



RUTH A. DOYLE
County Administrator

**ST. LAWRENCE COUNTY
SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, AUGUST 19, 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 – July 15, 2024

3. COORDINATED CARE SERVICES, INC. (CCSI) - Chris Copeland, MSW, Senior Director; David Wawrzynek, MS, MBA, Senior Advisor; and Amy Jackson, Senior Healthcare Consultant

4. COMMUNITY SERVICES – JAY ULRICH

- A. Authorizing the Chair to Sign an Amended Contract with Locum Tenens Staffing Agencies for Continuity of Care and Modifying the 2024 Budget for Community Services (Res)
- B. Community Services Clinics Update (Info)

5. PUBLIC HEALTH – ERIN STREIFF

- A. Proclaiming September 2024 as National Recovery Month in St. Lawrence County (Res)
- B. Authorizing the Chair to Sign a Contract with Health Insurance Companies for Clinic Billing for the Public Health Department (Res)
- C. Authorizing the Chair to Sign Contracts with Area Establishment for Housing for Isolation or Quarantine of Individuals Infected or Exposed to a Communicable Disease (Res)
- D. EEE Imminent Threat Update (Discussion)

6. SOCIAL SERVICES – JOE SEEGER

- A. Social Services Eligibility Programs (Info)

7. WEIGHTS AND MEASURES – ADAM SIMMONS

- A. Authorizing the Chair to sign a contract with the New York State Department of Agriculture and Markets for the Petroleum Product Quality Program for Weights and Measures (Res)

8. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Social Services
 - a. Fill Caseworker - Unit CPS, Position No. 815200004
 - b. Fill Deputy Commissioner, Position No. 819500002
 - c. Fill Principal Account Clerk, Position No. 100300002
 - d. Fill Caseworker, Position No. 815000056
 - e. Fill Social Welfare Examiner, Position No. 814000010
 - f. Fill Senior Social Welfare Examiner, Position No. 814100004
 - g. Fill Keyboard Specialist, Position No. 003100104
- B. Community Services
 - a. Fill Mental Health Counselor, Position No. 506500013
 - b. Fill Senior Chemical Dependency Counselor, Position No. 507300004
 - c. Fill Keyboard Specialist, Position No. 003100102
- C. Public Health
 - a. Fill Public Health Nurse, Position No. 504100002
 - b. Fill Nurse Practitioner, Position No. 501800002

9. COUNTY ADMINISTRATOR’S REPORT – RUTH DOYLE

10. 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)

11. OLD/NEW BUSINESS

12. EXECUTIVE SESSION

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

13. ADJOURNMENT – If there is no further business.

September 9, 2024

Services Committee: 8-19-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN AN AMENDED CONTRACT WITH LOCUM
TENENS STAFFING AGENCIES FOR CONTINUITY OF CARE AND MODIFYING
THE 2024 BUDGET FOR COMMUNITY SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, on March 4, 2019, Resolution No. 94-2019 was adopted authorizing a contract agreement with Locum Tenens Staffing Agencies for continuity of care, and

WHEREAS, Community Services is responsible for providing continuity of care for those individuals admitted to the Mental Health and Addiction Services 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, and

WHEREAS, the Department will soon experience difficulty providing continuity of care for individuals admitted to the Mental Health and Addiction Services Clinics due to unanticipated leaves by more than one prescriber, and

WHEREAS, when necessary, Community Services will be looking for medical provider assistance by entering into contingent agreements with Locum Tenens Staffing Agencies in order to secure a temporary provider for up to thirty-two (32) hours a week for six (6) months to provide essential services until such time permanent staffing can be pursued and secured,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign an amended contract with Locum Tenens Staffing Agencies, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for Community Services, as follows:

INCREASE APPROPRIATIONS:

A1142504 43007 DSRP	A CACD Other Fees & Services	\$35,000
A1342504 43007 DSRP	A OGCD Other Fees & Services	35,000
A3643204 43007	A FSS Other Fees & Services	<u>90,000</u>
		\$160,000

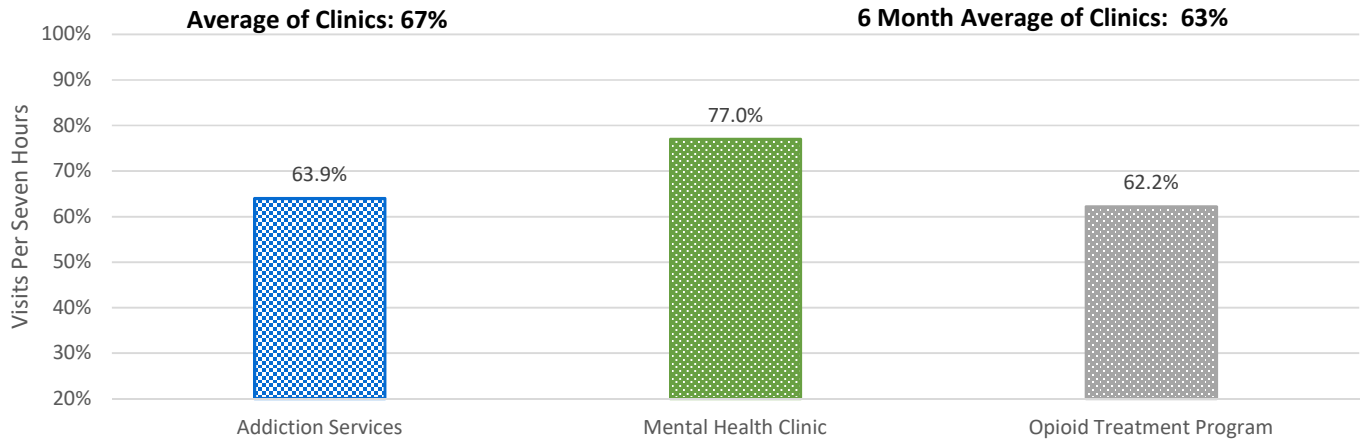
INCREASE REVENUE:

A1134905 56000 DSRP	A DSRP Mental Health	\$35,000
A1334905 56000 DSRP	A DSRP Mental Health	35,000
A3644905 57000	A FA FED Salary Sharing-Mental	<u>90,000</u>
		\$160,000

Community Services Clinic Update

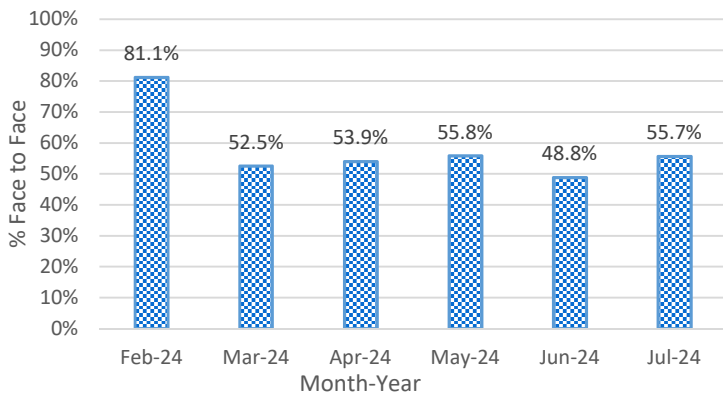
July 2024

Monthly Clinic Counselor Visits Average



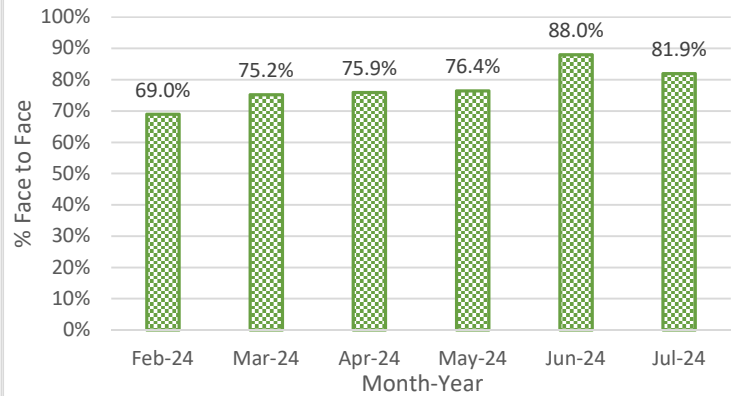
Addiction Services/OTP Face to Face %

Average 59%



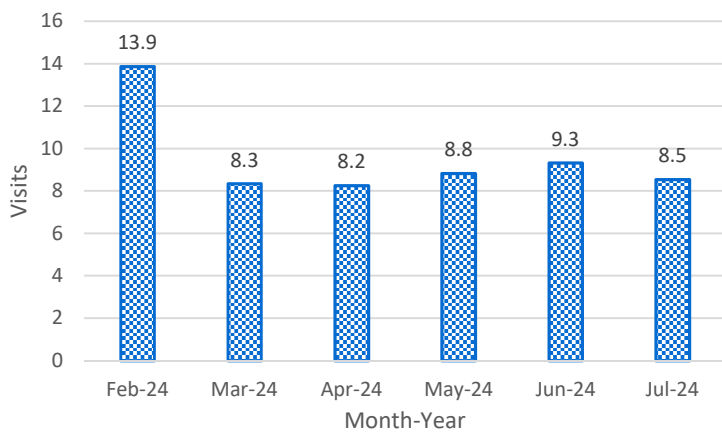
Mental Health Face to Face %

Average 78%



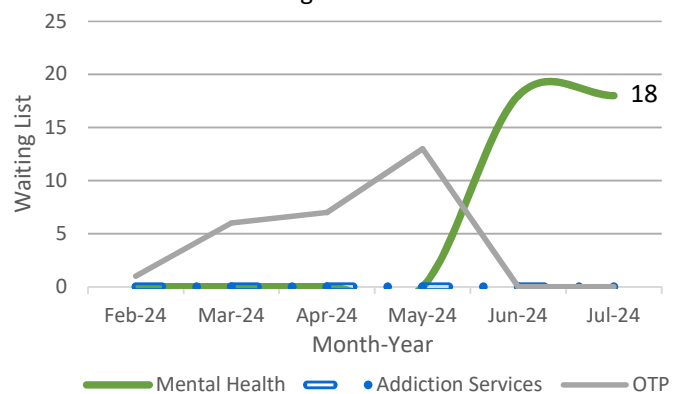
Prescribers Visits Per Seven Hours

Average 10



Wait Lists

Average: 6



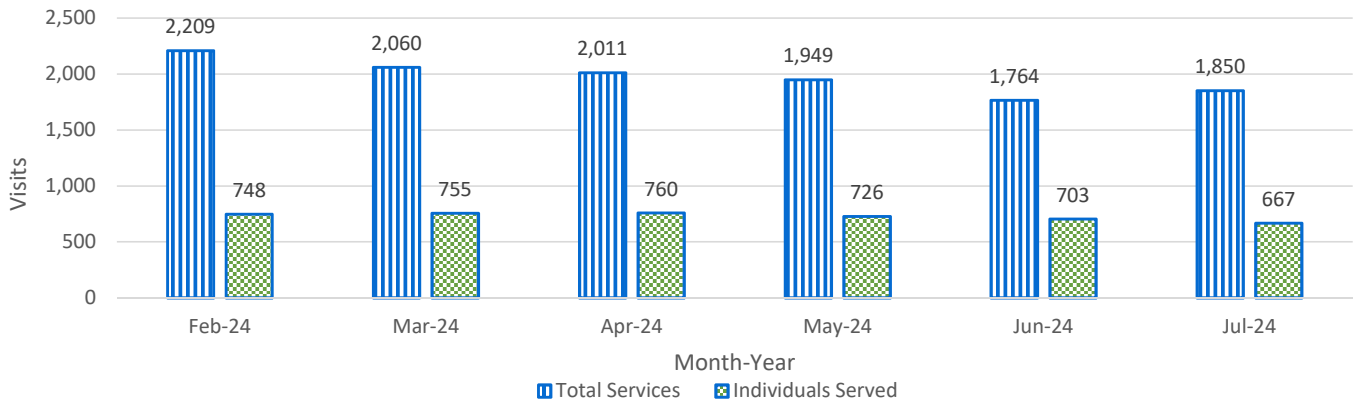
Community Services Clinic Update

July 2024

Services Provided - All Clinics

Total Services Average: 1,974

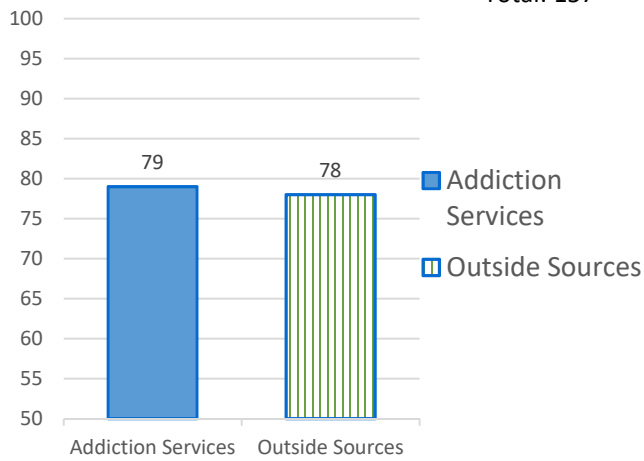
Average: 727



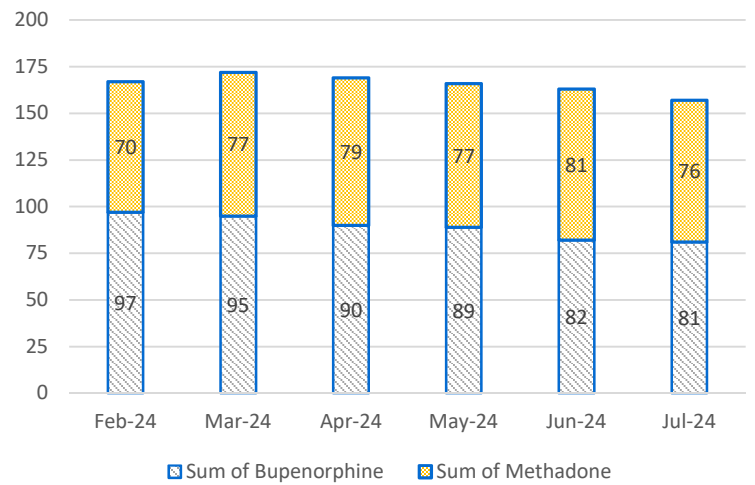
*This does not include OTP medication dispenses

Opioid Treatment Program (OTP) Population Source

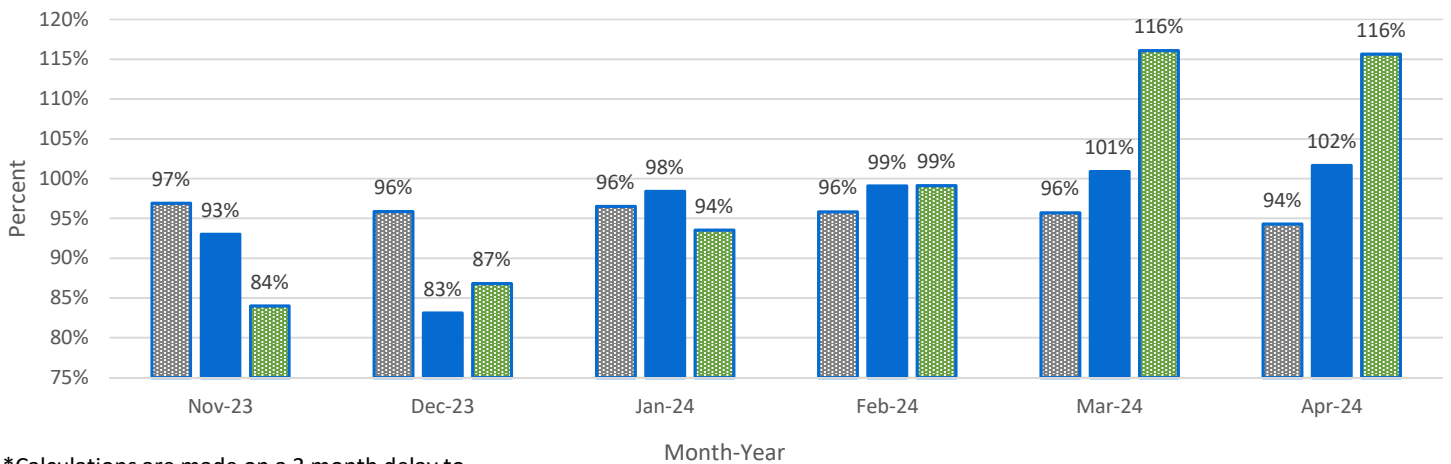
Total: 157



OTP Medication Breakdown



Reimbursement Rate by Clinic



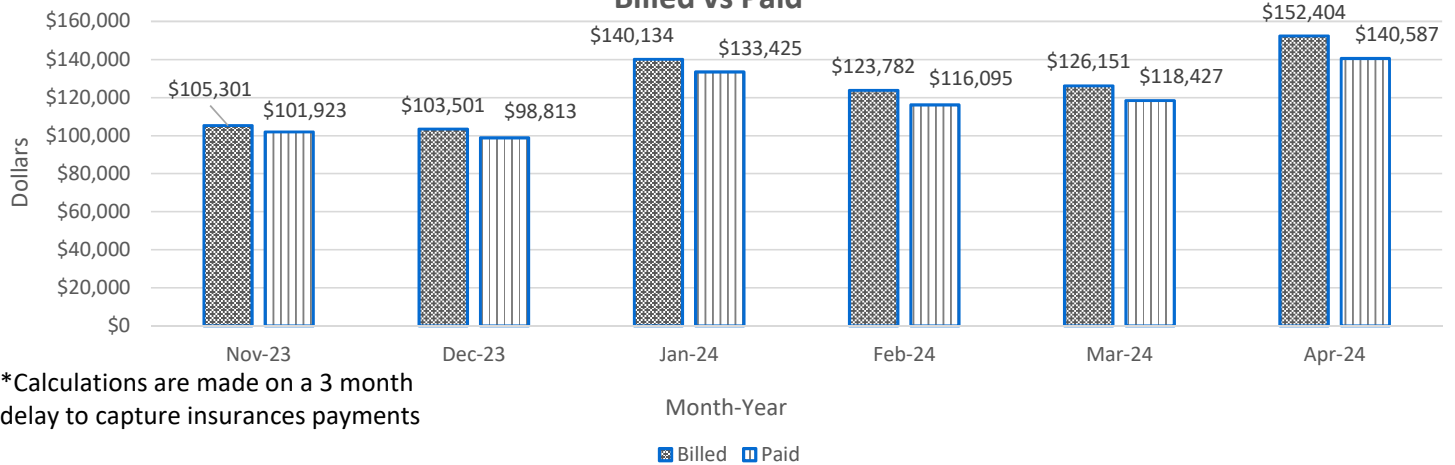
*Calculations are made on a 3 month delay to capture insurances payments

Community Services Clinic Update

July 2024

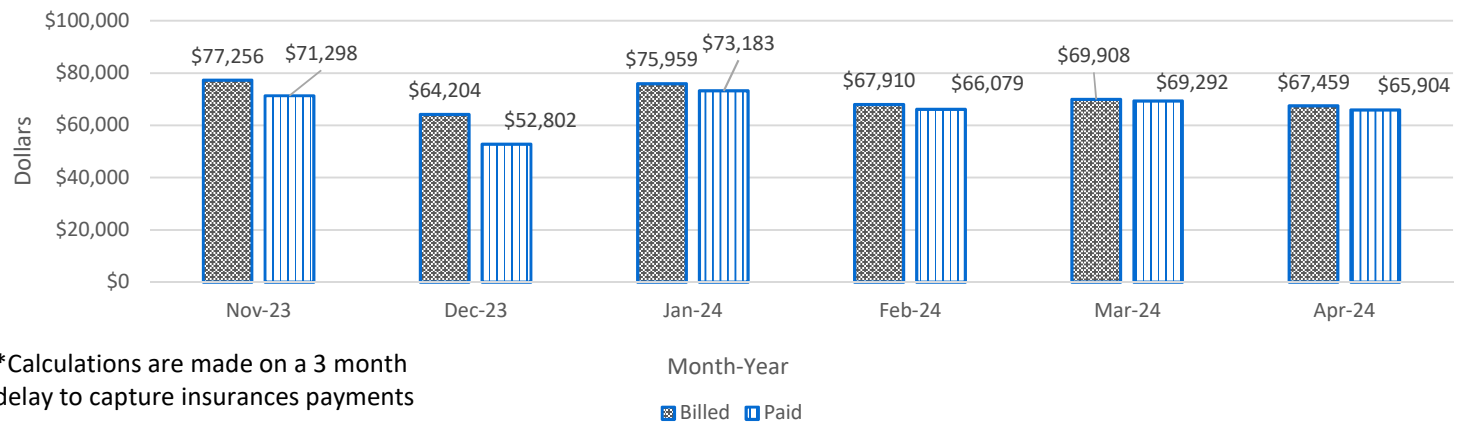
Opioid Treatment Program Billed vs Paid

**Rebilled claims removed



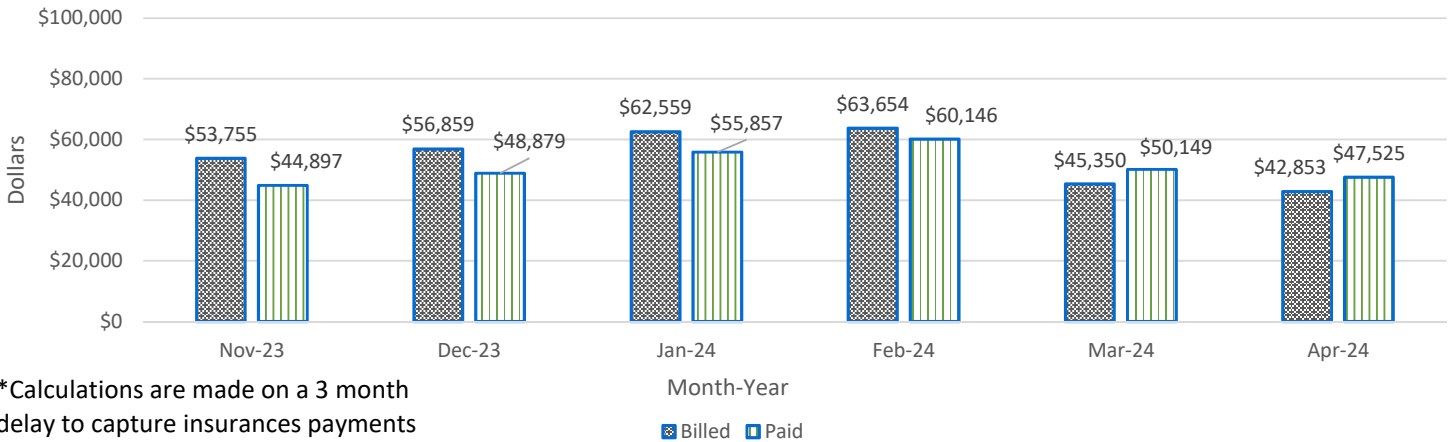
Mental Health Billed vs Paid

** Rebilled claims removed



Addiction Services Billed vs Paid

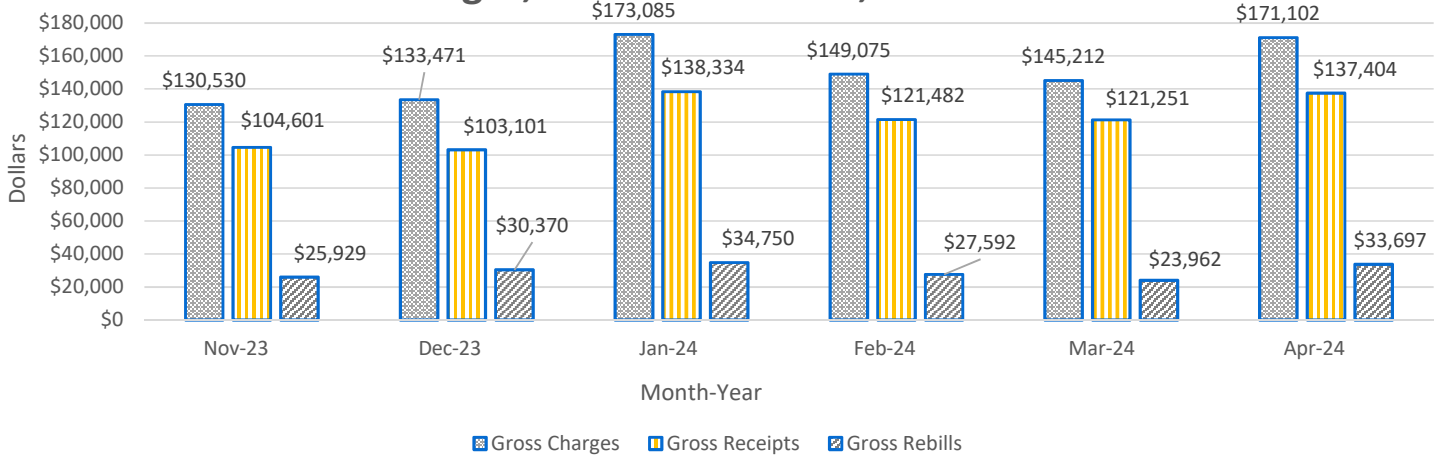
**Rebilled claims removed



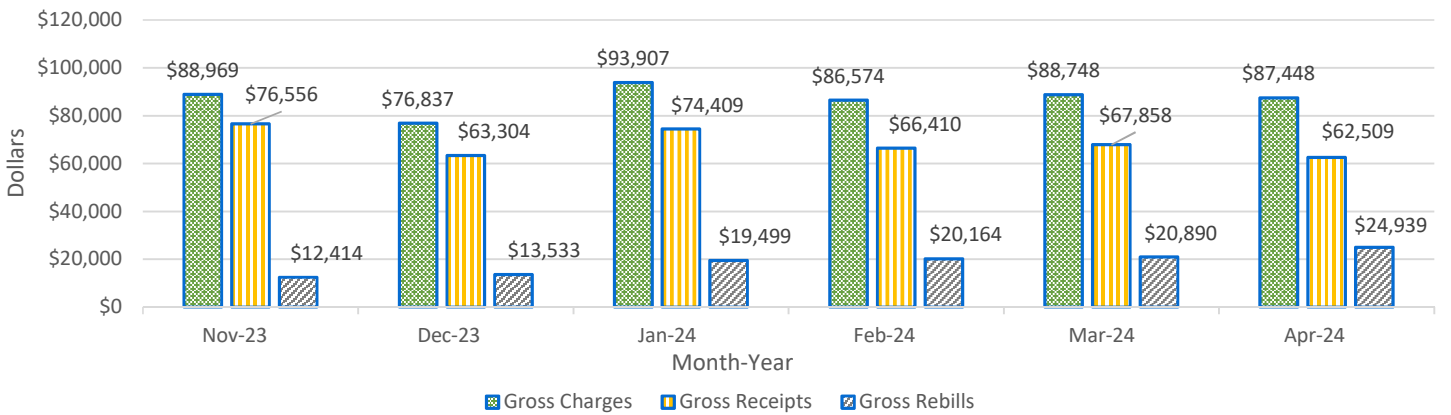
Community Services Clinic Update

July 2024

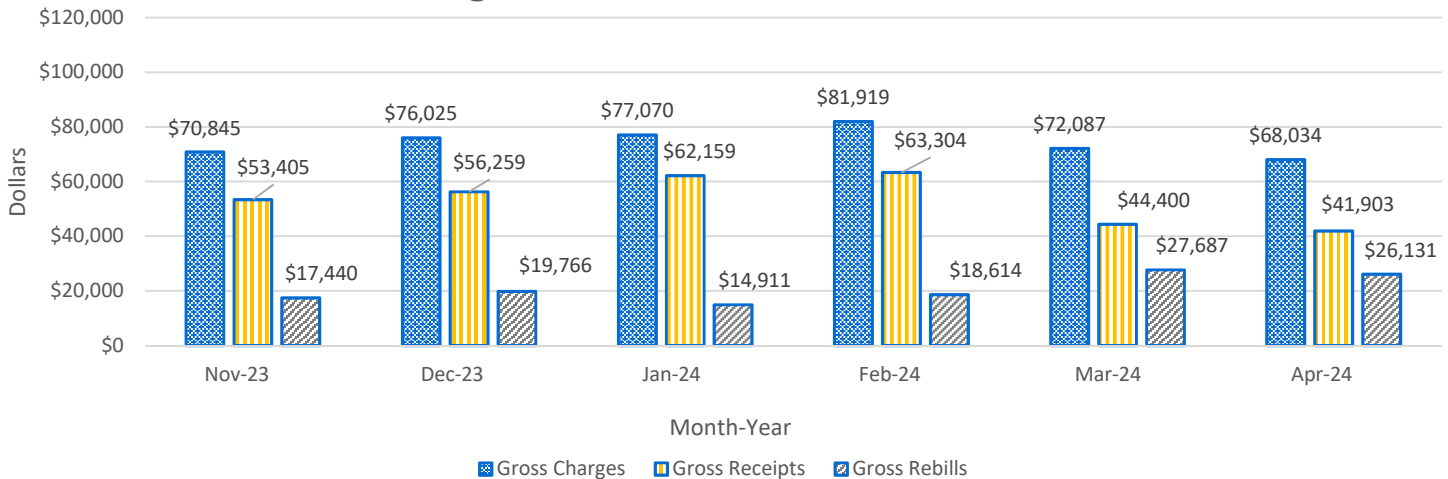
Opioid Treatment Program Charges, Reimbursements, vs Rebills



Mental Health Charges, Reimbursements, vs Rebills



Addiction Services Charges, Reimbursements, vs Rebills



September 9, 2024

Services Committee: 8-19-2024

RESOLUTION NO.

**PROCLAIMING SEPTEMBER 2024 AS NATIONAL RECOVERY MONTH IN ST.
LAWRENCE COUNTY**

By Mr. Hull, Chair, Services Committee

WHEREAS, Recovery Month was started in September 1989 by the Substance Abuse and Mental Health Services Administration (SAMHSA) to celebrate the recovery community and highlight the importance of evidence-based treatment and recovery practices, and

WHEREAS, the term “substance-use disorder”, commonly known as addiction, is a disease of the brain and many misconceptions surrounding it have contributed to harmful stigmas that can prevent individuals from seeking the treatment they need, and

WHEREAS, by treating substance-use disorders as seriously as other medical conditions with an emphasis on prevention and treatment, people can recover, and

WHEREAS, in 2023, there were an estimated 107,000 Americans who died due to overdoses nationally, and the impact of substance-use disorders is apparent in our local community, as well, as St. Lawrence County had 153 reported overdoses with 12 fatalities in 2023, and

WHEREAS, there are millions of Americans whose lives have been transformed through recovery, and since these successes often go unnoticed by the broader population, Recovery Month provides a vehicle for everyone to celebrate these accomplishments,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaim September 2024 as National Recovery Month in St. Lawrence County.

September 9, 2024

Services Committee: 8-19-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH HEALTH INSURANCE COMPANIES FOR CLINIC BILLING FOR THE PUBLIC HEALTH DEPARTMENT

By Mr. Hull, Chair, Services Committee

WHEREAS, Public Health bills for various clinic services through clearinghouse Office Ally, and

WHEREAS, contracts are required with insurance companies for clinic organizations to be considered to be network providers and to bill for services, and

WHEREAS, if such contracts are not in place, very little, if any, revenue will be gained from individuals without network insurance for billable services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with health insurance companies for clinic billing in Public Health, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that a complete listing of the contracts will be provided to the County Administrator annually.

September 9, 2024

Services Committee: 8-19-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH AREA
ESTABLISHMENT FOR HOUSING FOR ISOLATION OR QUARANTINE OF
INDIVIDUALS INFECTED OR EXPOSED TO A COMMUNICABLE DISEASE**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is in need of resources to assist with housing for the isolation or quarantine of individuals who have been found to have a communicable disease or have been exposed to a communicable disease of public health significance, and do not have the ability to separate themselves from others effectively to prevent transmission, and

WHEREAS, area establishments have agreed to provide housing in the event accommodations are needed, and

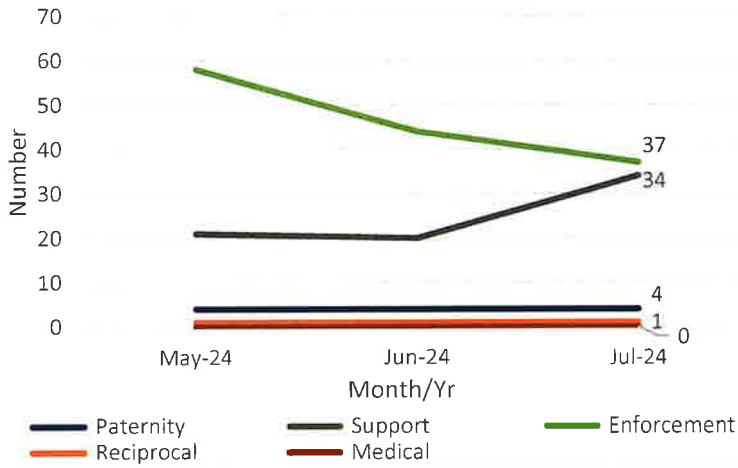
WHEREAS, the Public Health Department is responsible for the daily cost of these accommodations (PP040104 43007), and

WHEREAS, the need to have agreements with area establishments in place is important due to the public health threat communicable diseases pose for which isolation or quarantine is required, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign agreements with area establishments for isolation or quarantine, upon approval of the County Attorney.

Child Support

Child Support Petitions

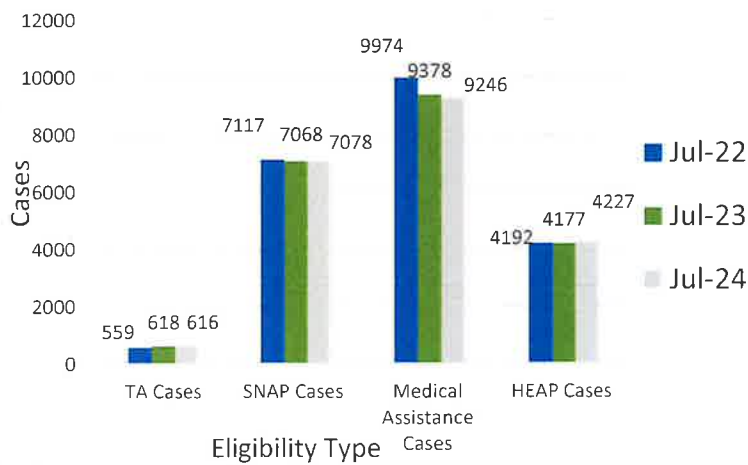


Child Support Collections

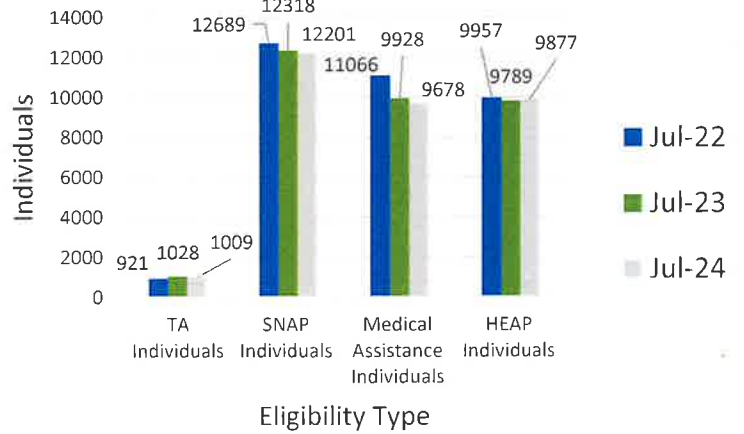


Eligibility Programs

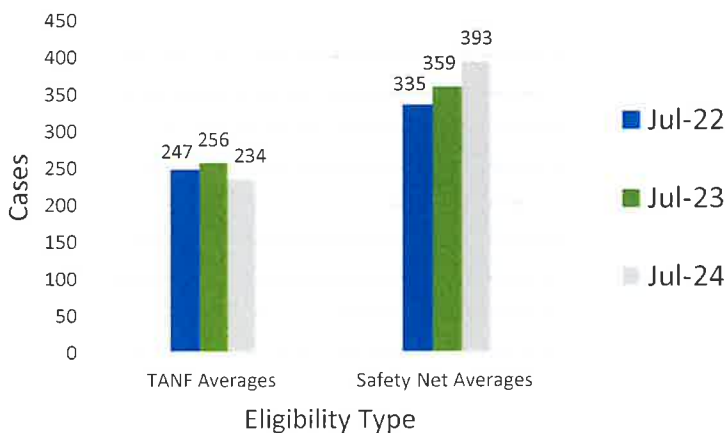
Total Cases by Type



Total Individuals by Type



TANF & Safety Net Averages



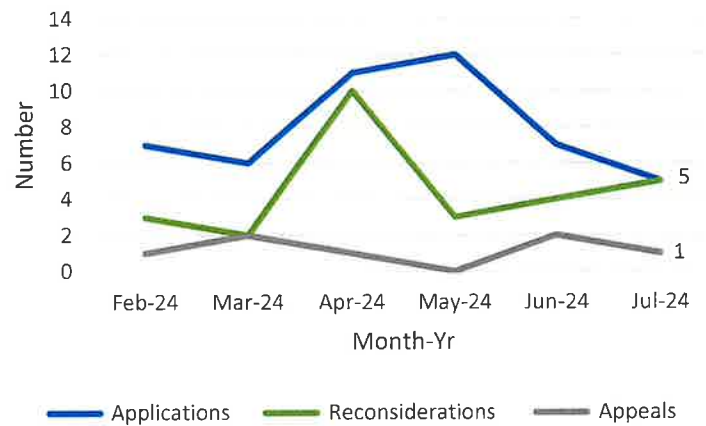
Program Applications



Safety Net Families



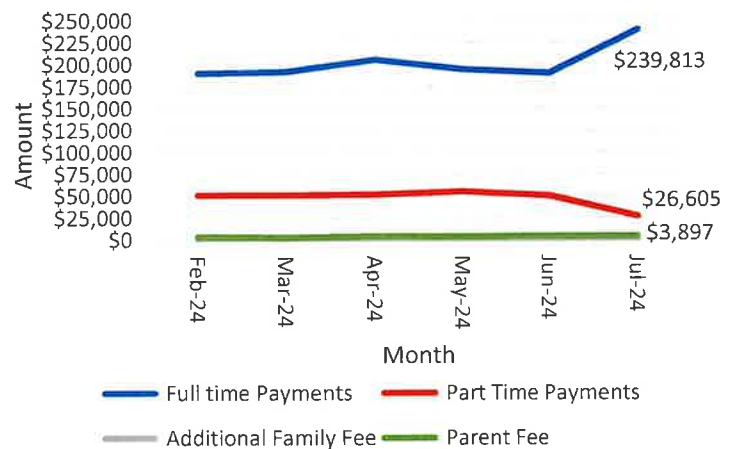
Disabled Client Assistance Program (DCAP)



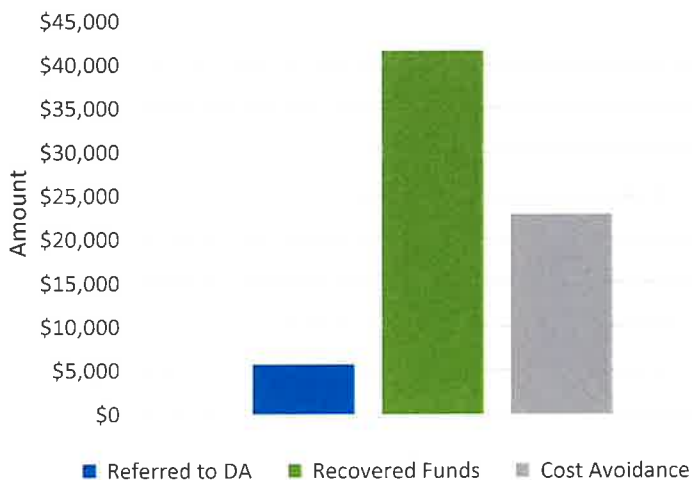
DCAP Interim Assistance Reimbursed



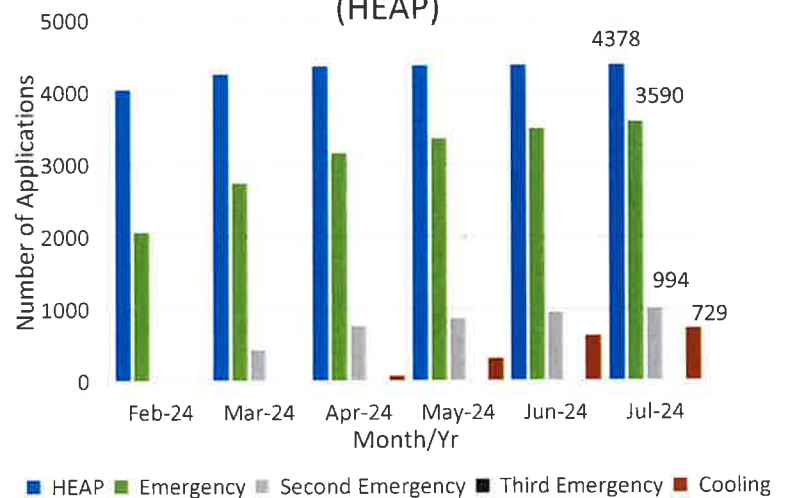
Child Care Assistance Payments 132 Providers



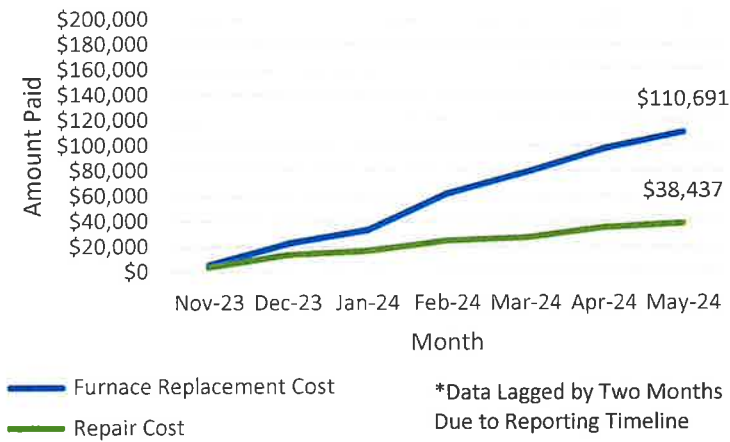
Fraud Investigation Unit (YTD)



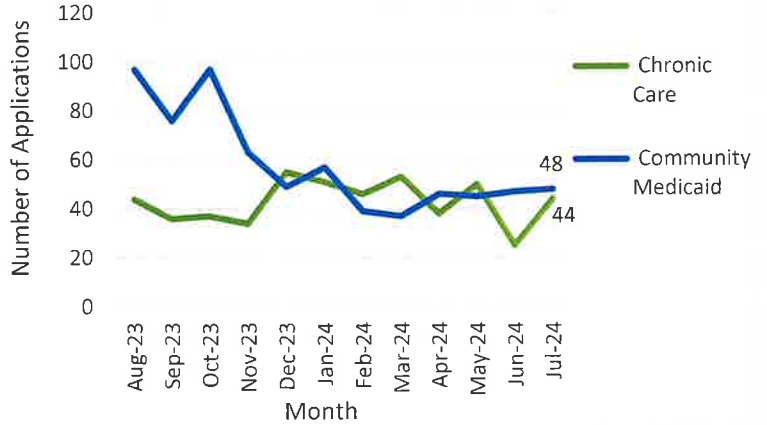
Home Energy Assistance Program (HEAP)



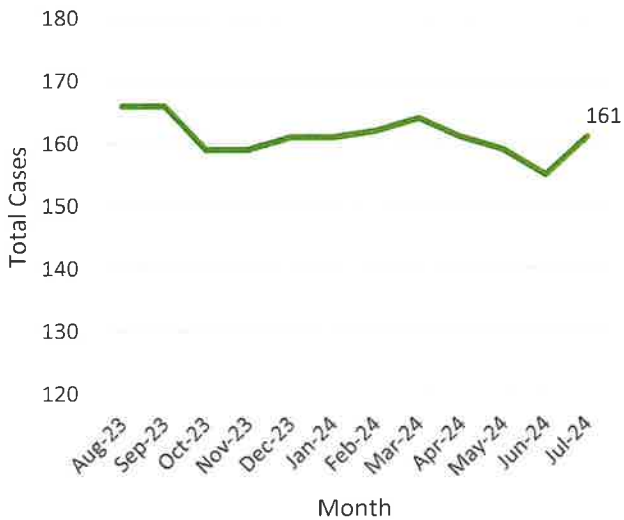
Home Energy Repair/Replacement Costs



Medicaid Applications



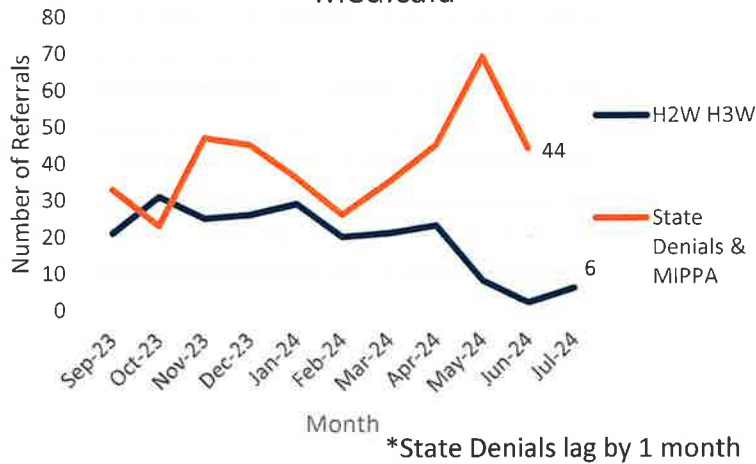
Medical Services Unit Cases



Medicaid Recertifications



NYSOH Referrals to Community Medicaid



September 9, 2024

Services Committee: 8-19-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE NEW YORK
STATE DEPARTMENT OF AGRICULTURE AND MARKETS FOR THE
PETROLEUM PRODUCT QUALITY PROGRAM FOR WEIGHTS AND MEASURES**

By Mr. Hull, Chair, Services Committee

WHEREAS, the New York State Department of Agriculture and Markets has the responsibility of conducting inspections, performing screening tests, and sampling of petroleum products, and

WHEREAS, the contract between St. Lawrence County and the State of New York will be for five (5) years with the terms being April 1, 2024, to March 31, 2029, and

WHEREAS, an amount of \$48,580 is allowed to reimburse expenses to St. Lawrence County (M1037895 56000) for this five (5) year program, as submitted by state aid voucher on a quarterly basis,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the New York State Department of Agriculture and Markets for the Petroleum Product Quality Program for Weights and Measures, upon the approval of the County Attorney.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 6/25/2024

Reason Vacated: Resignation

Position Number: 815200004

Date Vacated: 6/21/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 6/14/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$29,164

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: \$23,843

*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 23 as of June 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:

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Caseworker/CPS

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

[Position Centrals Link](#)[Employee Centrals Link](#)

Social Services



Type: Fill

Deputy Commissioner

Subunit (If Applicable):

Date Submitted: 7/30/2024

Reason Vacated: Other

Position Number: 819500002

Date Vacated: 5/31/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 9/20/2022

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$101,172

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$53,560

Revenue Generating: Yes 0 %

Base Salary: \$92,526

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

Base Hourly: \$50.84

Grade: M6

Net County Cost: \$29,399*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 person in this position assists the Commissioner of Social Services in the overall operation and the day-to-day functioning of the Department and its efforts to serve thousands of County residents, effectively coordinating Department functions, including, but not limited to, providing oversight of all Eligibility programs. The position is needed to assist in program development; formulation and implementation of local department policy and procedures; personnel recruitment and selection; addressing of personnel issues and problems; public relations regarding the Department; budget and report preparation; communication with staff and local and state agencies; and studies of proposed administrative changes to improve operations. The Deputy is also needed to represent the Commissioner in a variety of forums, and to be in charge of all Department operations in the absence of the Commissioner. The functioning and coordination of the Department would be severely compromised if this position were not filled.

Department Head:

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Deputy Commissioner of Social Services

MINIMUM QUALIFICATIONS:

A) Training/Education

Graduation from a recognized college or university with a Bachelor's Degree for four-year course of study, and

B) Experience

1) Five years of satisfactory full-time paid experience in a health, education, or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity; or

2) Five years of responsible full-time paid experience in an administrative or management position, where there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

C) Equivalent combination of training/education and experience as defined by the limits of (a) and (b) above

NOTE: Experience as local social services commissioner. Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which he is appointed, shall be the equivalent of two years of the above prescribed experience.

(Local social services commissioner includes any title by which the chief executive officer of the social services department of a social services district is referred to, who is charged with the responsibility of administering public assistance and care as defined in the Social Services Law)

Deputy Commissioner of Social Services Cont'd: 8195

Post-graduate training/education. Post graduate training/education, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be the equivalent, on a year for year basis up to two years, of the above prescribed experience. However, no such post-graduate training/education shall be the equivalent of the administrative or supervisory experience prescribed in paragraph (1) of subdivision (b) above.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Principal Account Clerk

Subunit (If Applicable): Child Support

Date Submitted: 7/30/2024

Reason Vacated: Retirement

Position Number: 100300002

Date Vacated: 8/1/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 7/13/2009

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$29,164

Revenue Generating: Yes 0 %

Base Salary: \$45,706

Reimbursed by Local,
State or Federal Funds: Yes 82 %

Base Hourly: \$25.11

Grade: 21

Net County Cost: \$15,165

*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 person in this position is responsible for all banking transactions which includes checking daily for money put in any suspense accounts, checks voided by department, money rejected due to clients' closed bank accounts; assists with daily bank reconciliations; research and adjust accounts related to returned voided client checks; receive and adjust client accounts due to stop payments, lottery intercepts, and adjustments from the banks; balance monthly bank statement and prepare related report; adjust bank voided checks sent with bank statements; wire transfer report to the Treasurer and complete monthly transfer from support account to the County account; review, approve, adjust and forward disregard report received from the State regarding pass-through payments for child support collected on cases that are recipients of Temporary Assistance; prepare monthly collection roll breakdown, disregard breakdown, schedule A-1 title IV-D summary of collections and distributions for State reimbursement, banking wire transfer report and treasurer report with the breakdown of accounts; receive, research and print weekly IRS and monthly State reports when there are intercepted tax refunds; and balance each separate tax payment received. If the money transactions are not timely, we cannot collect and disburse child support on those cases and therefore custodial parents would not receive their payments, respondents will not receive any necessary refunds, mandated reports, the monthly bank reconciliation, and the monthly bank transfer to the County would not be timely.

Department Head:

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Principal Account Clerk

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Bachelors degree in Accounting, Business Administration or Management; OR

(B) Possession of an Associate's degree in Accounting, Business Administration or Management and two (2) years of experience maintaining financial accounts and records; OR

(C) Completion of 60 credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in Accounting or Bookkeeping and two (2) years of experience maintaining financial accounts and records; OR

(D) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and four (4) years of experience maintaining financial accounts and records.

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

[Position Centrals Link](#)[Employee Centrals Link](#)

Social Services



Type: Fill

Caseworker (HELP Program)

Subunit (If Applicable): Adult Protective Services

Date Submitted: 7/30/2024

Reason Vacated: Resignation

Position Number: 815000056

Date Vacated: 7/19/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 10/18/2021

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$62,046

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$32,847

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: \$26,855*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.

Adult Protective Services (APS) is a mandated service. APS is required to take and investigate reports of abuse, neglect and financial exploitation of the elderly and disabled. An Adult Protective caseworker has an average of 35-40 ongoing cases and an additional 10-15 referrals monthly. An APS caseworker works to ensure the needs of the vulnerable adults in the county are met with service provision, appropriate referrals, medical services assistance, and outreach when necessary. Clients are often at risk of homelessness, need assistance in financial management, victims of financial exploitation, and other forms of adult abuse. The APS caseworker also assist with helping homeless individuals within the county meet the housing needs. The APS worker collaborates with outside service agencies, OCFS, medical providers, transportation, homeland security, law enforcement, and other services in order to help ensure the safety and well-being of vulnerable adults while ensuring advocacy for their rights as persons to make their own decisions. Failure to fill this position would impact the department's ability to provide these essential services and ensure our compliance with the state mandates.

Department Head:

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Caseworker

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

[Position Centrals Link](#)[Employee Centrals Link](#)

Social Services



Type: Fill

Social Welfare Examiner

Subunit (If Applicable): TA/SNAP

Date Submitted: 7/30/2024

Reason Vacated: Promotion

Position Number: 814000010

Date Vacated: 8/2/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 1/29/2018

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$51,102

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$27,053

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: \$25,401*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:

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Social Welfare Examiner

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

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Senior Social Welfare Examiner

Subunit (If Applicable): Daycare

Date Submitted: 7/30/2024

Reason Vacated: Resignation

Position Number: 814100004

Date Vacated: 7/25/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 3/7/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$59,582

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$31,543

Revenue Generating: Yes 0 %

Base Salary: \$49,172

Reimbursed by Local,
State or Federal Funds: Yes 94 %

Base Hourly: \$27.02

Grade: 23

Net County Cost: \$5,467

*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 Senior Social Welfare Examiner is responsible for reviewing applications, recertifications, and case changes for Child Care Assistance cases for completeness, accuracy, and consistency. Child Care Assistance for June 2024, \$259,632 was paid to 87 childcare providers for 473 children. Since June 2022 the children served has increased by more than 170% (from 174 to 473), number of providers increased 90% (from 44 to 87), and total payments by over 500% (from \$39,852 to \$259,632) in the Child Care Assistance Program. This supervisor is responsible for interpreting federal, State and local policies; planning and supervision for the unit; answering questions from staff, clients, and other units. 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.

Department Head:

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Senior Social Welfare Examiner

MINIMUM QUALIFICATIONS: Either:

(A) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college or university AND two (2) years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; OR

(B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience in examining, investigating or evaluating a similar program operating under established criteria for eligibility.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): Children's Services - Visitation

Date Submitted: 7/30/2024

Reason Vacated: Resignation

Position Number: 003100104

Date Vacated: 8/14/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/8/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$38,500

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$20,382

Revenue Generating: Yes 0 %

Base Salary: \$37,285

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

Base Hourly: \$20.49

Grade: 15

**Net County Cost: \$16,664**

*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 needed to coordinate transportation services for families involved in the child welfare system. The person in this position works with a small number of volunteers and DSS staff to provide supervised visits and transportation services for families as ordered by the Family Court. The person in this position ensures that all referrals for transportation services are completed timely/accurately and coordinates services with the Volunteer Transportation Center/volunteers as needed. This individual is also responsible for completing weekly audits of all bus tokens provided to families, weekly audits of mileage vouchers for transportation services, and a monthly audit of transportation services provided by the Volunteer Transportation Center. As of May 31, 2023, the monthly cost of services from the Volunteer Transportation Center that was audited by this individual was \$42,687. This position is also responsible for assisting by directly supervising visitation as needed, completing adequate documentation of visitation/transportation services provided, testifying in Family Court, and reserving space for visitation either in the DSS building or in other locations in the community. This individual also regularly communicates with DSS staff assigned to the cases, staff from the Volunteer Transportation Center, and the Department's accounting staff. Without this position, we would not be able to meet the deadlines of the Volunteer Transportation Center, audit requirements for billable services and would be at risk of losing the service provided by the Volunteer Transportation Center. Families involved with the child welfare system would not receive transportation services as required by Family Court, would face increased barriers of attending necessary services, and would lengthen the amount of time that children remain placed outside of the home. As of June 30, 2024, the position was responsible for coordinating 501 visits per month on 114 cases.

Department Head:

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Keyboard Specialist

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

[Position Centrals Link](#)

[Employee Centrals Link](#)

Community Services



Type: Fill

Mental Health Counselor

Subunit (If Applicable): Mental Health

Date Submitted: 7/1/24

Reason Vacated: Resignation

Position Number: 506500013

Date Vacated: 6/22/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/22/21

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$68,721

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$36,381

Revenue Generating: Yes 86 %

Base Salary: \$64,604

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

Base Hourly: \$35.50

Grade: 30

Net County Cost: \$14,714

*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 filling of direct service and revenue generating positions within the Mental Health Clinic is paramount to the care of its' current and future clients as well as the viability of the Community Services Department. The average number of individuals on the caseload of an existing Behavioral Health Counselor is over 90. Due to the size of the current caseloads, an immediate fill is being requested.

Department Head: *Lindsey Best*

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Licensure by the New York State Department of Education as a Licensed Mental Health Counselor (LMHC) or Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW or LCSW-R), Mental Health Counselors (MHC-P) with Limited Permits and Master Social Workers (MSW-P) with Limited Permits.

SPECIAL REQUIREMENT: Mental Health Counselors (MHC-P) with Limited Permits and Master Social Workers (MSW-P) with Limited Permits must pass the licensing examination prior to their permit expiring. Failure to obtain licensure prior to the Limited Permit expiring will result in dismissal.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Community Services



Type: Fill

Senior Chemical Dependency Counselor

Subunit (If Applicable): Addiction Services

Date Submitted: 7/1/24

Reason Vacated: Resignation

Position Number: 507300004

Date Vacated: 8/28/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 6/30/2019

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

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

Budget

Salary of Person Leaving: \$67,303

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$35,630

Revenue Generating: Yes 25 %

Base Salary: \$59,582

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

Base Hourly: \$32.74

Grade: 28

Net County Cost: \$77,200

*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 Senior Counselor position in Addiction Services is not only necessary due to the changes and expansion within our organization but is also mandated by our oversight agency, the NYS Office of Addiction and Supports. Since the abolishment of the 2nd Program Director in 2019 and the addition of the Opioid Treatment Program it has resulted in a significant increase in supervision needs.

The Senior Counselor will have a critical role in supervising counselors and peers, leading treatment team and staff meetings, and ensuring the completion and input of OASAS reports. They will also be responsible for monitoring reports for missing notes and addressing staff as needed to maintain compliance with the agency's requirements.

To effectively carry out their supervisory responsibilities, the Senior Counselor will have a reduced caseload, allowing them to allocate sufficient time for supervision. In addition to supervision, they will conduct regular utilization reviews of the clinical record to ensure quality and compliance.

Moreover, the Senior Counselor will serve as a super-user of the electronic health record and the continuing education training platform, playing a crucial role in supporting the team with any EHR needs. Their expertise in these areas will contribute to the seamless operation of the system.

Department Head: *Lindsay Best*

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Senior Chemical Dependency Counselor

MINIMUM QUALIFICATIONS: (as dictated by OASAS regulations and recognized and documented by the New York State Division of Alcoholism and Alcohol Abuse)

A) A Credentialed Alcoholism and Substance Abuse Counselor (CASAC) so recognized and documented by the New York State Division of Alcoholism and Alcohol Abuse or other QHP (as defined by OASAS); AND

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree ; AND

C) 30 Hours of OASAS approved Clinical Supervision Foundations I & II training

SPECIAL NOTE: Current clinical supervisors who do not hold a bachelor's degree may apply to be grandparented. Eligible for grandparenting to CASAC Advanced Level during January 1, 2018 and December 31, 2020 upon submission of 4000 hours of clinical supervision work experience gained during the period of June 30, 2013 to June 30, 2018 AND certificate of completion for 30 hours of Clinical Supervision training (Clinical Supervision Foundations I & II training).

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Community Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 7/23/24

Reason Vacated: Promotion

Position Number: 003100102

Date Vacated: 8/5/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 3/21/2023

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$37,890

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$20,059

Revenue Generating: Yes 0 %

Base Salary: \$37,285

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

Base Hourly: \$20.49

Grade: 15

Net County Cost: \$57,949*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.

Community Services operates one Mental Health Clinic, an OTP Clinic, and two main Chemical Dependency Clinics. Keyboard Specialists and Support Staff positions are located in the main Canton Clinic which produces a high volume of work. Having all Keyboard Specialist positions filled is paramount to the viability of the whole department and to the care of its current and future clients. Currently, there is one seasoned KBS and one KBS that started 7/9/24 and one KBS that will be transitioning to a different position within the Department. A temporary position was created to allow the Department to hire a KBS as soon as possible to ensure the continuity of this integral position for our clients and staff. The Temporary KBS will transition into this position if approved.

Department Head:

[Submit to Human Resources](#)**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

[Position Centrals Link](#)[Employee Centrals Link](#)

Public Health



Type: Fill

Public Health Nurse

Subunit (If Applicable):

Date Submitted: 7/22/2024

Reason Vacated: Promotion

Position Number: 504100002

Date Vacated: 7/22/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/2/2019

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$77,989

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$41,287

Revenue Generating: Yes 0 %

Base Salary: \$62,047

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

Base Hourly: \$34.09

Grade: 29

Net County Cost: \$76,337*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 Public Health Nurse position requires a BSN in Nursing. Governor Cuomo signed a bill requiring future nurses graduating associate degree or diploma nursing programs to obtain a baccalaureate in nursing within 10 years of initial licensure to maintain their licensure. The BSN particularly covers coursework and fieldwork in public health practice which would provide a strong foundation for the department.

This position would oversee the Communicable Disease Program. This position would provide education/counseling for patients, providers and community members. This individual would also provide support to the Immunization, Rabies, and STI Clinic.

Department Head:

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Possess a Baccalaureate Degree in Nursing from a regionally accredited or New York State-registered college or university and licensure and current registration to practice as a registered professional nurse in New York State;

SPECIAL REQUIREMENTS:

1. Complete 15 credit hours of continuing education in public health related topics approved by the New York State Department of Health must be within the first year of employment in the title; and
2. Possession of a valid New York State Driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Public Health



Type: Fill

Nurse Practitioner

Subunit (If Applicable):

Date Submitted: 8/6/2024

Reason Vacated: Resignation

Position Number: 501800002

Date Vacated: 11/30/2024

Position # Abolished: N/A

Position Status: Part Time No Benefits

Last Fill Date: 1/1/2015

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 7 Shift Length: 7 FTE: 0.20

Budget

Salary of Person Leaving: \$10,152

Fill Request Timeline: Immediately

Benefits: No Insurance (21.51%) \$2,184

Revenue Generating: No 0 %

Base Salary: \$7,888

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

Base Hourly: \$50.84

Grade: FR

Net County Cost: \$1,579

*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.

Required to perform duties related to STD clinics, confidential and anonymous HIV counseling and testing. As well as providing immunizations and PPD (Skin TB Test) as needed.

If not filled, intermittent coverage for such duties by an MD, FNP or PA may result in cancellation of clinic services due to lack of availability.

Department Head:

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: New York State Certification to practice as a Nurse Practitioner in the specialty area(s) related to the work performed.*

SPECIAL REQUIREMENTS:

When prescribing medication is required: Completion of not less than three (3) semester hours or the equivalent in pharmacology in a nurse practitioner educational program registered by the New York State Education Department or a program determined by the Department to be equivalent to a registered program.

When travel is required: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.