

482
\$1,154,694

INCREASE REVENUE:

A1544865 57000 FY22

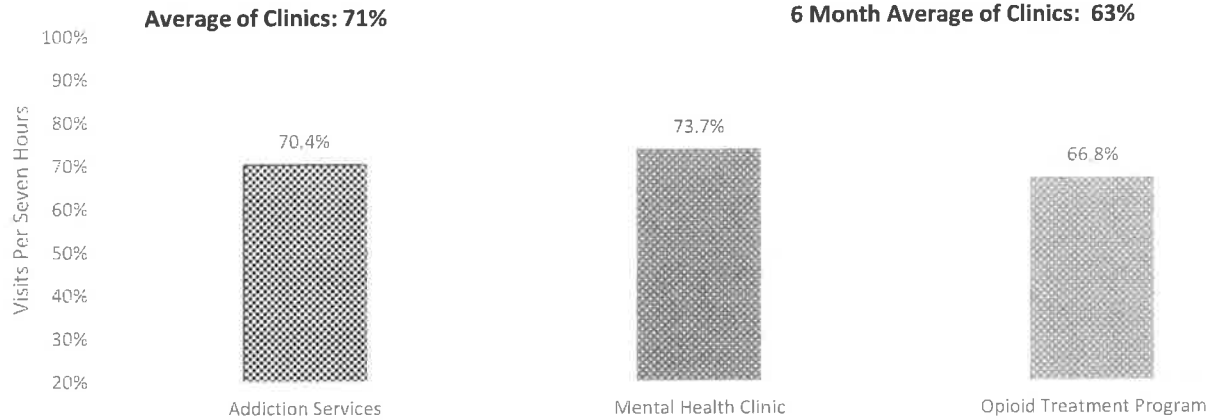
A OPIOID Recovery FA Grant

\$1,154,694

Community Services Clinic Update

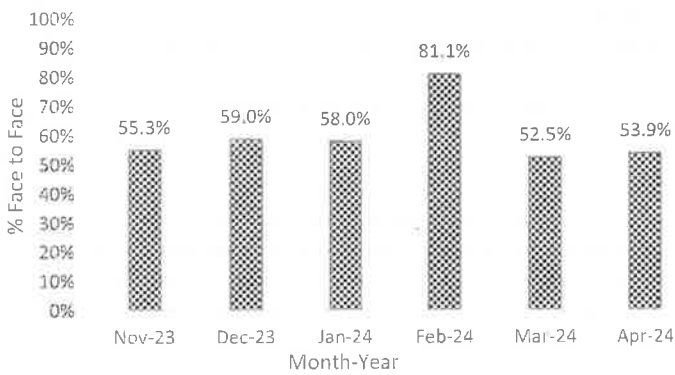
April 2024

Monthly Clinic Counselor Visits Average



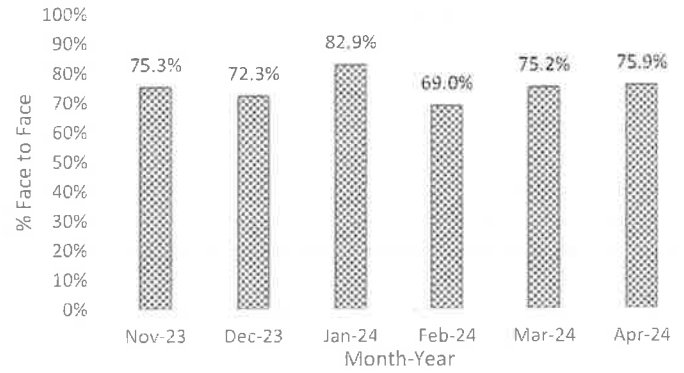
Addiction Services/OTP Face to Face %

Average 61%



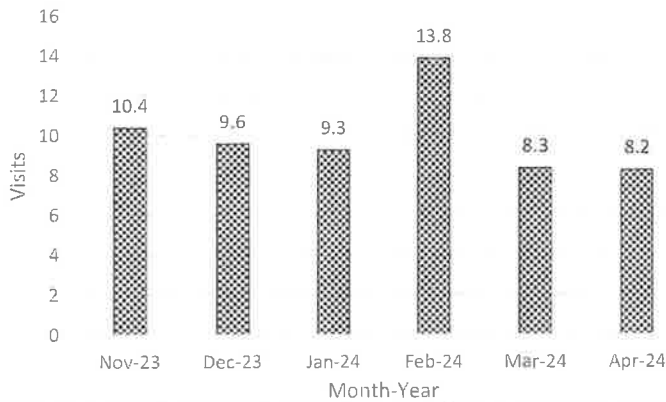
Mental Health Face to Face %

Average 76%



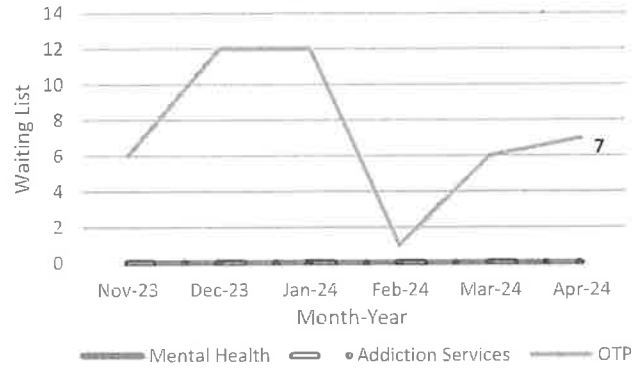
Prescribers Visits Per Seven Hours

Average: 10



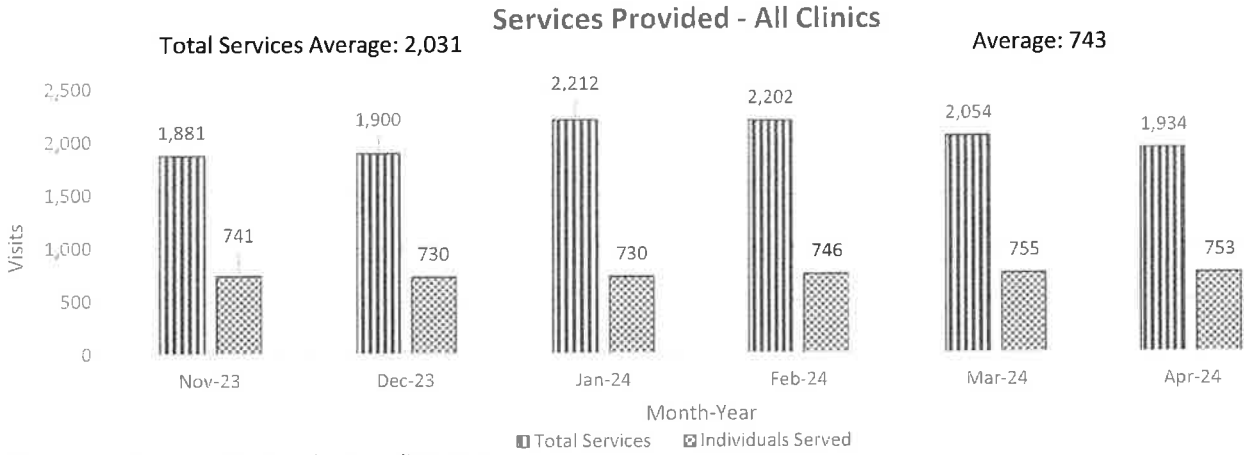
Wait Lists

Average: 11

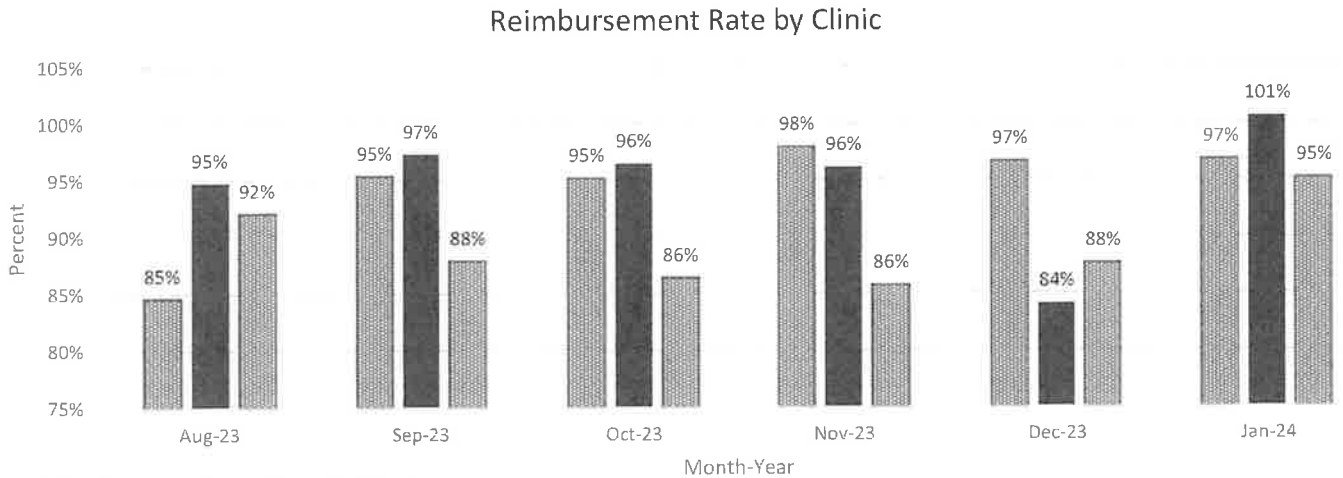
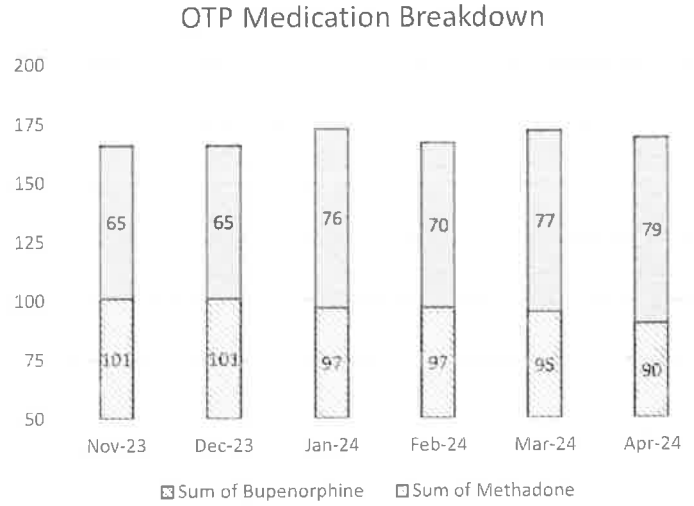
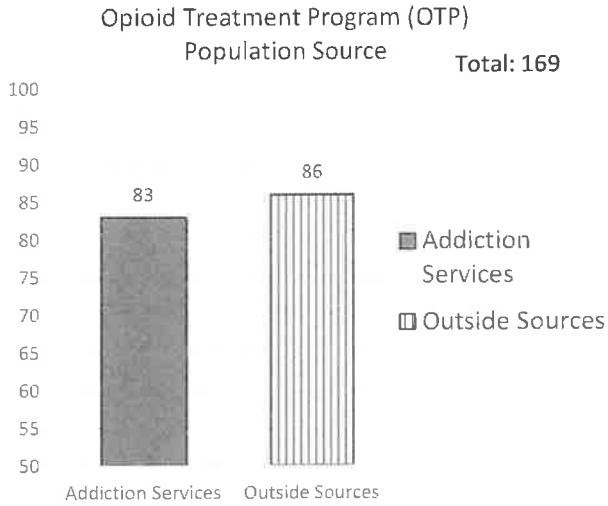


Community Services Clinic Update

April 2024



*This does not include OTP medication dispenses



*Calculations are made on a 3 month delay to capture insurances payments

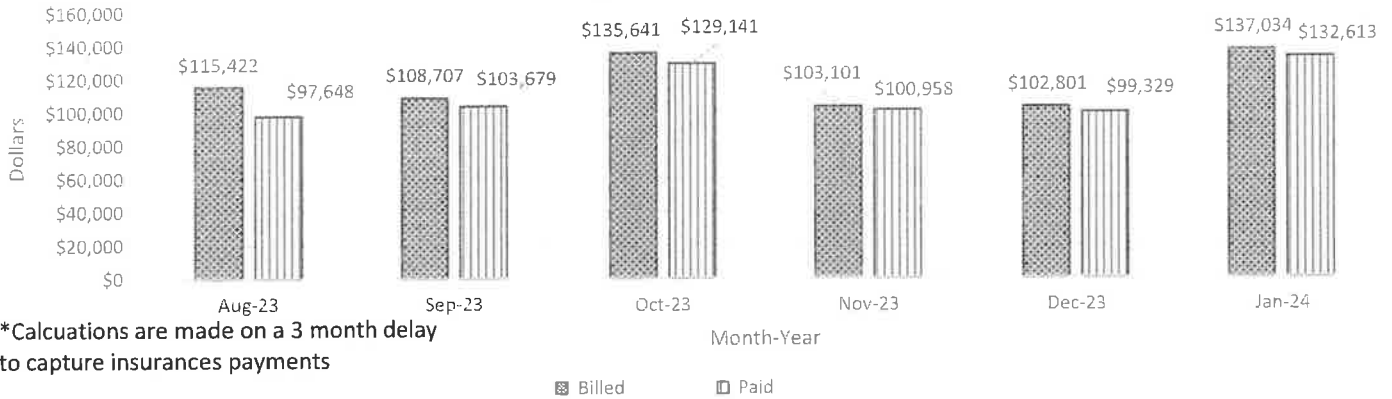
Community Services Clinic Update

April 2024

Opioid Treatment Program

**Rebilled claims removed

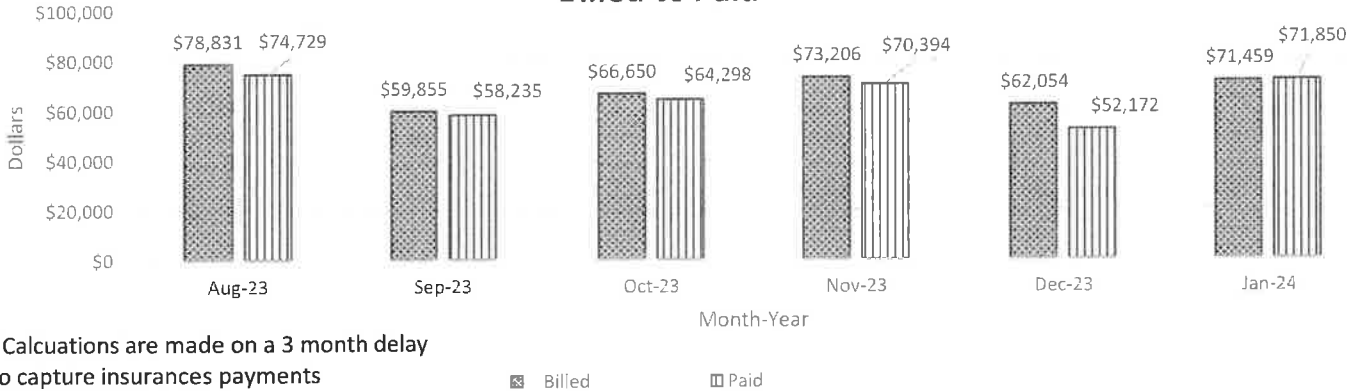
Billed vs Paid



Mental Health

**Rebilled claims removed

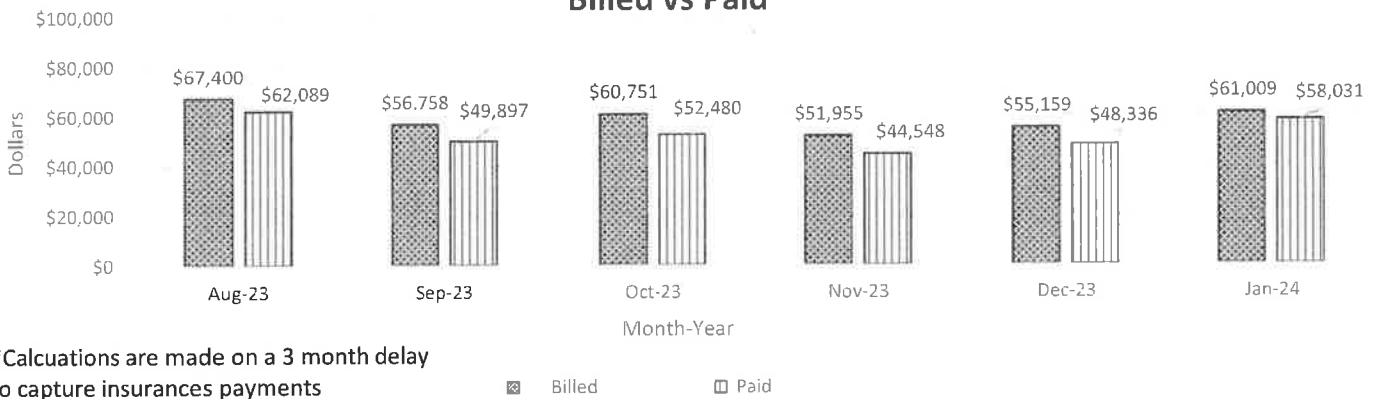
Billed vs Paid



Addiction Services

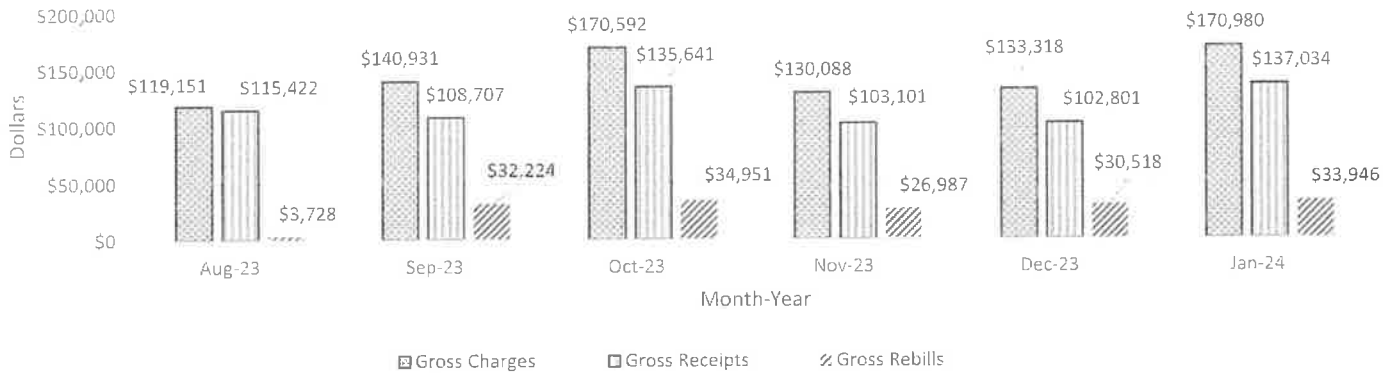
**Rebilled claims removed

Billed vs Paid

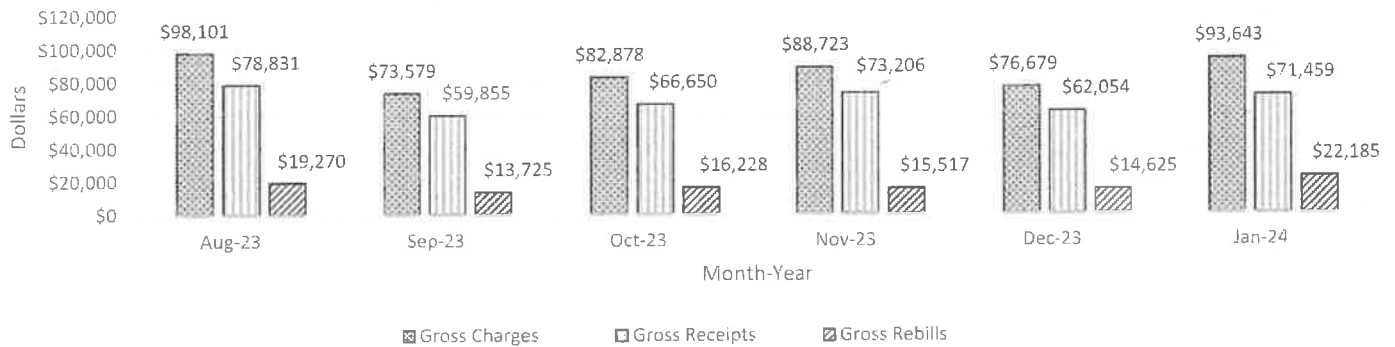


Community Services Clinic Update April 2024

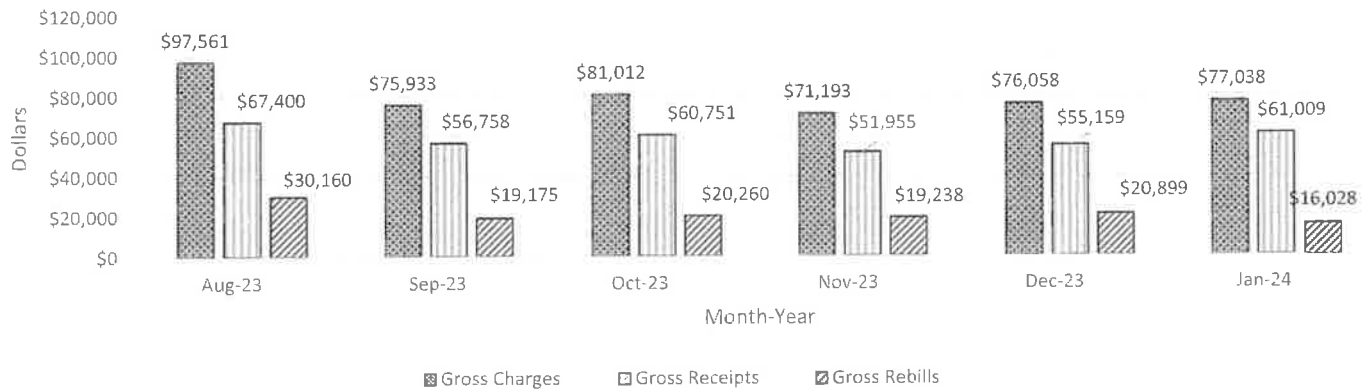
Opioid Treatment Program Charges, Reimbursements, vs Rebills



Mental Health Charges, Reimbursements, vs Rebills



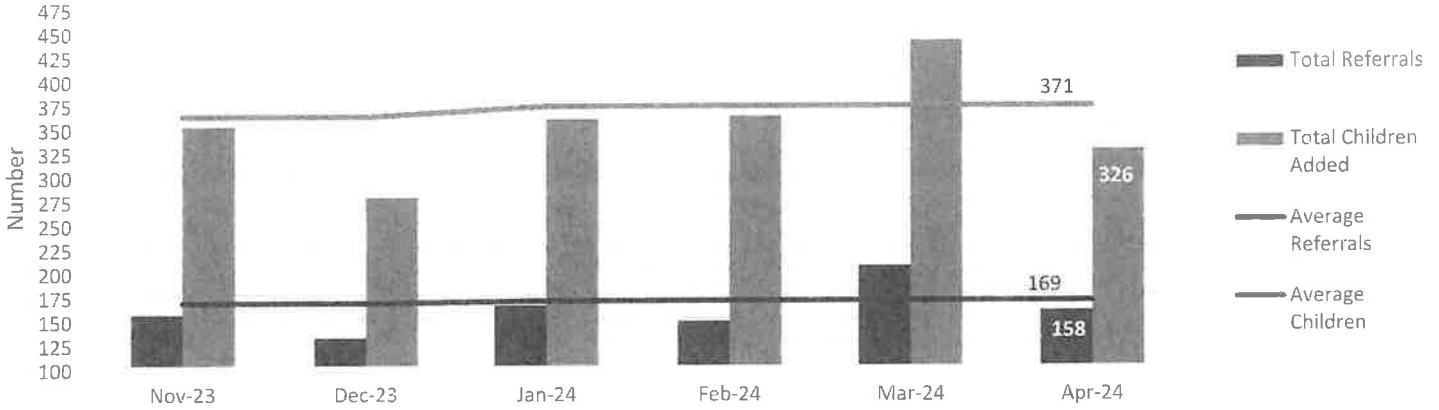
Addiction Services Charges, Reimbursements, vs Rebills



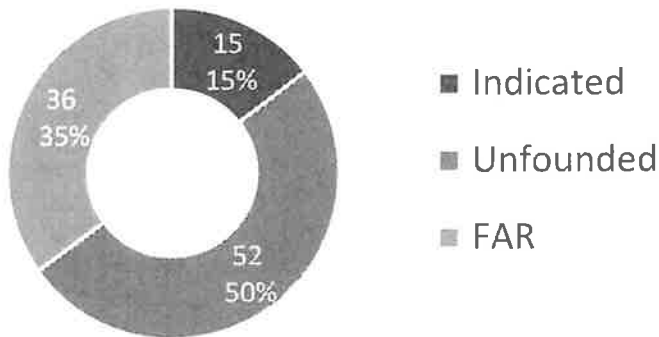
Social Services Monthly Update – April 2024

Child Protective Services

Referrals and Children

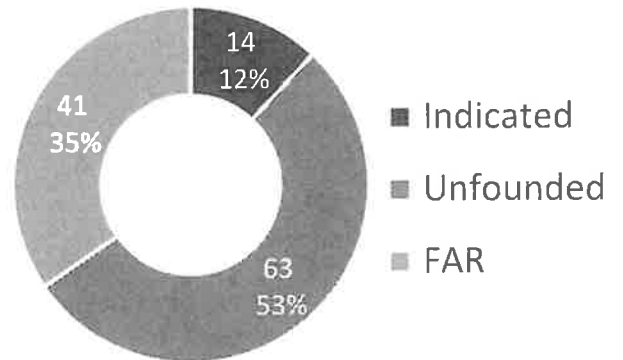


Indicated, Unfounded, & Family Assessment Response (FAR)



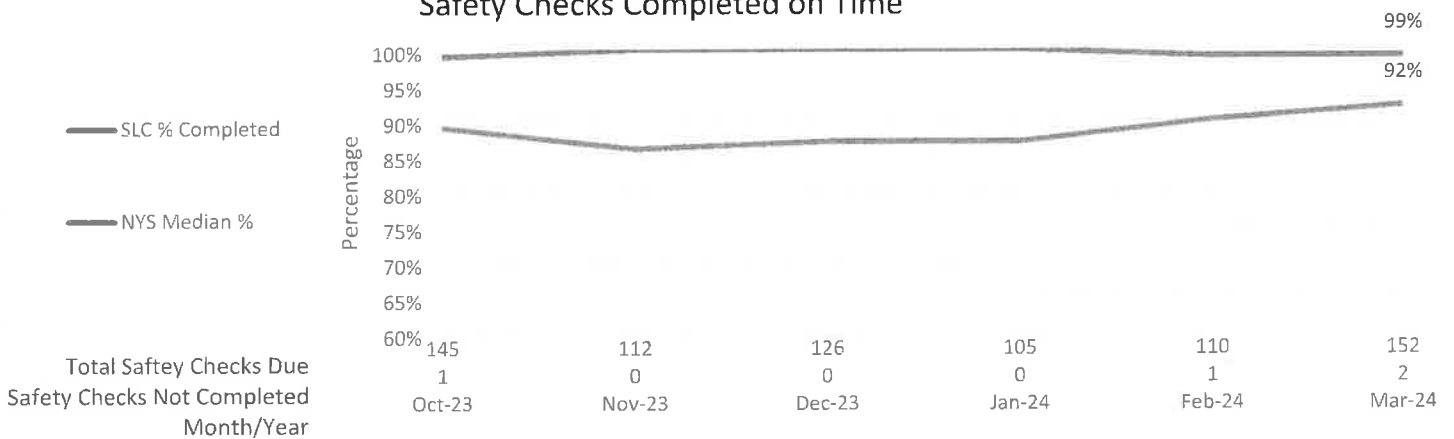
*No new FAR cases after April 1, 2024

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

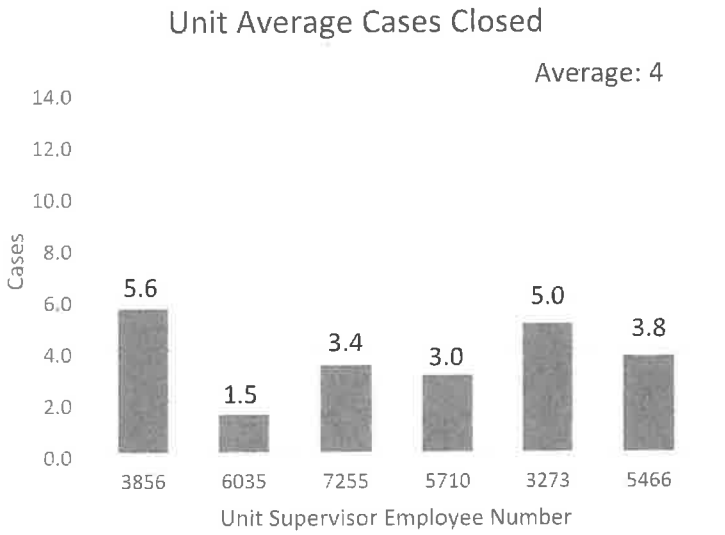
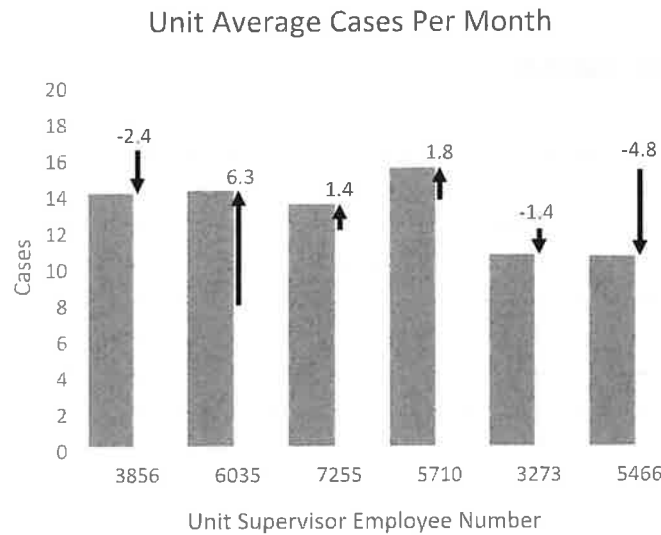
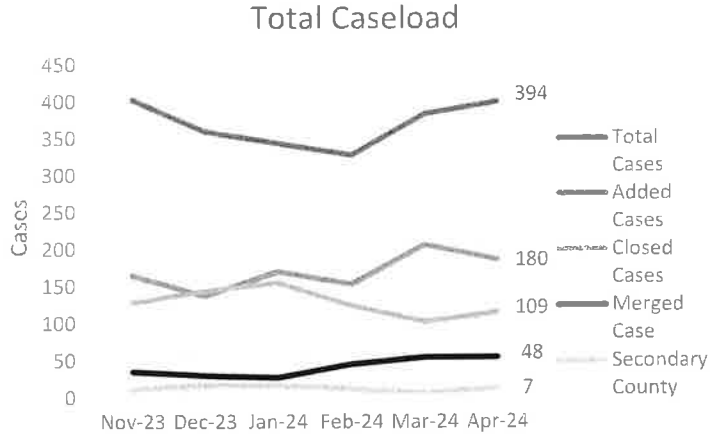
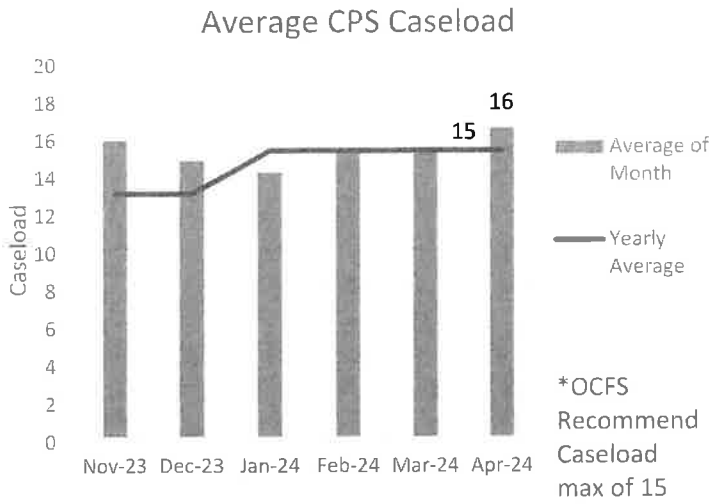


*No new FAR cases after April 1, 2024

Safety Checks Completed on Time

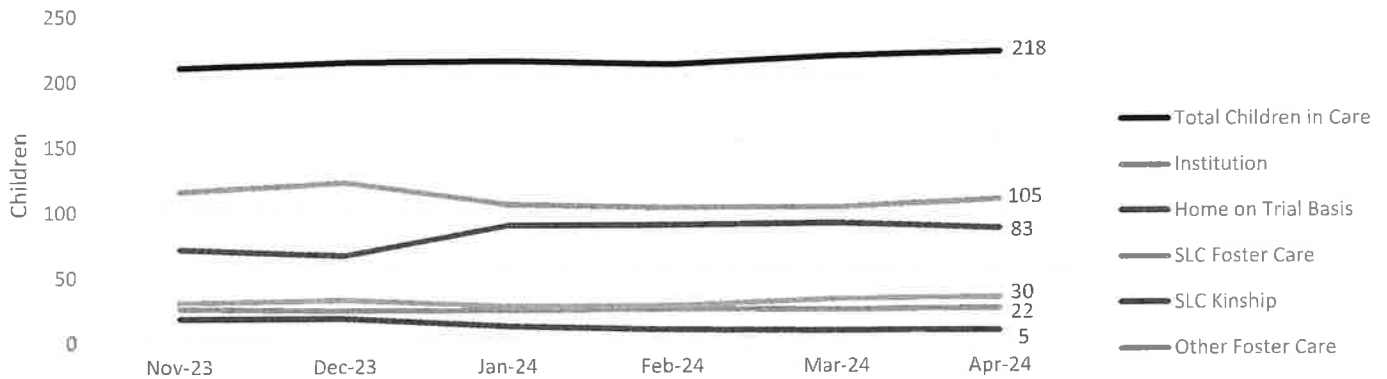


*Data Lagged By One Month Due to Reporting Timeline

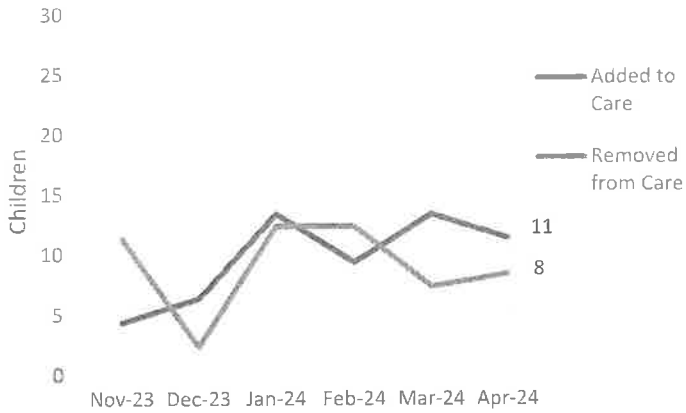


Foster Care/Preventive Services

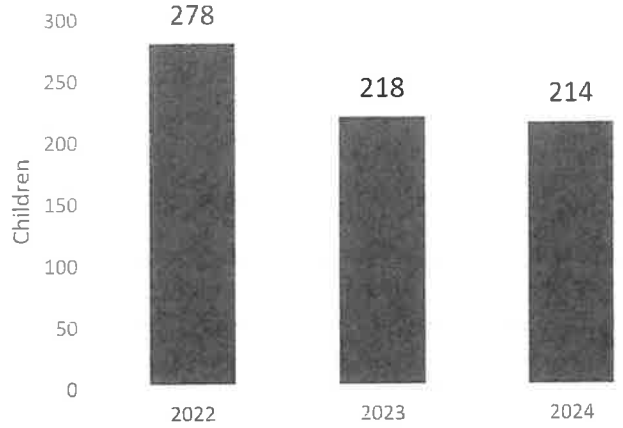
Children In Care



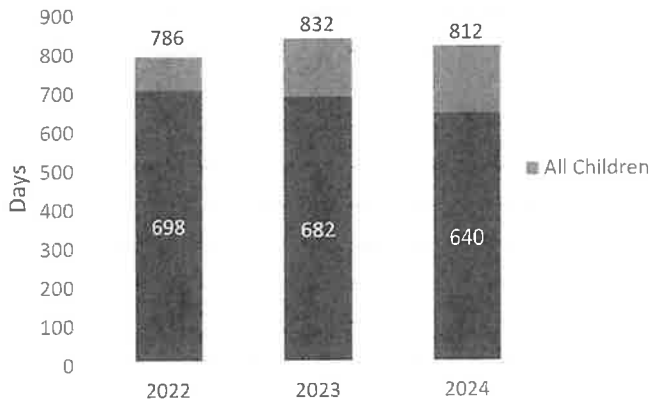
Net Change to Children in Care



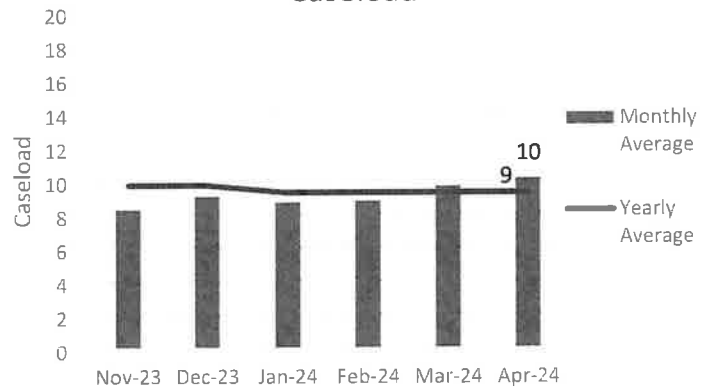
Average Number of Children in Care



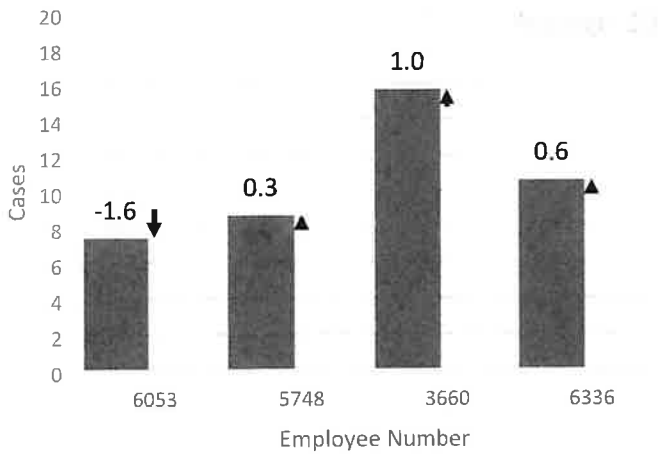
Average Days Children Have Been in Care



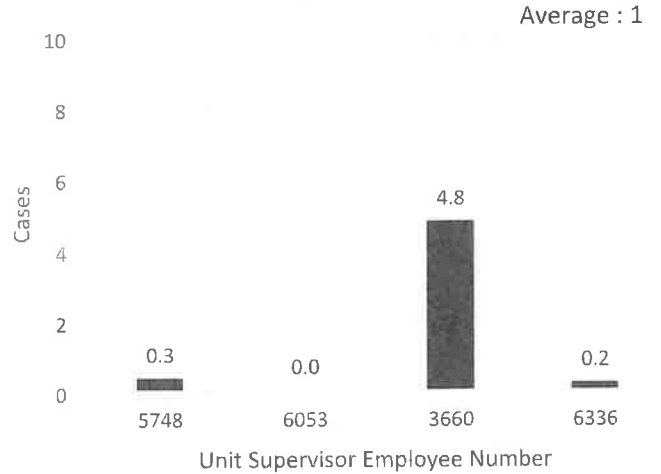
Average Foster Care/Preventive Caseload



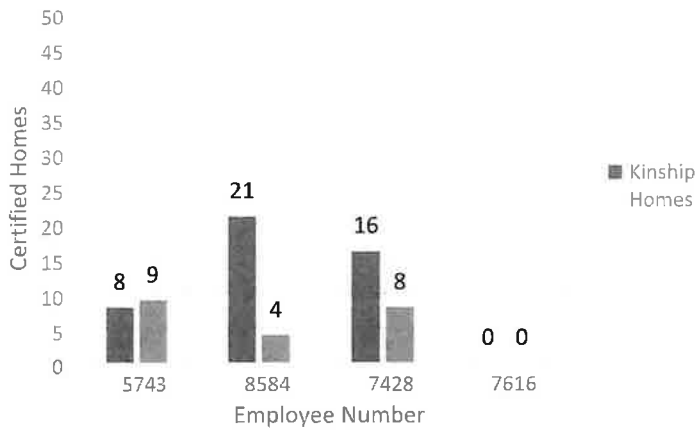
Unit Average Cases Per Month



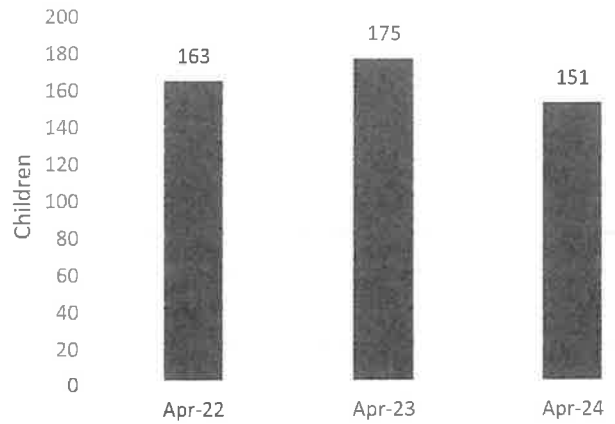
Unit Average Cases Closed



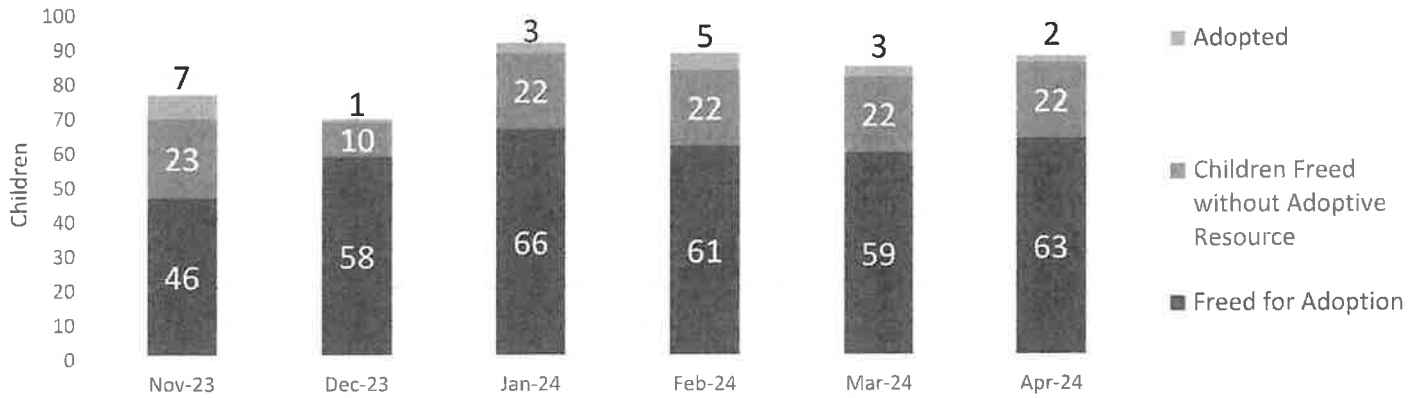
Home Finder Unit



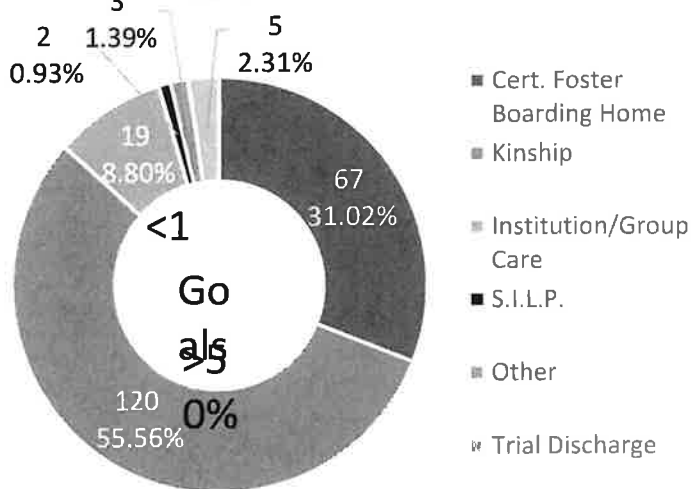
Average Number of Children in Home Receiving Services



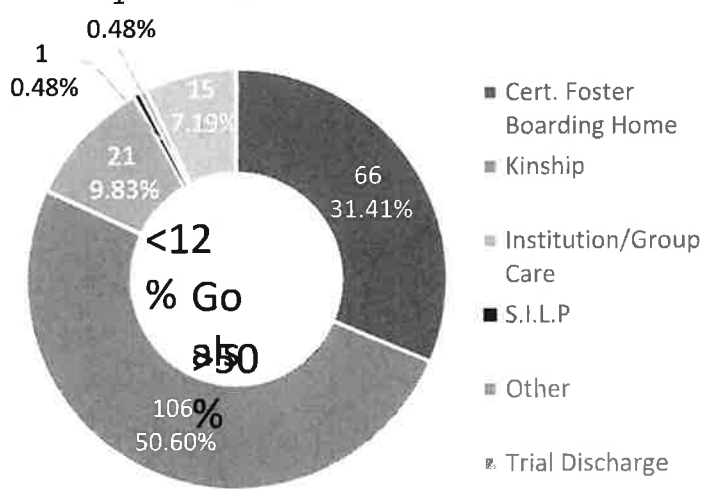
Adoption Activity

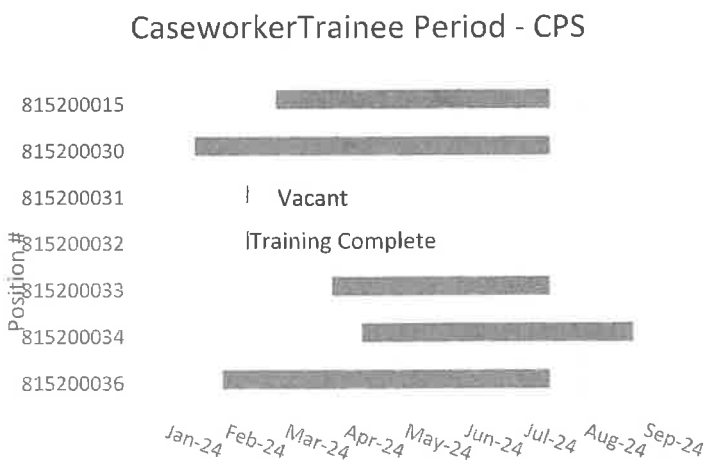
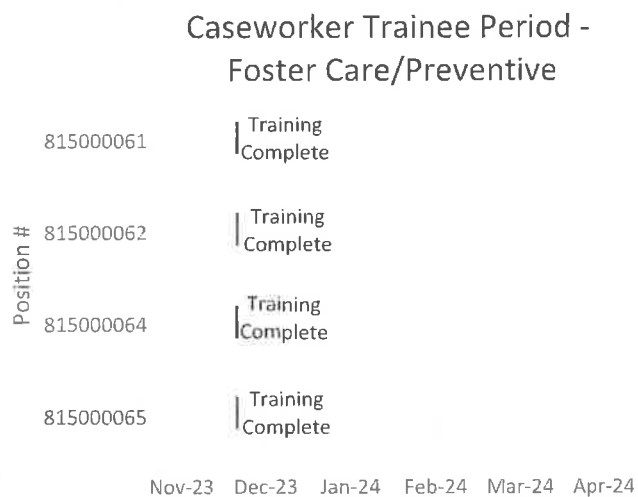
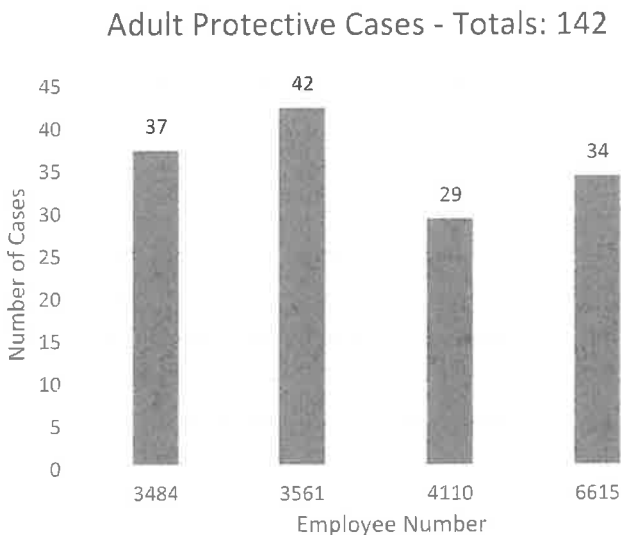
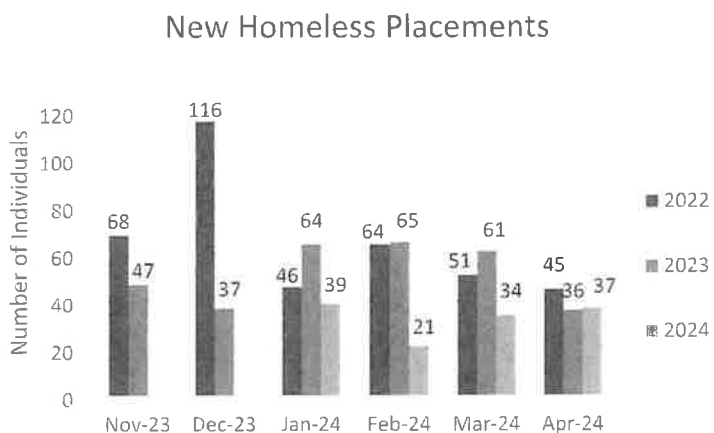
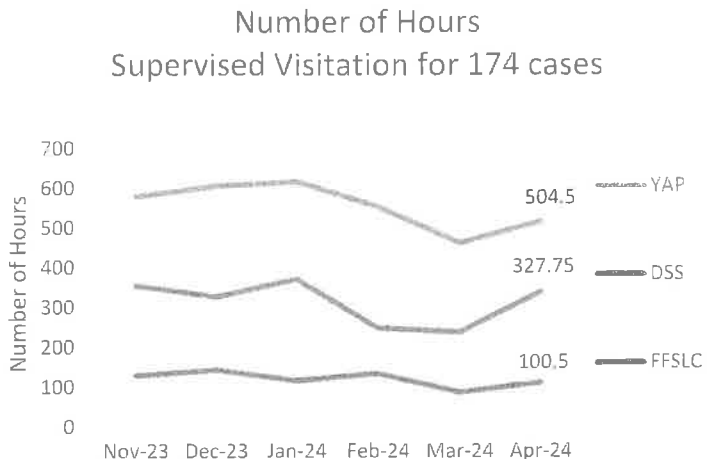


Foster Care Placements

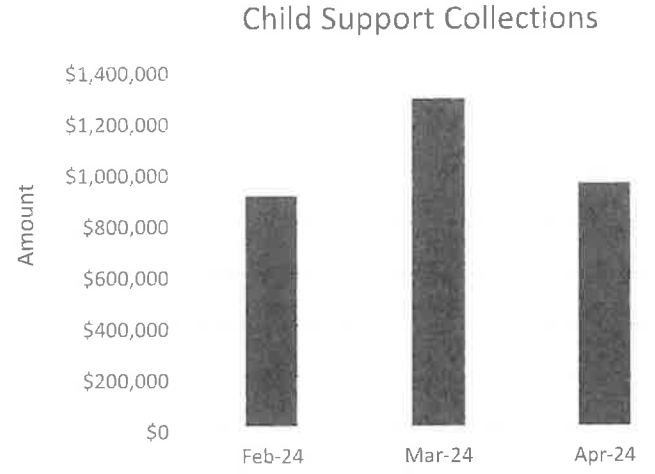
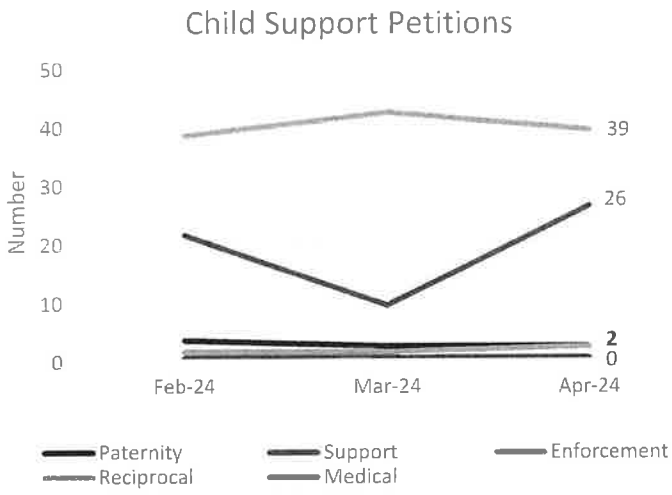


Average Foster Care Placements





Child Support



June 3, 2024

Services Committee: 5-13-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE YOUTH BUREAU FOR YOUTH
ADVOCACY AND TRAINING PROGRAMS**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Youth Bureau receives grant funding from the Office of Children and Family Services (OCFS), and the budget is split between Youth Development (YDP), Youth Sports and Education (YSEF), and Youth Advocacy and Training Programs, and

WHEREAS, the original budget request for Youth Advocacy and Training (Y2073104 46000) was reduced, and

WHEREAS, OCFS Revenue (Y2038205 5600C) allows for Youth Advocacy and Training Programs, and

WHEREAS, a budget modification is required to allow for spending,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Youth Bureau for Youth Advocacy and Training Programs, as follows:

INCREASE APPROPRIATIONS:

Y2073104 46000	Y Advocacy and Training	\$16,000
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INCREASE REVENUE:

Y2038205 5600C	Y Office of Children and Family SR	\$16,000
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VACANCY REVIEW COMMITTEE

Via Zoom

May 7, 2024

Legislators Attending: Rick Perkins, William Sheridan

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy, Heather Hebert
1:00 P.M.

<u>Summary: January-May</u>		<u>Summary: May 8, 2024</u>		<u>Reason Vacated:</u>	
Request:	64	Request:	15	Retirement:	0
Approved:	63	Approved:	15	Resignation:	4
Denied:	0	Denied:	0	Promotion:	5
Request/Hold:	1	Request/Hold:	0	Internal Transfer:	2
Withdrawn:	0	Withdrawn:	0	New Position:	3
				Abolished:	3
				Terminated:	1

POSITIONS REVIEWED:

Probation:

Request: 2

Request: Abolish Fiscal Officer, Create and Fill, Administrative Assistant
Position No. 005200016, Immediately

Recommendation: Fill, Immediately

Request: Abolish Secretary I, Create and Fill, Keyboard Specialist
Position No. 003100112, Immediately

Recommendation: Fill, 60 days

Treasurer's Office:

Request: 1

Request: Abolish Account Clerk, Create Principal Account Clerk
Position No. 100300011, Immediately

Recommendation: Fill, Immediately

Community Services:

Request: 1

Request: Fill, Chemical Dependency Counselor – Unit/Addiction Services
Position No. 510400012, Immediately

Recommendation: Fill, Immediately

Conflict Defender:

Request: 1

Request: Fill, Assistant Conflict Defender
Position No. 021500007, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 2

Request: Fill, Service Coordinator
Position No. 506000004, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Communications Specialist
Position No. 034700001, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 6

Request: Fill, Caseworker – Unit/Children’s Services – Foster Care/Preventive
Position No. 815000021, Immediately

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist – Unit/DCAP (Disabled Client Assistance Program)
Position No. 003100029, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS
Position No. 815200026, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker – Unit/CPS
Position No. 815200035, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/TA/SNAP
Position No. 814000032, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner – Unit/TASNAP
Position No. 814000005, Immediately

Recommendation: Fill, Immediately

Sheriff's Office:

Request: 1

Request: Fill, Correction Officer
Position No. 603000013, Immediately

Recommendation: Fill, Immediately

County Clerk's Office:

Request: 1

Request: Fill, Motor Vehicle Clerk
Position No. 009100024, Immediately

Recommendation: Fill, Immediately

Legislators Attending		
1.9 Perkins	5.7 Perkins, Sheridan	9.10
2.6 Denesha, Fay	6.4	10.8
3.5 Lightfoot, Curran	7.2	11.5
4.9 Webster, Hull	8.6	12.3

St. Lawrence County Vacancy Authorization Form

Community Services



? Type: Fill

Chemical Dependency Counselor

Subunit (If Applicable): Addiction Services

Date Submitted: 4/26/2024

? Reason Vacated: Other

? Position Number: 510400012

Date Vacated: 5/30/2023

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 3/28/2016

? Jurisdictional Class: Competitive

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving: \$56,866

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$30,105

Revenue Generating: Yes 85 %

? Base Salary: \$51,102

Reimbursed by Local,
State or Federal Funds: Yes 0 %

? Base Hourly: \$28.07

? Grade: 24

? **Net County Cost: \$13,046**

*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 a back fill due to an employee promotion. Access to care is paramount given the current Opioid crisis. This position requires the candidate be a NYS Credentialed Alcohol & Substance Abuse Counselor (CASAC). CASAC duties include the assessment and diagnosis of individuals with substance use disorders, providing the needed individual and group counseling services, case management services, and discharge planning. The Addictions Clinics will have one counselor position open that we requesting to fill at this time. If the position is not filled we would not be able to meet the demand of the current rate of referrals. The average number of individuals on the caseload of existing CASAC's is 65+. Due to the size of the current caseloads, an immediate/as needed fill is being requested.

The filling of direct service and revenue generating positions within the Addiction Clinics is paramount to the viability of this department and to the care of its current and future clients.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #: 91-2016

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS:

(A) High School Diploma (obtained from institutions recognized by the New York State Department of Education or its equivalent) or possession of a High School Equivalency (HSE); AND

(B) Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Certification or Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC-T) so recognized and documented by the New York State Division of Alcoholism and Alcohol Abuse

SPECIAL REQUIREMENT: If the candidate is a CASAC-T they will be required to obtain their CASAC credential within 3 years from their date of hire.

St. Lawrence County Vacancy Authorization Form

Public Health



? Type: Fill

Service Coordinator

Subunit (If Applicable):

Date Submitted: 4/12/2024

? Reason Vacated: Promotion

? Position Number: 506000004

Date Vacated: 4/15/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 4/11/2022

? Jurisdictional Class: Competitive

? Appointee Will Be: Contingent-Permanent

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

Budget

? Salary of Person Leaving: \$63,322

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$33,523

Revenue Generating: Yes 20 %

? Base Salary: \$55,088

Reimbursed by Local,
State or Federal Funds: Yes 8 %

? Base Hourly: \$30.27

? Grade: 26

? **Net County Cost: \$70,213**

*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 will be responsible for assisting families with early intervention needs to include assessment, processing, organizing and evaluating early intervention services to all children referred to an Early Intervention Official as suspected of having a disability. Infants and toddlers with disabilities require a comprehensive array of services that may be provided by multiple agencies or individuals, federal and state laws require the provision of a service coordinator who is responsible for ensuring communication, collaboration, and coordination among providers of service to eligible children and their families. It is important this position be filled in order to remain in compliance with New York State requirements as specified in 10 NYCRR 69-4, as this program is time sensitive with deadlines set by New York State.

Department Head: *Carly R. Z.*

Approved?
Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or NYS registered college or university with Bachelor's Degree in Early Childhood Education, or a health or human service field; OR

B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Early Childhood Education, or a health or human service field and two (2) years of experience in a service setting with infants and toddlers with developmental delays or disabilities and at least (1) one year of which must have been in service coordination activities.

SPECIAL REQUIREMENT: Must possess a valid NYS Driver's License upon application with a driving record acceptable to the County's insurance carrier maintained throughout employment.

St. Lawrence County Vacancy Authorization Form

Public Health



? Type: Create & Fill

Communications Specialist

Subunit (If Applicable):

Date Submitted: April 30, 2024

? Reason Vacated: New Position

? Position Number: 034700001

Date Vacated: N/A

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: N/A

? Jurisdictional Class: Competitive

? Appointee Will Be: Provisional

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

Budget

? Salary of Person Leaving:

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$0

Revenue Generating: Yes 0 %

? Base Salary:

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

? Base Hourly:

? Grade: TBD

? **Net County Cost: \$0**

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

Detailed Justification

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

The Communication Specialist draft, edit, review and disseminate written materials; develop content concerning the programs and activities of the department for the website, print, electronic publications, digital and social media. They also respond to media inquiries regarding agency initiatives, programs, and services. The individual in this position is the lead webmaster for the department.

Providing information to the public in the appropriate manner and literacy level is vital to ensure residents can make the best decision for their health.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Bachelor's degree in Media, English, Communications, Journalism, Broadcasting, Public Relations or related field and two (2) years of professional level work experience in journalism, communications, public relations or closely related field; OR

B. Possession of an Associate's degree in Media, English, Communications, Journalism, Broadcasting, Public Relations or related field and four (4) years of experience as described in (A).

St. Lawrence County Vacancy Authorization Form

Social Services



? Type: Fill

Caseworker

Subunit (If Applicable): Children's Services - Foster Care

Date Submitted: 4/30/2024

? Reason Vacated: Resignation

? Position Number: 815000021

Date Vacated: 4/28/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 4/9/2019

? Jurisdictional Class: Non-Competitive

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving: \$56,178

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$29,741

Revenue Generating: Yes 0 %

? Base Salary: \$51,102

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

? Base Hourly: \$28.08

? Grade: 24

? **Net County Cost: \$24,315**

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

Detailed Justification

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

This Caseworker is assigned to work primarily with children and families identified by Child Protective Services as needing immediate and ongoing services to prevent neglect, abuse or maltreatment from reoccurring or placement of the children outside of the home. The person in this position provides foster care and preventive services to children and their families to prevent out-of-home placements. This Caseworker is responsible for case management services to children and families identified as having child protective or child welfare issues that place children in out of home placement, or at risk of placement outside of their familial residence; works intensively with high risk families continually assessing whether children are safe to remain in the home; ensures State mandated contacts are made; assesses risk and safety within family homes; links children and families to community services; monitors compliance with those services; and makes sure court requirements are completed. If this Caseworker position were not filled children would be at increased risk of imminent harm. The average caseload size for each foster care or preventive caseworker is currently 11 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have 20 cases with multiple children per case and over 20 youth/worker. When the caseloads are beyond what is recommended or manageable, or there is a lack of sufficiently trained Caseworkers, this creates situations where Caseworkers are forced to prioritize which children they will see and make insufficient contacts with families within the timeline that the State requires. The likelihood of serious injuries and fatalities are dramatically increased when caseloads exceed the State's recommendation. This position is essential to be the mandatory requirements under OCFS as well as state and federal legislation, including the Family First Prevention Act.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree.

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

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

St. Lawrence County Vacancy Authorization Form

Social Services



? Type: Fill

Keyboard Specialist

Subunit (If Applicable): DCAP (Disabled Client Assistance Program)

Date Submitted: 4/30/2024

? Reason Vacated: Resignation

? Position Number: 003100029

Date Vacated: 3/29/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 11/29/2021

? Jurisdictional Class: Competitive

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving: \$39,105

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$20,702

Revenue Generating: Yes 0 %

? Base Salary: \$37,285

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

? Base Hourly: \$20.49

? Grade: 15

? **Net County Cost: \$18,839**

*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, which assists the Disabled Client Assistance Program (DCAP) Agent, is normally the first contact at the Department for clients with disabilities who are applying for SSI (Supplemental Security Income) or SSDI (Social Security Disability Insurance). This position is needed to answer related calls, take messages, schedule appointments, assist clients as necessary, key in the new DCAP applications into the computer, complete the DCAP packets and mail them to the Social Security Office, set up DCAP folders, and enter data for case openings and closings. The person in this position also mails out referral letters to clients to contact the DCAP Unit for evaluations, requests and updates clients' medical records and maintains all reports for the Unit. The DCAP Unit assisted with 126 applications, reconsiderations and appeals in 2023 for individuals who have or are applying for SSI/SSDI. This unit, which consists of a DCAP Agent and a Keyboard Specialist, has helped the County recover \$117,394.73 in annual Interim Assistance Reimbursements for 2023. An even more significant savings is that which occurs by having someone who would otherwise continue to receive Temporary Assistance for years receive SSI instead. In 2023, 21 individuals were opened SSI or SSD in St. Lawrence County with the help of the DCAP Unit. If this position were not filled, the Department's ability to effectively respond to the needs of clients with disabilities and to help clients pursue federal benefits as an alternative to Temporary Assistance (TA) would be compromised.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

St. Lawrence County Vacancy Authorization Form

Social Services



? Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 4/30/2024

? Reason Vacated: Promotion

? Position Number: 815200026

Date Vacated: 4/12/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 02/23/2021

? Jurisdictional Class: Non-Competitive

? Appointee Will Be: Contingent-Permanent

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

Budget

? Salary of Person Leaving: \$56,178

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$29,741

Revenue Generating: Yes 0 %

? Base Salary: \$53,044

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

? Base Hourly: \$29.15

? Grade: 25

? **Net County Cost: \$24,315**

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

Detailed Justification

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

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 15 as of March 2024. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree.

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

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

St. Lawrence County Vacancy Authorization Form

Social Services



? Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 4/30/2024

? Reason Vacated: Resignation

? Position Number: 815200035

Date Vacated: 4/24/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 2/6/2023

? Jurisdictional Class: Non-Competitive

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving: \$54,063

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$28,621

Revenue Generating: Yes 0 %

? Base Salary: \$53,044

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

? Base Hourly: \$29.15

? Grade: 25

? **Net County Cost: \$23,400**

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

Detailed Justification

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

Caseworkers in Child Protective Services (CPS) investigate allegations of child abuse and maltreatment in St. Lawrence County that are made to the State Central Register. If this position were not filled, the impact would compromise child safety and reduce the ability of CPS to maintain the high standards set by the Department of Social Services and the State to ensure the safety of children in St. Lawrence County. While the Office of Children and Family Services recommends 15 active investigations per CPS Caseworker per month, the average caseload size in CPS is 15 as of March 2024. Not filling this Child Protective Caseworker position further delays the existing timeline of approximately 5 months from the first day of work to the time the Caseworker can initiate reports independently, due to significant training requirements including 6 weeks when they are completely out of the office for training. Cases must be initiated within 24 hours; and virtually all new reports require face to face contact with the families within 24 hours. Without adequate staff to fulfill this requirement, staff will be required to work overtime in cases that require immediate contact due to health and safety concerns. Further, supervisors will be working as Caseworkers to fill the gap, and will be unavailable to supervise their workers. Due to the increased severity of cases (specifically cases involving caregivers who are using heroin and methamphetamines) additional face to face visits, time preparing for court, casework counseling, referrals and follow up is now required. Cases are becoming more complex and our Caseworkers are finding children in dire situations on a daily basis. This position is mandated and necessary to meet the regulatory requirements and ensure the health and safety of children/families.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree.

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

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

St. Lawrence County Vacancy Authorization Form

Social Services



? Type: Fill

Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 4/30/2024

? Reason Vacated: Reassignment

? Position Number: 814000032

Date Vacated: 1/22/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 11/28/2022

? Jurisdictional Class: Non-Competitive

? Appointee Will Be: Permanent

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

Budget

? Salary of Person Leaving: \$46,541

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$24,639

Revenue Generating: Yes 0 %

? Base Salary: \$45,706

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

? Base Hourly: \$25.11

? Grade: 21

? **Net County Cost: \$23,133**

*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 20 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 30 TA cases and 330 SNAP cases, serving approximately 625 individuals.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

Social Services



? Type: Fill

Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 4/30/2024

? Reason Vacated: Promotion

? Position Number: 814000005

Date Vacated: 4/26/2024

Position # Abolished: N/A

? Position Status: Fulltime

? Last Fill Date: 9/24/2018

? Jurisdictional Class: Non-Competitive

? Appointee Will Be: Contingent-Permanent

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

Budget

? Salary of Person Leaving: \$50,139

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$26,544

Revenue Generating: Yes 0 %

? Base Salary: \$45,706

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

? Base Hourly: \$25.11

? Grade: 21

? **Net County Cost: \$24,922**

*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 20 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 30 TA cases and 330 SNAP cases, serving approximately 625 individuals.

Department Head:

Approved?

Yes No

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two (2) years (60 semester hours) of study in a regionally accredited or New York State registered college or university; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and two (2) years of experience in examining, investigating or evaluating claims for assistance, Veteran's or unemployment benefits, insurance or similar program operating under established criteria for eligibility.