

St. Lawrence County
BOARD OF LEGISLATORS
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RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

SERVICES COMMITTEE AGENDA
MR. JOSEPH LIGHTFOOT, CHAIR
MONDAY, JULY 18, 2022

*****BOARD ROOM AND VIA YOUTUBE*****

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

****PURSUANT TO THE STATE OF EMERGENCY EXECUTIVE ORDER 11.8, IN EFFECT UNTIL AUGUST 13, 2022, SUSPENSION OF LAW ALLOWS THE ATTENDANCE OF MEETINGS TELEPHONICALLY OR OTHER SIMILAR SERVICE****

1. CALL TO ORDER AND APPROVAL OF THE AGENDA

2. APPROVAL OF MINUTES – June 20, 2022

3. COMMUNITY SERVICES – JAY ULRICH

- A. Modifying the 2022 Budget for Community Services for the Locum Tenens Staffing Agency Contract (Res)
- B. Mental Health and Addiction Clinic Updates (Info)

4. PUBLIC HEALTH – JOLENE MUNGER

- A. Proclaiming August as National Immunization Awareness Month (Res)
- B. Modifying the 2022 Budget for the Public Health Department for the New York State Public Health Corps (NYSPHC) Fellowship Program (Res)
- C. Modify the 2022 Budget for the Public Health Department for Overdose Data to Action Grant (Res)

5. YOUTH BUREAU – ALEXA BACKUS-CHASE

- A. Accepting the Riley Basford Legacy Fund Grant for the 2022 Youth Bureau Teen Suicide Prevention and Sextortion Campaign (Res)

6. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Public Health
 - 1. Fill Sanitarian, Position No. 500600001
- B. Social Services
 - 1. Fill Computer Programmer/Analyst, Position No. 202900004

7. COUNTY ADMINISTRATOR'S REPORT

8. COMMITTEE REPORTS

- A. Board of Health (Acres)
- B. CDP Board of Directors (Sheridan)
- 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

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

11. ADJOURNMENT – If there is no further business.

August 1, 2022

Services Committee: 7-18-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR COMMUNITY SERVICES FOR THE
LOCUM TENENS STAFFING AGENCY CONTRACT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, on March 4, 2019, Resolution No. 94-2019 was passed authorizing a contract agreement with Locum Tenens Staffing Agency, and

WHEREAS, Community Services is responsible for providing continuity of care for those individuals admitted to the Mental Health and Chemical Dependency Clinics for the delivery of services in accordance with the rules and regulations made by and established by the Commissioners of OMH, OASAS, and DOH, respectively, and

WHEREAS, Community Services will soon have difficulty providing continuity of care for these individuals due to an unanticipated leave by a provider and workforce shortage, and

WHEREAS, it is necessary for Community Services to seek temporary assistance and enter into contingent agreements with a Locum Tenens Staffing Agency in order to secure a temporary provider for six (6) months to provide essential services until such time that permanent staffing can be pursued and secured,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Community Services for the Locum Tenens Staffing Agency contract, as follows:

INCREASE APPROPRIATIONS:

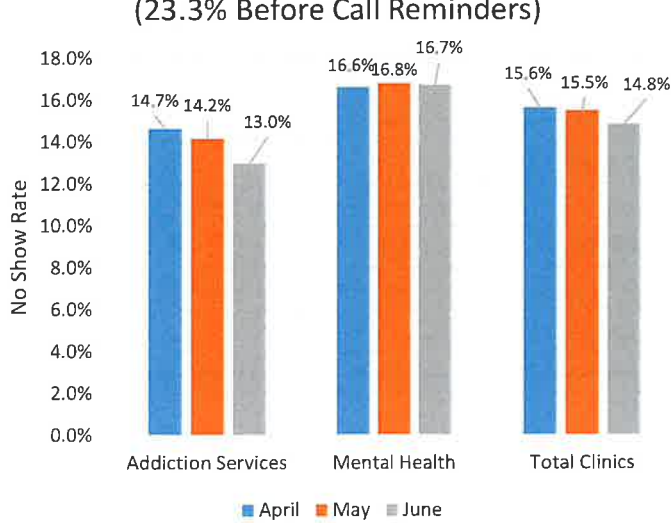
A3143204 43007	A MHOC Other Fees & Services	\$128,700
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DECREASE APPROPRIATIONS:

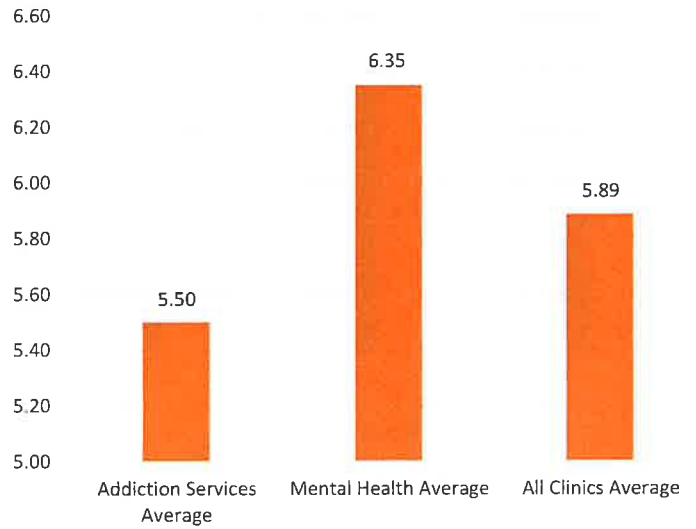
A3143201 11000	A MHOC Direct Service Worker	82,458
A3143208 81000	A Retirement	10,389
A3143208 83000	A Social Security	5,673
A3143208 84000	A Workmen's Compensation	2,080
A3143208 84500	A Group Life Insurance	150
A3143208 86000	A Hospital & Medical Insurance	26,698
A3143208 86500	A Dental Insurance	921
A3143208 89000	A Vision Insurance	331
		<u>\$128,700</u>

Community Services Update June 2022

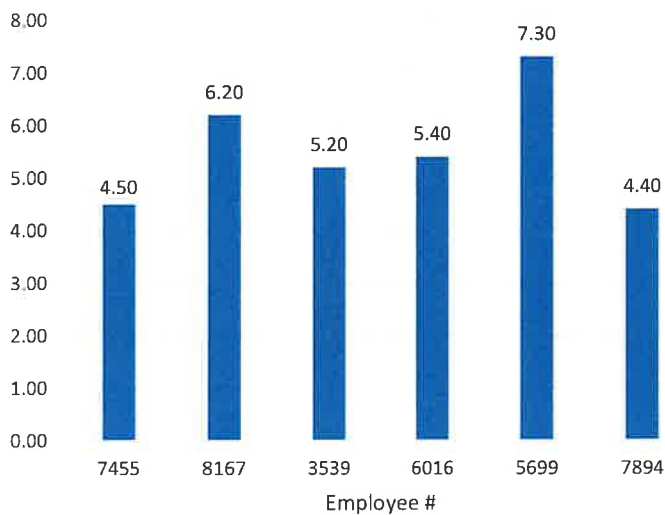
No Show Rates By Month (23.3% Before Call Reminders)



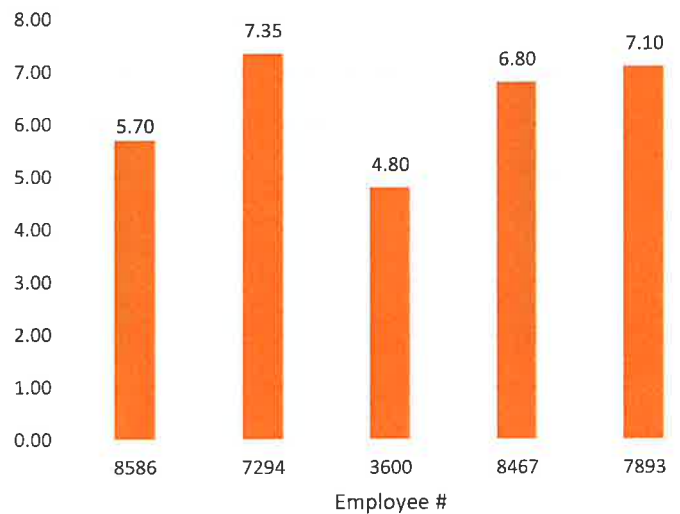
Clinic Counselor Visits Average



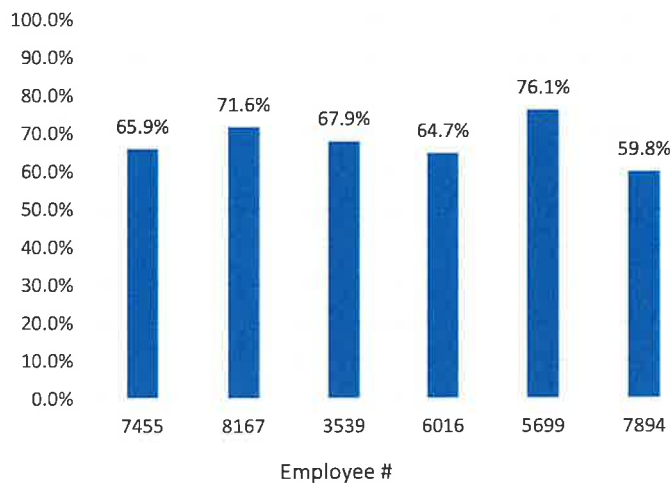
Addiction Services Visits Per Seven Hours



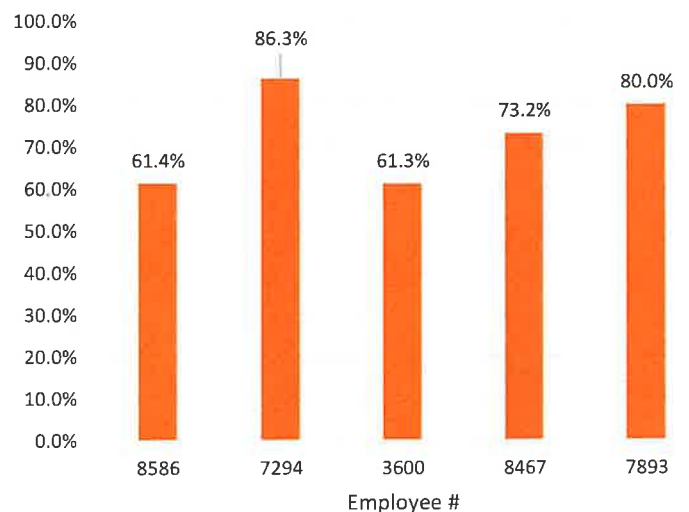
Mental Health Visits Per Seven Hours



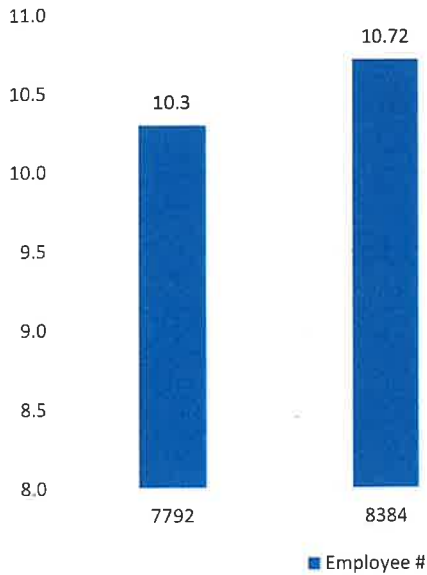
Addiction Services Weighted Face to Face %



Mental Health Weighted Face to Face %

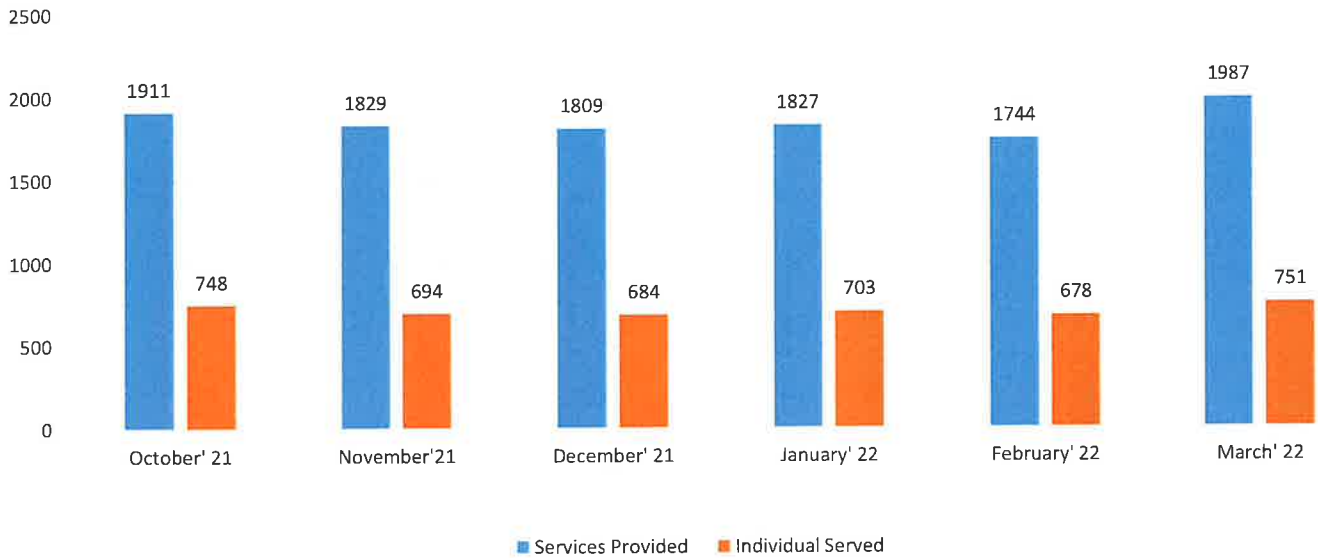


Prescriber Visits Per Seven Hours

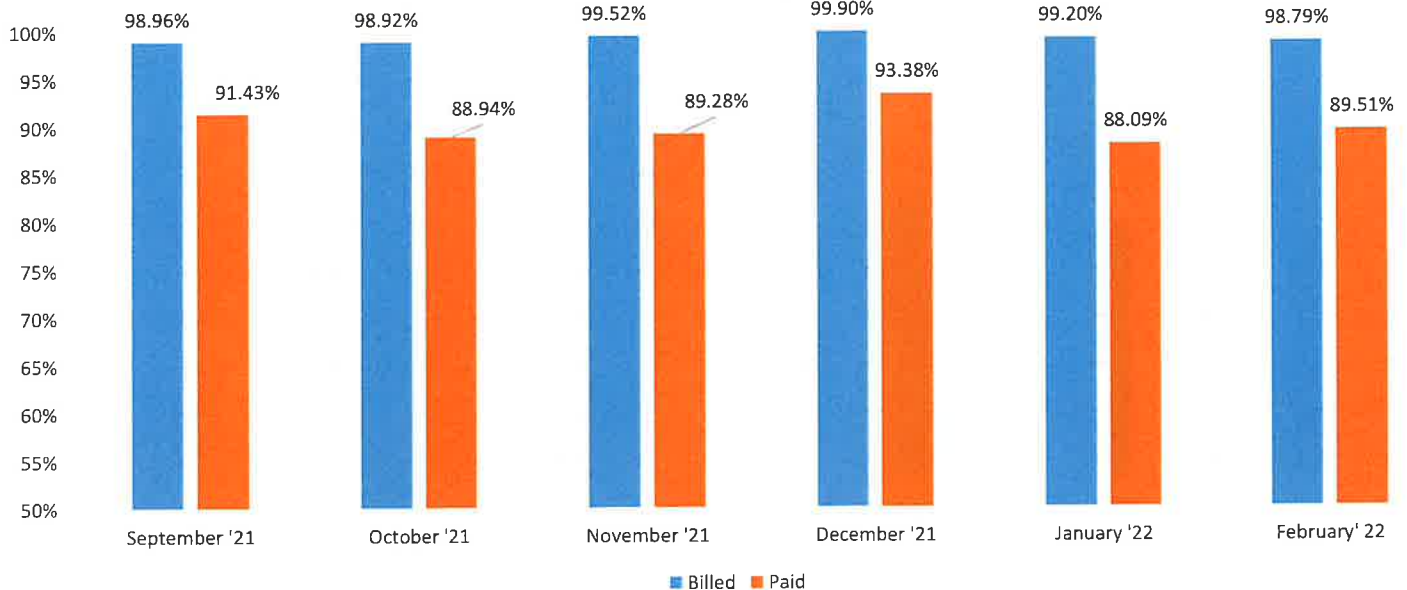


Waiting Lists	Number
Canton CD	6
Gouverneur CD	3
Massena CD	2
Ogdensburg CD	4
Addiction Services Total	15
Mental Health Total	9

Services Provided - All Clinics



Billed/Paid Percentages - All Clinics



August 1, 2022

Services Committee: 7-18-2022

RESOLUTION NO, _____

PROCLAIMING AUGUST AS NATIONAL IMMUNIZATION AWARENESS MONTH

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the St. Lawrence County Public Health Department is observing National Immunization Awareness Month in August to highlight the importance of vaccinations for people of all ages, and

WHEREAS, providing children the vaccines recommended by the Center for Disease Control and Prevention before their second birthday is the best way to protect against fourteen (14) serious and potentially deadly diseases, and

WHEREAS, vaccines recommended for individuals are based on age, health conditions, job, lifestyle or travel habits, and

WHEREAS, some childhood vaccines can wear off over time making it necessary for adults to keep vaccinations up-to-date to help protect themselves and others, and

WHEREAS, it is essential for pregnant women to receive vaccinations, not only to protect themselves, but to create protective antibodies that will be passed on to her baby providing short-term protection, and

WHEREAS, vaccinations are one of the most convenient and safest preventive care measures available,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims August as National Immunization Awareness Month.

August 1, 2022

Services Committee: 7-18-2022

RESOLUTION NO. _____

**MODIFYING THE 2022 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT
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 (ELC) for Infectious Diseases awarded funding to local health departments (LHDs) for the New York State Public Health Corps (NYSPHC) Fellowship Program in 2021, 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, Resolution No. 236-2021 authorized the signing of 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, and

WHEREAS, Public Health is eligible to receive \$1,532,660 (PPZ44895 57000 PHC) in funding over two (2) years (\$766,330 annually), but due to the COVID-19 epidemic in 2021 this program was unable to be put in place,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for the Public Health Department for the New York State Public Health Corps (NYSPHC) Fellowship Program, as follows:

INCREASE REVENUE:

PPZ44895 57000 PHC	P PHC Federal Aid	\$47,220
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INCREASE APPROPRIATIONS:

PPZ40101 12000 PHC	P PHC Direct Services Workers	\$20,000
PPZ40104 42000 PHC	P PHC Office Supplies and Expenses	1,000
PPZ40102 22002 PHC	P PHC Personal Computers	10,000
PPZ40104 44000 PHC	P PHC I/D Automotive Expenses	2,000
PPZ40104 44100 PHC	P PHC I/D Fuel Charges	2,000
PPZ40104 44300 PHC	P PHC Mileage Reimbursement	1,000
PPZ40108 81000 PHC	P PHC Retirement	2,520

August 1, 2022

PPZ40108 83000 PHC	P PHC Social Security	1,377
PPZ40108 84000 PHC	P PHC Workers Compensation	505
PPZ40108 84500 PHC	P PHC Group Life Insurance	37
PPZ40108 86000 PHC	P PHC Hospital & Medical Insurance	6,476
PPZ40108 86500 PHC	P PHC Dental Insurance	224
PPZ40108 89000 PHC	P PHC Vision Insurance	<u>81</u>
		\$47,220

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

August 1, 2022

Services Committee: 7-18-2022

RESOLUTION NO. _____

**MODIFY THE 2022 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT
FOR OVERDOSE DATA TO ACTION GRANT**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Overdose Data to Action Grant (OD2A) (9/1/2022 – 8/31/2023), 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, this funding will be used for interventions, to increase access to Naloxone and Fentanyl test strips for community members at high-risk of experiencing an overdose, to provide education on substance use, overdose prevention, stigma, and mental health, and

WHEREAS, trainings will also be provided to St. Lawrence County Correctional Officers on trauma-informed care within the Correctional Facility,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2022 Budget for Public Health Department for Overdose Data to Action Grant (OD2A) Funding, upon approval of the County Attorney, 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	\$15,000
PPZ40104 41102 OP	OP Educational Workshops	1,300
PPZ40104 41901 OP	OP Central Printing	250
PPZ40104 41902 OP	OP Commercial Printing	2,200
PPZ40104 42000 OP	OP Supplies and Expenses	137
PPZ40104 42402 OP	OP I/D Postage	2,500
PPZ40104 43005 OP	OP Advertising Fees & Expense	17,000
PPZ40104 43007 OP	O OP Other Fees and Services	21,200
PPZ40104 44500 OP	OP Other Travel Reimbursement	4,000
PPZ40108 81000 OP	OP Retirement	1,890
PPZ40108 83000 OP	OP Social Security	1,032
PPZ40108 84000 OP	OP Workers Compensation	379
PPZ40108 84500 OP	OP Group Life Insurance	27
PPZ40108 86000 OP	OP Hospital & Medical Insurance	4,857
PPZ40108 86500 OP	OP Dental Insurance	168
PPZ40108 89000 OP	OP Vision Insurance	60
		<u>\$72,000</u>

August 1, 2022

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

August 1, 2022

Services Committee: 7-18-2022

RESOLUTION NO. _____

**ACCEPTING THE RILEY BASFORD LEGACY FUND GRANT FOR THE 2022
YOUTH BUREAU TEEN SUICIDE PREVENTION AND SEXTORTION CAMPAIGN**

By Mr. Lightfoot, Chair, Services Committee

WHEREAS, the Riley Basford Legacy Fund, along with the Northern New York Community Foundation, has awarded the Riley Basford Legacy Grant to the St. Lawrence County Youth Bureau in the amount of \$100, and

WHEREAS, the mission of the Riley Basford Legacy Fund is to support youth in their pursuit of safe and meaningful experiences throughout their lives and in the community, and

WHEREAS, the Youth Committee sponsored a video and art work contest as part of the 2022 YB Teen Suicide Prevention and Sextortion Campaign, and

WHEREAS, two St. Lawrence County teens have submitted winning videos and will receive \$50 gift cards from the Riley Basford Legacy Fund, and

WHEREAS, this award will increase the budget of the Youth Bureau by \$100,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes accepting the Riley Basford Legacy Fund Grant for the 2022 Youth Bureau Teen Suicide Prevention and Sextortion Campaign.

St. Lawrence County Vacancy Authorization Form

Public Health



Type: Fill

Sanitarian

Subunit (If Applicable):

Date Submitted: July 5, 2022

Reason Vacated: Resignation

Position Number: 500600001

Date Vacated: December 1, 2021

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: March 10, 2020

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$49,837

Revenue Generating: Yes 30 %

Benefits: Yes (56.08%) \$27,949

Reimbursed by Local, State or Federal Funds: Yes 36 %

Base Salary: \$50,241

Budget Mod Attached, If Required? ☐

Grade: 25

Net County Cost: \$26,447

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 essential in performing investigations and inspection of the non-engineering aspects of environmental health control to the residents of St. Lawrence County and provides assistance to other Public Health Department programs such as the Lead Program and Rabies Program, and works on behalf of the Health Officer (Public Health Director) who is overseen by the St. Lawrence County Board of Health.

Department Head: *Jolene Munger*

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Social Services



Type: Fill

Computer Programmer/Analyst

Subunit (If Applicable): Systems

Date Submitted: 7/1/2022

Reason Vacated: Promotion

Position Number: 202900004

Date Vacated: 6/13/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 8/17/2015

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$52,178

Revenue Generating: No 0 %

Benefits: Yes \$29,261

Reimbursed by State or Federal Funds: Yes 85 %

Base Salary: \$46,575

Budget Mod Attached, If Required? ☐

Grade: 23

Net County Cost: \$12,216

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: 

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #: