



**ST. LAWRENCE COUNTY
SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, NOVEMBER 18, 2024
BOARD ROOM AND VIA YOUTUBE
IMMEDIATELY FOLLOWING OPERATIONS**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – October 21

3. COMMUNITY SERVICES – JAY ULRICH

- A. Authorizing the Chair to Sign a Contract with E-Volve Information Technology Services, LLC. for Improvements to Electronic Health Record System and Modifying the 2024 Budget for Community Services (Res)
- B. Modifying the 2024 Budget for Community Services for Funding Received from Office of Mental Health for Approved Agencies (Res)
- C. Community Services Clinics Update (Info)

4. OFFICE FOR THE AGING – ANDREA MONTGOMERY

- A. Authorizing the Chair to Sign a Memorandum of Understanding (MOU) with Maximizing Independent Living Choices (MILC) and Living Independently is for Everyone at RCIL, Inc., with the Office for the Aging and Social Services (Res)
- B. Authorizing Improvements to the Potsdam Nutrition Center in the Potsdam Housing Authority and Modifying the 2024 Budget for the Office for the Aging to Purchase a New Freezer and Cooler Unit (Res)
- C. Authorizing the Chair to Sign a Memorandum of Understanding (MOU) with the Alzheimer's Disease and Related Disorders Association, Inc., D/B/A Alzheimer's Association, Central New York Chapter, for Respite Services with the Office for the Aging (Res)
- D. Authorizing the Chair to Sign the 2025 Annual Update (AU) Plan for Funding with The New York State Office for the Aging (Res)

5. PUBLIC HEALTH – ERIN STREIFF

- A. Modifying the 2024 Budget for the Public Health Department for the COVID-19 Vaccine Response Grant (Res)
- B. Modify the 2024 Budget for the Public Health Department for the Public Health Corps Fellowship Program Grant (Res)

- C. Modifying the 2024 Budget for the Early Intervention Program for the Public Health Department (Res)
- D. Authorizing the Chair to Sign Contracts for Early Intervention Services for the Public Health Department and Setting 2025 Rates for Early Intervention Services (Res)
- E. Modifying the 2024 Budget for the Rabies Program for the Public Health Department (Res)
- F. Authorizing the Chair to Sign a Contract with St. Lawrence Health Systems for the Tuberculosis (TB) Program in the Public Health Department (Res)
- G. Opioid Dashboard (Discussion)

6. SOCIAL SERVICES – JOE SEEBER

- A. Modifying the 2024 Budget for Social Services for Temporary Assistance/Safety Net, Emergency Aid for Adults, Medicaid Weekly Shares, and Adoption/Foster Care (Res)
- B. Authorizing the Chair to Sign a Memorandum of Agreement (MOA) with North Country Prenatal Perinatal Council, Inc. for Referrals to Healthy Families St. Lawrence for the Department of Social Services (Res)
- C. Social Services Monthly Statistics - Children's Services October 2024 (Info)

7. YOUTH BUREAU – ALEXA CHASE

- A. Authorizing the Chair to Sign the 2025 Resource Allocation Plan Signature Page and Sign Contracts for Youth Development Program Funds (Res)
- B. Authorizing the Chair to Sign the 2025 Resource Allocation Plan Signature Page and Sign Contracts for Youth Sports & Educational Funding (Res)
- C. Authorizing the Chair to Sign the 2025 Resource Allocation Plan Signature Page and Sign Contracts for Youth Team Sports Funding (Res)

8. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Vacancy Review Committee Summary
- B. Community Services
 - a. Fill, Chemical Dependency Counselor, Position No. 510400004
- C. Office for the Aging
 - a. Fill, Keyboard Specialist, Position No. 003100093
 - b. Fill, Senior Account Clerk, Position No. 100200016
- D. Public Health
 - a. Fill, Public Health Nurse, Position No. 504100003

E. Social Services

- a. Fill, Caseworker/CPS, Position No. 815200017
- b. Fill, Caseworker, Position No. 815000021
- c. Create and Fill, Caseworker, Position No. 815000070
- d. Create and Fill, Caseworker, Position No. 815000071
- e. Fill, Caseworker, Position No. 815000037
- f. Computer Programmer/Analyst, Position No. 202900001
- g. Fill, Senior Clerk, Position No. 002400006
- h. Fill, Social Welfare Examiner, Position No. 814000005
- i. Fill, Senior Account Clerk, Position No. 100200033

F. Youth Bureau

- a. Abolish Secretary I and Create and Fill, Youth Development Program Coordinator, Position No. 031100001

9. 2025 TENTATIVE BUDGET REVIEW

- A. Department Reviews: Community Services, Office for the Aging, Public Health, Social Services, Veterans Services, Weights and Measures, and Youth Bureau

10. COUNTY ADMINISTRATOR'S REPORT – RUTH DOYLE

11. 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)

12. OLD/NEW BUSINESS

13. EXECUTIVE SESSION

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

14. ADJOURNMENT – If there is no further business.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH E-VOLVE
INFORMATION TECHNOLOGY SERVICES, LLC. FOR IMPROVEMENTS TO
ELECTRONIC HEALTH RECORD SYSTEM AND MODIFYING THE 2024 BUDGET
FOR COMMUNITY SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services has recognized the need for improvements with Electronic Health Record for the Mental Health, Opioid Treatment Program, and Addictions Clinics, and

WHEREAS, Resolution No. 272-2024, adopted September 9, 2024, authorized the Chair to sign a contract accepting targeted grant funding to update the existing Electronic Health Record for Community Services, and

WHEREAS, Community Services has been awarded up to \$119,975 in funding from the New York State (NYS) Office of Addictions and Supports to address the need of the Department to update the existing Electronic Health Record (EHR) System for clinics, and

WHEREAS, Community Services has collaborated with Purchasing and Information Technology to complete a Request for Proposal (RFP), and subsequent review, E-Volve Information Technology Services, LLC was the sole internet service provider that submitted a viable proposal for this service in response, and

WHEREAS, the RFP Review Committee selected E-Volve Information Technology Services, LLC at the rate of \$175 per hour, not to exceed \$119,975,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with E-Volve Information Technology Services, LLC, for improvements to the Electronic Health Record System, upon approval of the County Attorney, and

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

INCREASE APPROPRIATIONS:

A1Z42504 42004 EMR	EMR Computer Software	\$119,975
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INCREASE REVENUE:

A1Z44865 57000 EMR	EMR FA Software OASAS	\$119,975
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until the grant is fully expended.

BE IT FURTHER RESOLVED that a summary of the changes made and progress for improvement will be shared with the Board of Legislators.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR FUNDING
RECEIVED FROM OFFICE OF MENTAL HEALTH FOR APPROVED AGENCIES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services has received updated NYS Office of Mental Health (OMH) State Aid Funding for St. Lawrence County as pass-through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one-hundred percent (100%) pass-through funding for contract agencies,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for funding received from NYS OMH to St. Lawrence County as pass-through funding to approved agencies, as follows:

INCREASE APPROPRIATIONS:

A4143224 465AR	A CSS ARC	\$6,779
A4143224 465CC	A CSS Catholic Charities	8,866
A4143224 465RO	A CSS Reachout Advances	1,608
A4143224 465SS	A CSS STEP By STEP Advances	3,462
A4143224 465SV	A CSS Seaway Valley Pr CNCL	<u>1,683</u>
		\$22,398

DECREASE APPROPRIATIONS:

A4143224 465CA	A CSS Citizen Advocates Adv	\$76,782
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DECREASE REVENUE:

A4134905 56000	A SA CSS Mental Health	\$54,383
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INCREASE APPROPRIATIONS:

A4243224 465AR	A CRV ARC Advances	\$660
A4243224 465CC	A CRV Catholic Charities	6,438
A4243224 465TL	A CRV NCTLS Advances	5,933
A4243224 465SS	A CRV STEP By STEP Advances	<u>15,864</u>
		\$28,895

DECREASE APPROPRIATIONS:

A4243224 465RO	A CRV Reachout Advances	\$7,447
A4243224 465UH	A CRV United Helpers Advances	<u>31,748</u>
		\$39,195

DECREASE REVENUE:

A4234905 56000	A SA CR Other Mental Health PR	\$10,301
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INCREASE APPROPRIATIONS:

A4343224 465RO	A CPP Reachout Advances	\$5,577
A4343224 465SS	A CPP STEP By STEP Advances	<u>7,693</u>
		\$13,270

INCREASE REVENUE

A4334905 56000	A SA CPP Other Mental Health	\$13,270
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INCREASE APPROPRIATIONS:

A4443224 465AR	A OFS ARC Advances	\$7,740
A4443224 465CH	A OFS CHJC Advances	1,026
A4443224 465NR	A OFS NRCIL Advances	5,804
A4443224 465TL	A OFS NCTLS Advacnes	21,590
A4443224 465UH	A OFS United Helpers Advances	<u>178,119</u>
		\$214,279

INCREASE REVENUE:

A4434905 56000	A SA OFS Other Mental Health	\$214,279
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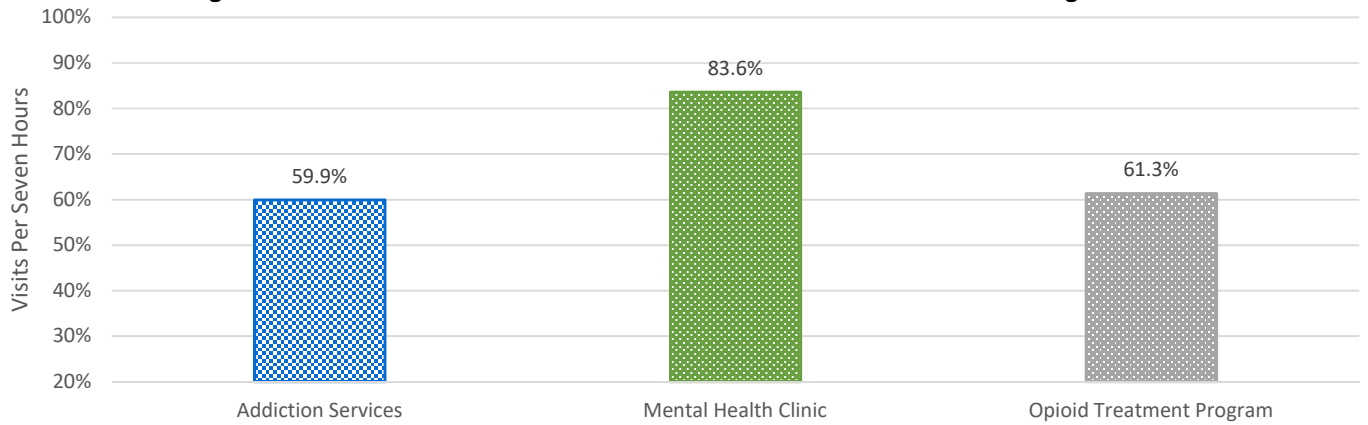
Community Services Clinic Update

October 2024

Monthly Clinic Counselor Visits Average

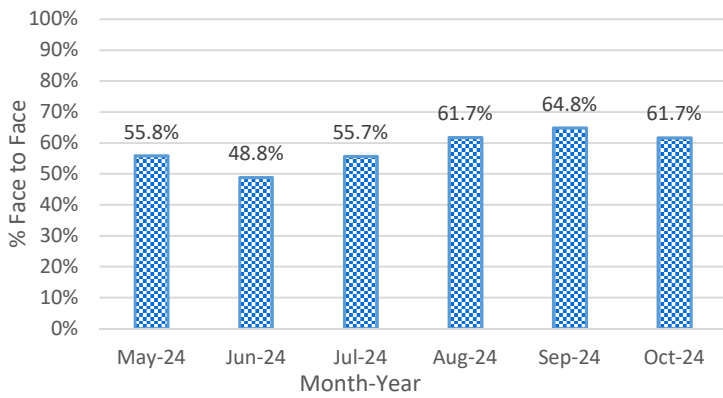
Average of Clinics: 66%

6 Month Average of Clinics: 63%



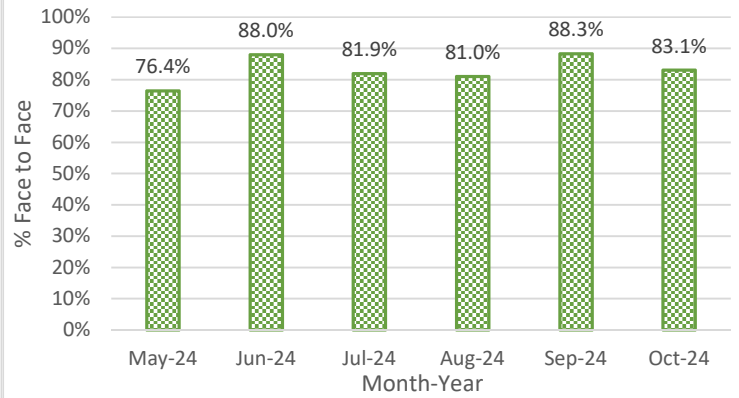
Addiction Services/OTP Face to Face %

Average 58%



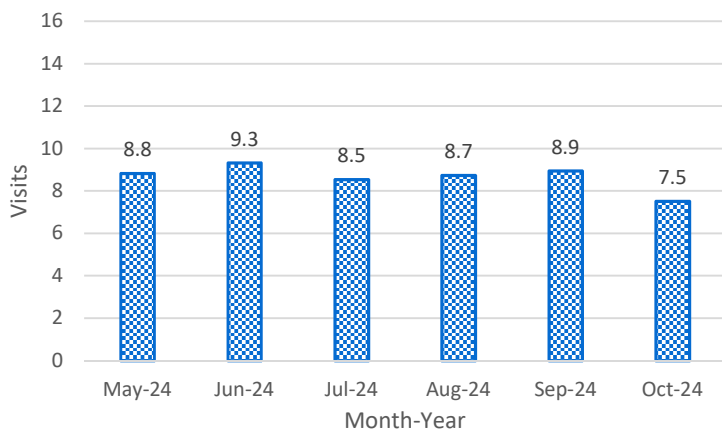
Mental Health Face to Face %

Average 83%



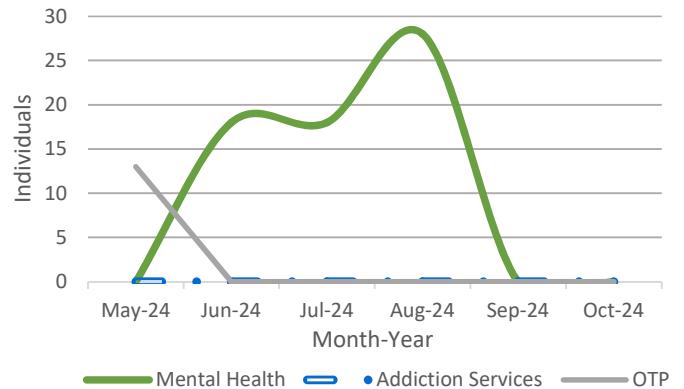
Prescribers Visits Per Seven Hours

Average 9



Wait Lists

Average: 11



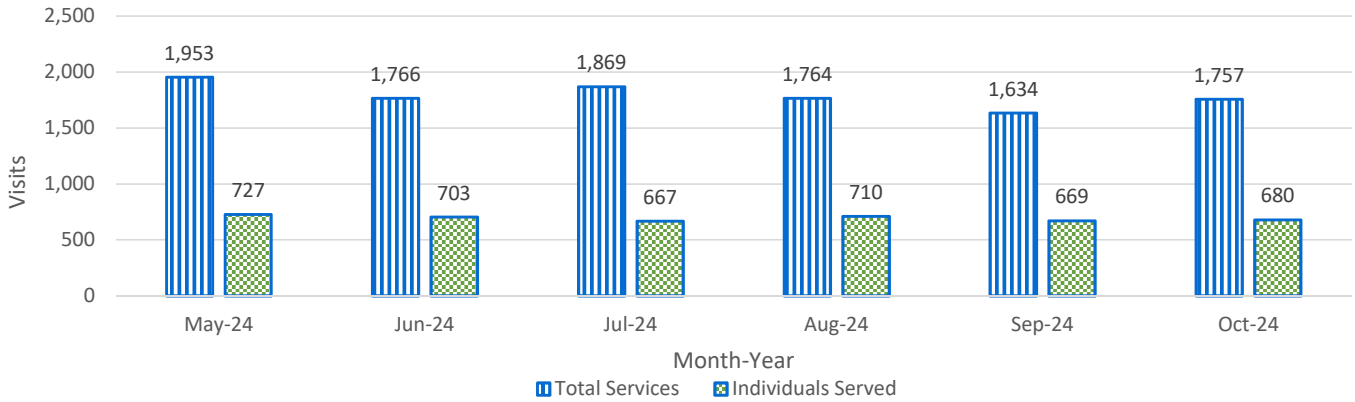
Community Services Clinic Update

October 2024

Services Provided - All Clinics

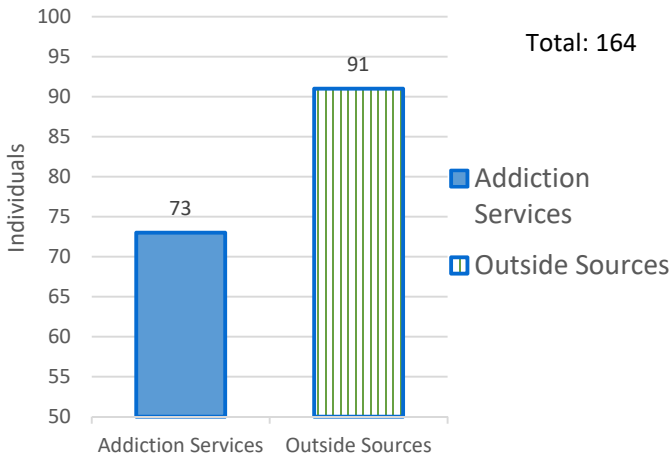
Total Services Average: 1,791

Average: 693

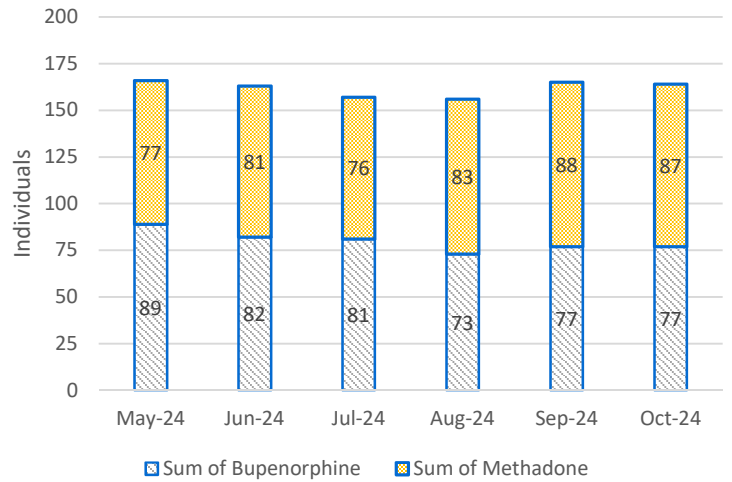


*This does not include OTP medication dispenses

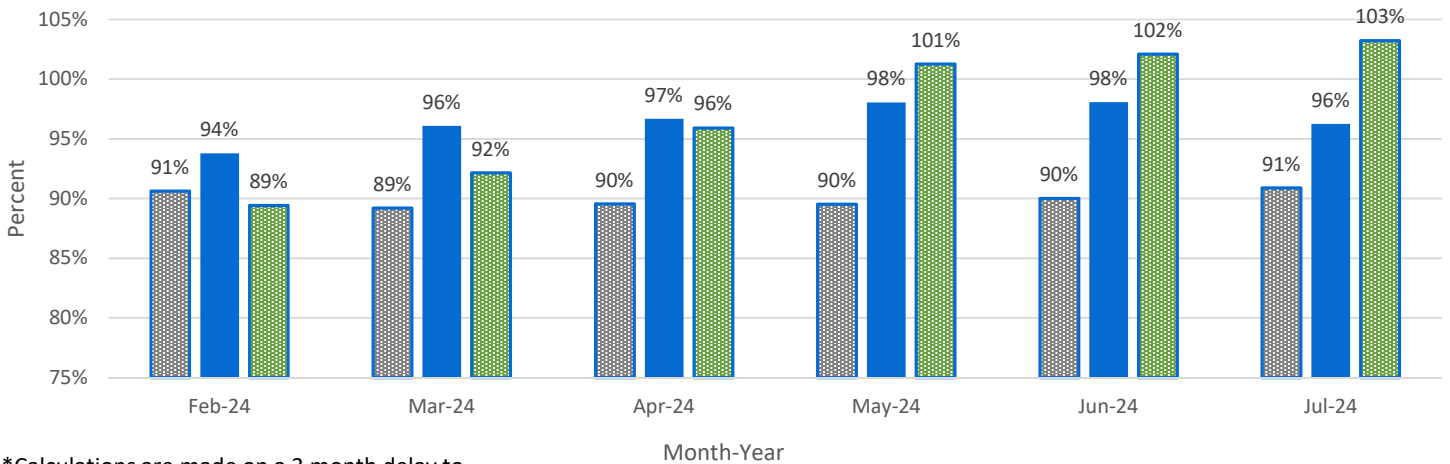
Opioid Treatment Program (OTP) Population Source



OTP Medication Breakdown



Reimbursement Rate by Clinic



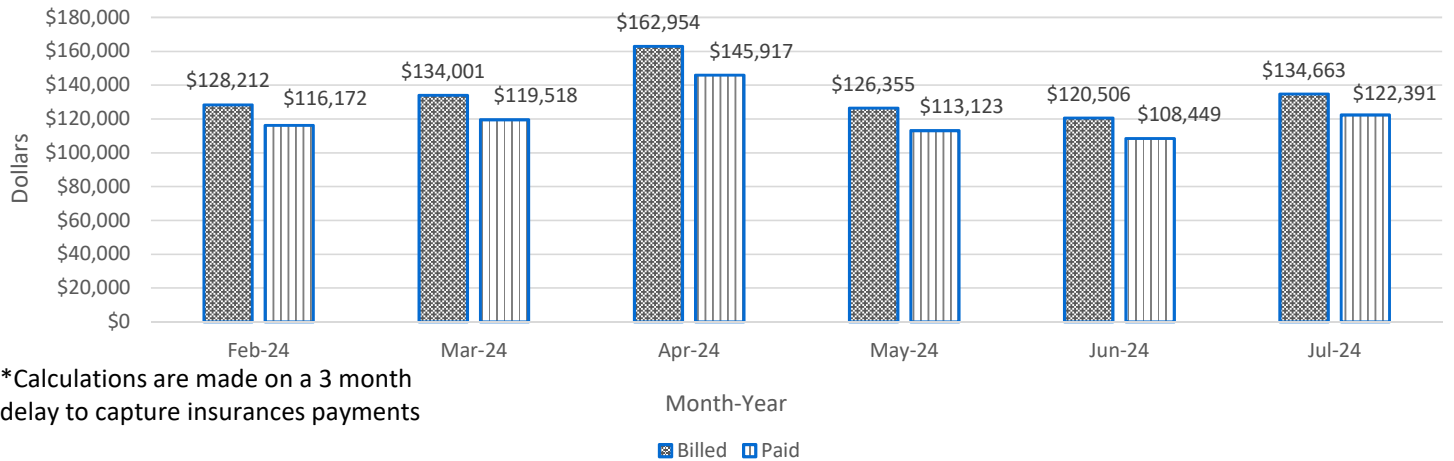
*Calculations are made on a 3 month delay to capture insurances payments

Community Services Clinic Update

October 2024

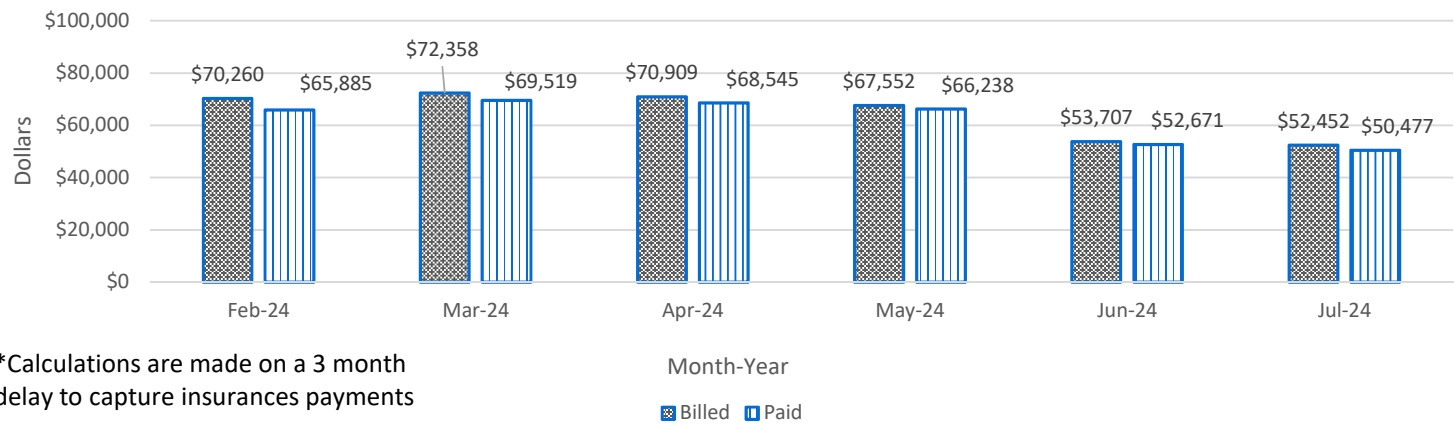
Opioid Treatment Program Billed vs Paid

**Rebilled claims removed



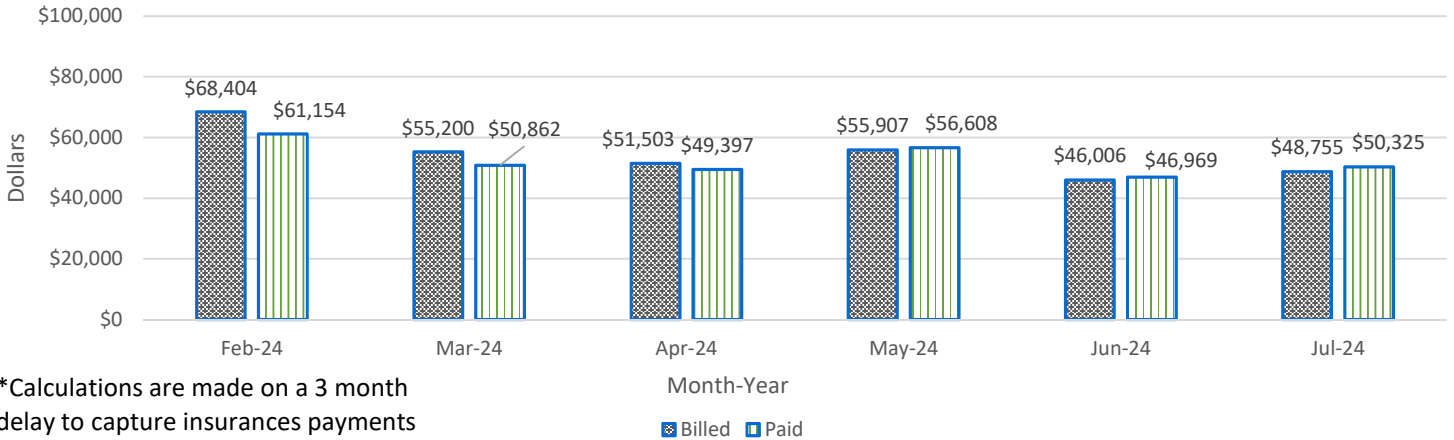
Mental Health Billed vs Paid

**Rebilled claims removed



Addiction Services Billed vs Paid

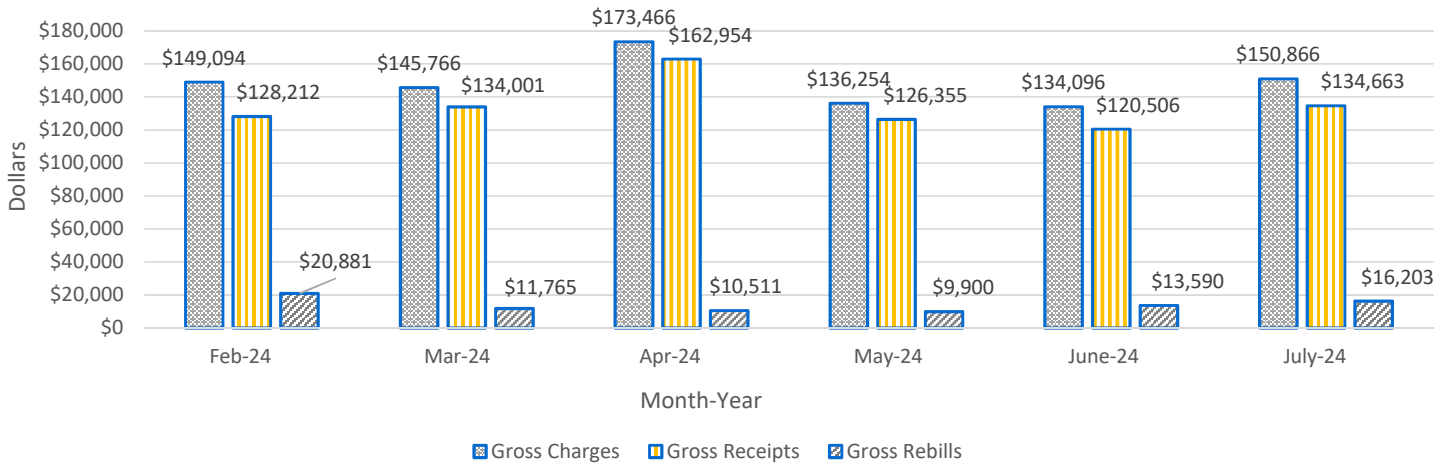
**Rebilled claims removed



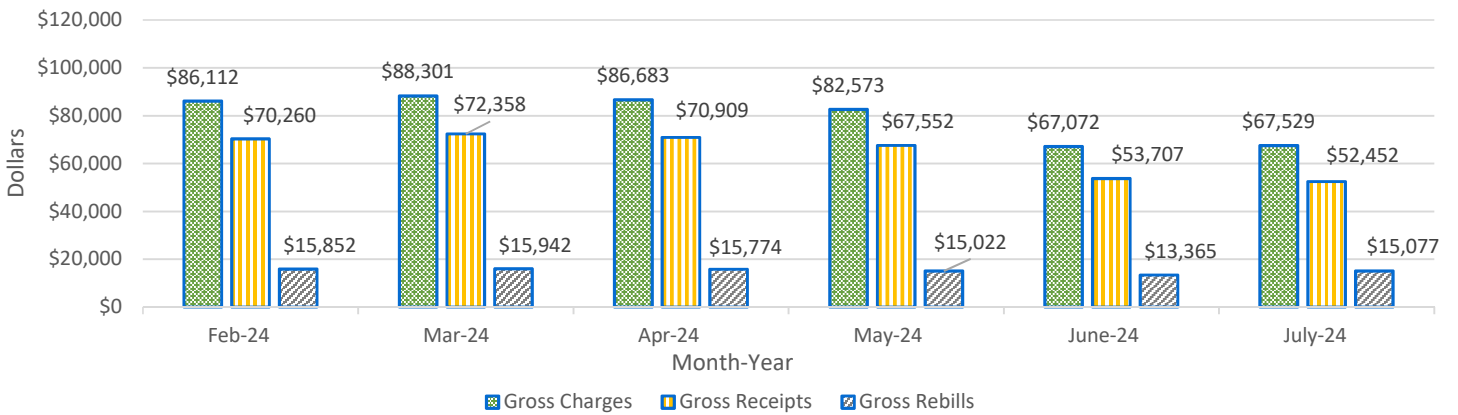
Community Services Clinic Update

October 2024

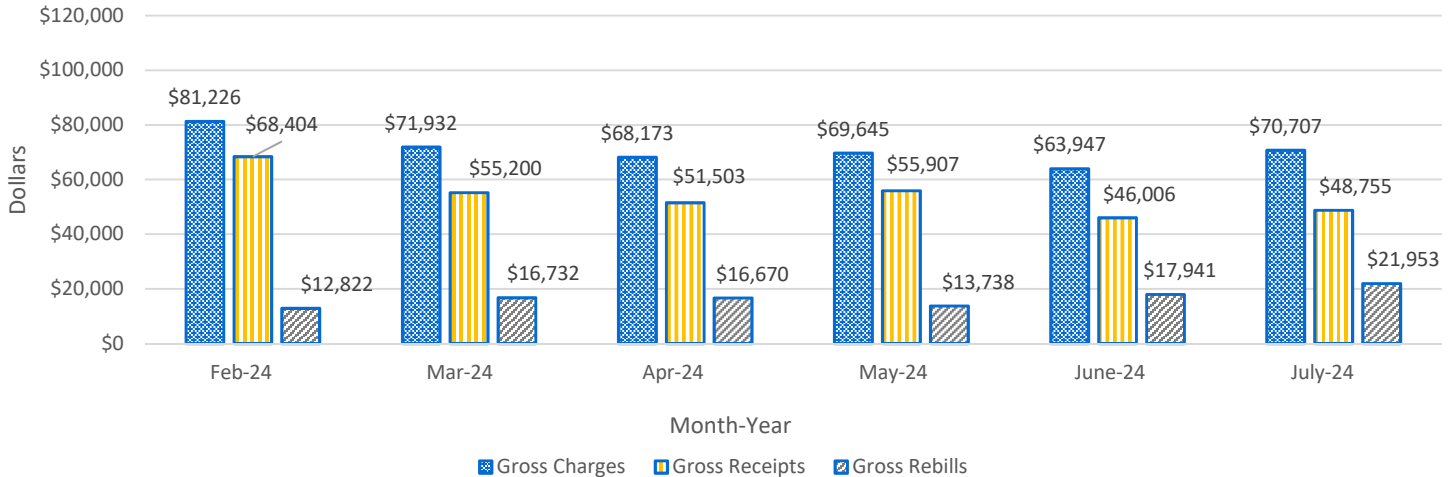
Opioid Treatment Program Charges, Reimbursements, vs Rebills



Mental Health Charges, Reimbursements, vs Rebills



Addiction Services Charges, Reimbursements, vs Rebills



December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH MAXIMIZING INDEPENDENT LIVING CHOICES (MILC) AND LIVING INDEPENDENTLY IS FOR EVERYONE AT RCIL, INC., WITH THE OFFICE FOR THE AGING AND SOCIAL SERVICES

By Mr. Hull, Chair, Services Committee

WHEREAS, information on available long-term services and support, and assistance in accessing these services is essential to enabling older adults and individuals of all ages with disabilities to return to or remain in their homes and communities, and

WHEREAS, the role of caregivers and their need for objective information and assistance about long-term services and support for their loved ones, as well as support they themselves may need, is important, and

WHEREAS, increasing knowledge and coordination of local long-term services and support across service and payer systems is a collaborative effort of the Office for the Aging, Department of Social Services, Maximizing Independent Living Choices (MILC) through the NY Connects Program, and Living Independently is for Everyone at RCIL, Inc., and

WHEREAS, an agreement between the St. Lawrence County Office for the Aging, Department of Social Services, Maximizing Independent Living Choices (MILC), and Living Independently is for Everyone at RCIL, Inc., is necessary to continue and maintain a New York Connects Program in St. Lawrence County, meet long-term services and support needs, and stimulate greater access to non-institutionally based long-term care services and support, and

WHEREAS, this agreement would take effect on the date signed by all parties or the date any other required approvals have been obtained, whichever is later and does not expire, unless any of the parties wish to terminate the partnership and therefore must do so in writing with thirty (30) days' notice,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Understanding (MOU) with Maximizing Independent Living Choices (MILC) and Living Independently is for Everyone at RCIL, Inc., with the Office for the Aging and Department of Social Services, upon approval of the County Attorney.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING IMPROVEMENTS TO THE POTSDAM NUTRITION CENTER IN
THE POTSDAM HOUSING AUTHORITY AND MODIFYING THE 2024 BUDGET
FOR THE OFFICE FOR THE AGING TO PURCHASE A NEW FREEZER AND
COOLER UNIT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Potsdam Nutrition Center serves approximately 250 older adults each week with home-delivered and congregate meals; and provides six (6) home-delivered meal routes, and is the largest volume nutrition center in St. Lawrence County, and

WHEREAS, located at the Potsdam Housing Authority, the current freezer and cooler are located outdoors and are beyond repair, having endured years of extreme weather conditions causing severe damage to the integrity and safety of the equipment including rusted out floors, doors that freeze shut in the winter, electrical malfunctions, compressor malfunctions, and warped/rusted doors that do not close properly, and

WHEREAS, the recommendation is to purchase a new freezer and cooler, and work with the Potsdam Housing Authority on installation inside the facility, following the County procurement procedures, and

WHEREAS, funds in the amount of \$100,000 that were set aside in the 2024 targeted contingency are now requested to be authorized for the replacement of the equipment and necessary modifications to improve the Nutrition Center,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the improvements to the Potsdam Nutrition Center in the Potsdam Housing Authority, and

BE IT FURTHER RESOLVED that the Treasurer is authorized to modify the 2024 Budget for the Office for the Aging for the purchase of a new freezer and cooler unit and installation, as follows:

INCREASE APPROPRIATIONS:

ON067722 26000	O NUTR Other Equipment	\$75,000
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DECREASE APPROPRIATIONS:

B1019904 49700	B SPEC Contingency Account	\$75,000
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December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE ALZHEIMER'S DISEASE AND RELATED DISORDERS ASSOCIATION, INC., D/B/A ALZHEIMER'S ASSOCIATION, CENTRAL NEW YORK CHAPTER, FOR RESPITE SERVICES WITH THE OFFICE FOR THE AGING

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office for the Aging has a contract with the Alzheimer's Disease and Related Disorders Association, Inc. d/b/a Alzheimer's Association, Central New York Chapter, for an Alzheimer's Caregiver Support Initiative Grant, and

WHEREAS, the Caregivers Support Initiative grant in the amount of \$25,000 provides respite services for caregivers of family members diagnosed with Alzheimer's or dementia (OA037725 56000), and will serve approximately ten (10) caregivers per year, and

WHEREAS, the current MOU with the Alzheimer's Association has expired and an update is needed,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Understanding (MOU) with the Alzheimer's Disease and Related Disorders Association, Inc., D/B/A Alzheimer's Association, Central New York Chapter, for respite services with the Office for the Aging, upon approval of the County Attorney.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE 2025 ANNUAL UPDATE (AU) PLAN
FOR FUNDING WITH THE NEW YORK STATE OFFICE FOR THE AGING**

By Mr. Hull, Chair, Services Committee

WHEREAS, the New York State Office for the Aging requires each Office for the Aging to submit an Annual Update (AU) Plan for funding, and

WHEREAS, these funds enable the Office for the Aging to provide a variety of programs and services to County residents, sixty (60) years of age and older, to help them age in place, and

WHEREAS, these funds are authorized by the Older Americans Act of 1965 and includes funding for services such as: EISEP (Home Care & Case Management), Nutrition Program (Congregate Dining, Home Delivered Meals & Take Out Meals), NY Connects (Information & Assistance), HIICAP (Medicare Counseling), Caregiver Support Services & Respite, Legal Services, Medical Transportation, PERS (LifeLine Services), & Health Promotion Classes, and

WHEREAS, the completed AU Plan for funding package must be signed by the Chief Executive Officer of St. Lawrence County,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2025 Annual Update Plan for Funding with the New York State Office for the Aging, upon approval of the County Attorney.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT FOR
THE COVID-19 VACCINE RESPONSE GRANT**

By Mr. Hull, Chair, Services Committee

WHEREAS, between January 1, 2021, and June 30, 2024, the Public Health Department was awarded \$313,036 (PPZ44895 57000 VAC) with objectives and goals to focus primarily on COVID-19 vaccine implementation, and

WHEREAS, there have been higher than anticipated operating expenses within the COVID-19 Vaccine Response Grant, and a decrease in salary expense within the COVID-19 Vaccine Response Grant,

WHEREAS, the operating expenses have included advertising to promote vaccination via billboard, bus wrap, and online,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Public Health for the COVID-19 Vaccine Response Grant, as follows:

INCREASE APPROPRIATIONS:

PPZ40104 43005 VAC	P VAC Advertising Fees & Expenses	\$78,774
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DECREASE APPROPRIATIONS:

PPZ40101 11000 VAC	P VAC Direct Service Worker	\$52,164
PPZ40101 19000 VAC	P VAC Temporary and Part-Time	<u>26,610</u>
		\$78,774

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**MODIFY THE 2024 BUDGET FOR THE PUBLIC HEALTH DEPARTMENT FOR THE
PUBLIC HEALTH CORPS FELLOWSHIP PROGRAM GRANT**

By Mr. Hull, Chair, Services Committee

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

Whereas, Public Health was eligible to use this funding between September 1, 2021, and June 30, 2024, and

WHEREAS, there have been higher than anticipated operating expenses within the Public Health Corps Fellowship Program Grant, and a decrease in salary expenses, furniture & furnishings, and personal computers within the Public Health Corps Fellowship Program Grant, and

Whereas the operating expenses included statistical software licenses, software for performance improvement tracking (VMSG), Quality Improvement resources, tools, and materials, and training for staff hired under the grant,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Public Health for the Public Health Corps Fellowship Grant, as follows:

INCREASE APPROPRIATIONS:

PPZ40104 43007 PHC	P PHC Other Fees and Services	\$12,751
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DECREASE APPROPRIATIONS:

PPZ40101 12000 PHC	P PHC Supervisory/Admin	\$4,000
PPZ40102 21000 PHC	P PHC Furniture & Furnishings	1,200
PPZ40102 22002 PHC	P PHS Personal Computers	<u>7,551</u>
		\$12,751

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE EARLY INTERVENTION PROGRAM
FOR THE PUBLIC HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for the Early Intervention Program, and it is necessary to modify the 2024 Public Health Budget to cover the final expenses for 2024,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Early Intervention Program for the Public Health Department, as follows:

INCREASE APPROPRIATIONS:

PE040594 430DS	P ECP Direct Service Fees	\$71,000
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INCREASE REVENUE:

PE027015 55000	P LR PE Prior Year Refunds	\$22,000
PC027015 55000	P LR Coroners Prior Year Refunds	<u>49,000</u>
		\$71,000

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

AUTHORIZING THE CHAIR TO SIGN CONTRACTS FOR EARLY INTERVENTION SERVICES FOR THE PUBLIC HEALTH DEPARTMENT AND SETTING 2025 RATES FOR EARLY INTERVENTION SERVICES

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department contracts for Early Intervention Program services and these contracts are necessary to provide services for the period of January 1, 2025 through December 31, 2025, and

WHEREAS, contracted services include Occupational Therapy (OP), Physical Therapy (PT), Special Instruction Teachers (SI), Speech Language Pathology (SLP), Interpreter Services, and Audiology Therapy, and

WHEREAS, providers hired after December 31, 2019, will be paid the rates for new providers listed below, and

Whereas, the rates reflected for 2025 have not yet changed since 2024

WHEREAS, these services will be paid from the following accounts based on actual services provided: PE040594 430DS PROV; PE040594 48600 PROV; and PE040594 443CM PROV,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign contracts for Early Intervention Services for the Public Health Department, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that the following 2025 rates are authorized for Early Intervention Services, as follows:

<u>Services:</u>	<u>Rate for Current Providers:</u>	<u>Rate for New Providers:</u>
Developmental Core Evaluation (General)	\$175	\$155
Core Evaluation (Specialist)	\$108	\$100
Supplemental Evaluations	\$108/\$150	\$100
Interpreter Services	\$60	\$60
Direct Service Visit	\$60	\$45
Direct Service Visit (Speech)	\$62	\$45
Individual Family Service Plan/CPSE Meeting	\$42	\$30
IFSP Meeting w/Direct Service Visit*	\$60	\$50
Screening	\$175	\$130

* provided prior to or after meeting

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE RABIES PROGRAM FOR THE PUBLIC
HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is responsible for expenses associated with the Rabies Program, it and is necessary to modify the 2024 Budget for the Public Health Department to increase appropriations for the expenses incurred this year, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Rabies Program in the Public Health Department, as follows:

INCREASE APPROPRIATIONS:

PP040424 430AR RAB	P RAB Animal Rabies Fees	\$35,000
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INCREASE REVENUE:

PP027015 55000	P LR Prior Year Refunds	\$35,000
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December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH ST. LAWRENCE
HEALTH SYSTEM FOR THE TUBERCULOSIS (TB) PROGRAM IN THE PUBLIC
HEALTH DEPARTMENT**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Public Health Department is required to have a physician consultant to review Tuberculosis (TB) Program practices, provide evaluation, and treat TB Program clients, and

WHEREAS, St. Lawrence Health Systems will evaluate, diagnose and prescribe treatment in the office, the Public Health Department will provide the NYSDOH guidance regarding the latest guidelines for diagnosis and treatment for TB and Latent Tuberculosis Infections (LBTI), and testing and treatment will be authorized by a designee of the Public Health Department, and

WHEREAS, the financial responsibility of the Public Health Department for TB and LBTI treatment is limited, and St. Lawrence Health System must first attempt to bill the insurer prior to submitting any invoices to the Public Health Department, as the Public Health Department should be the payer of last resort, and

WHEREAS, total payment to date for the current contract (1/2021-11/2024) has been \$2,783, and

WHEREAS, the Public Health Department will provide payment up to the New York State Medicaid rate (PP040104 43007 TB), and the term of this contract will be January 1, 2025, through December 31, 2027,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with St. Lawrence Health System for the Tuberculosis (TB) Program in the Public Health Department, upon approval of the County Attorney.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

MODIFYING THE 2024 BUDGET FOR SOCIAL SERVICES FOR TEMPORARY ASSISTANCE/SAFETY NET, EMERGENCY AID FOR ADULTS, MEDICAID WEEKLY SHARES, AND ADOPTION/FOSTER CARE

By Mr. Hull, Chair, Services Committee

WHEREAS, a budget modification is necessary due to increased costs in Temporary Assistance/Safety Net, Emergency Aid for Adults, Medicaid Weekly Shares and Adoption/Foster Care, and

WHEREAS, increases in Foster Care/Adoption are due to increases in the cost-of-living adjustments applicable to maximum State Aid rates and the Department being required to pay no less than one hundred percent (100%) maximum state aid rates for Foster Care programs, making it necessary to modify the 2024 Budget for Social Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Social Services Budget in the following areas for temporary assistance/safety net, emergency aid for adults, Medicaid weekly shares, and adoption/foster care, as follows:

INCREASE APPROPRIATIONS:

DAP60104 43007	D TA Other Fees	\$10,000
DAP60104 499CN	D TA Client Notices	10,000
DPA61424 46100	D EAA Directs	5,200
DMM61004 46500	D Medicaid to State	693,740
DSC61194 46500 ADAD	D ADCFC Adoption Subsidies	<u>600,000</u>
		\$1,318,940

INCREASE REVENUE:

DSC36195 56000	D SA Child Care	\$186,000
DPA36425 56000	D SA Emergency Aid for Adults	2,600
DSC46195 57000	D FA Child Care	300,000
DA036105 56000	D SA General Administration	2,017
DA046105 57000	D FA General Administration	1,937
DA046155 57000 FFAD	D FA FFFS TANF Administration	4,771
DSS27015 55000	D LR ST Prior Year Refunds	<u>821,615</u>
		\$1,318,940

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A MEMORANDUM OF AGREEMENT (MOA)
WITH NORTH COUNTRY PRENATAL PERINATAL COUNCIL, INC. FOR
REFERRALS TO HEALTHY FAMILIES ST. LAWRENCE FOR THE DEPARTMENT
OF SOCIAL SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Healthy Families New York, funded and administered by New York State Office of Children and Family Services (OCFS), has been partnering with caregivers and families through New York State since 1994, and

WHEREAS, Healthy Families New York began implementing the Healthy Families Child Welfare Protocols as part of the New York State's Family First Prevention Services Act Prevention Plan, and

WHEREAS, part of the implementation requirements is to establish and renew annually a Memorandum of Agreement with the local Department of Social Services, and

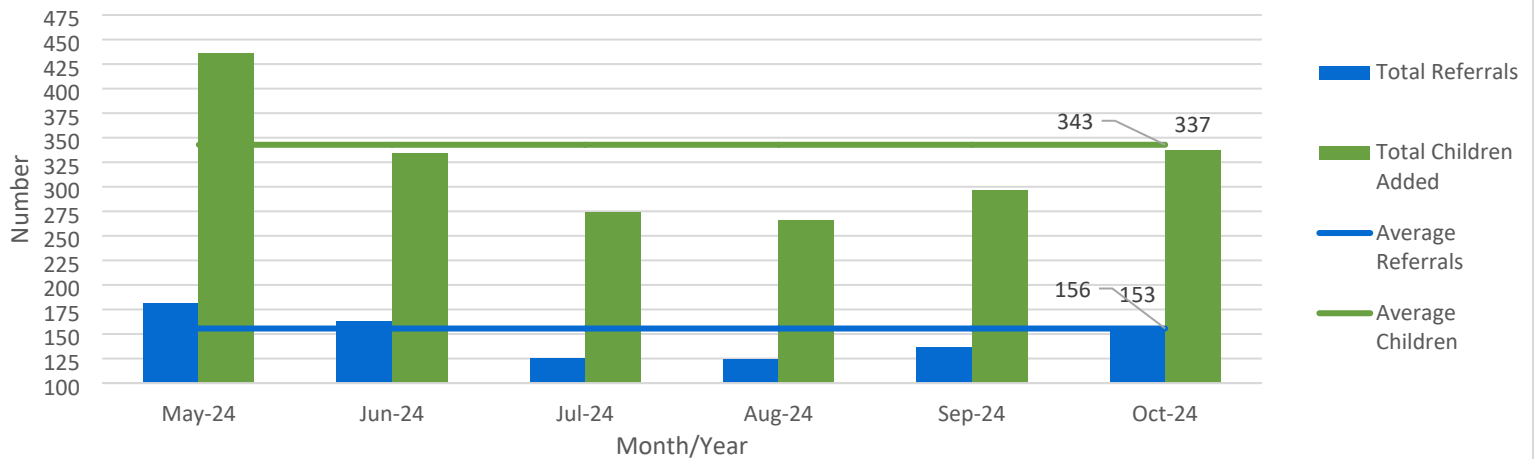
WHEREAS, Healthy Families St. Lawrence is a voluntary evidence-based home visiting program serving expecting parents and families, as well as a prevention program dedicated to supporting families in their quest to be the best caregivers they can be,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a Memorandum of Agreement with North Country Prenatal Perinatal Council, Inc. for Healthy Families St. Lawrence for the Department of Social Services, upon approval of the County Attorney.

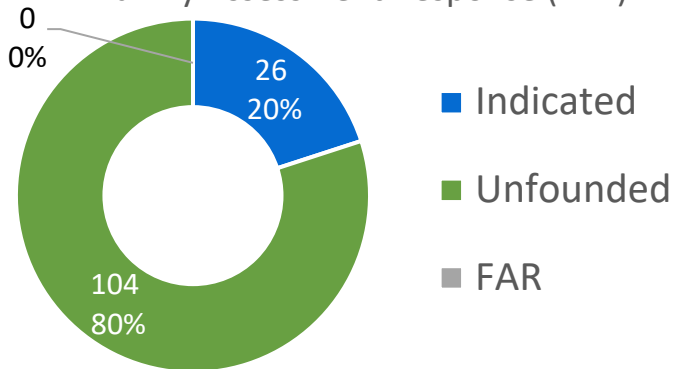
Children's Services Monthly Update – October 2024

Child Protective Services

Referrals and Children

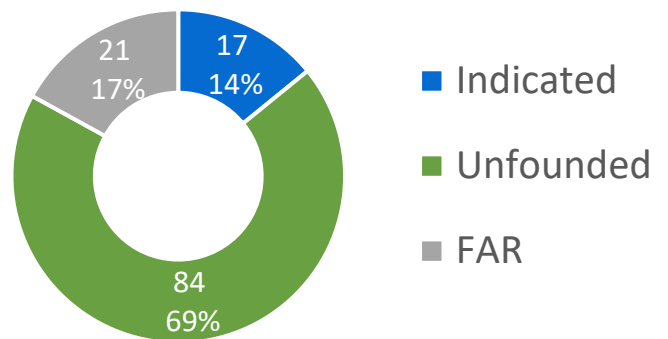


Indicated, Unfounded, & Family Assessment Response (FAR)



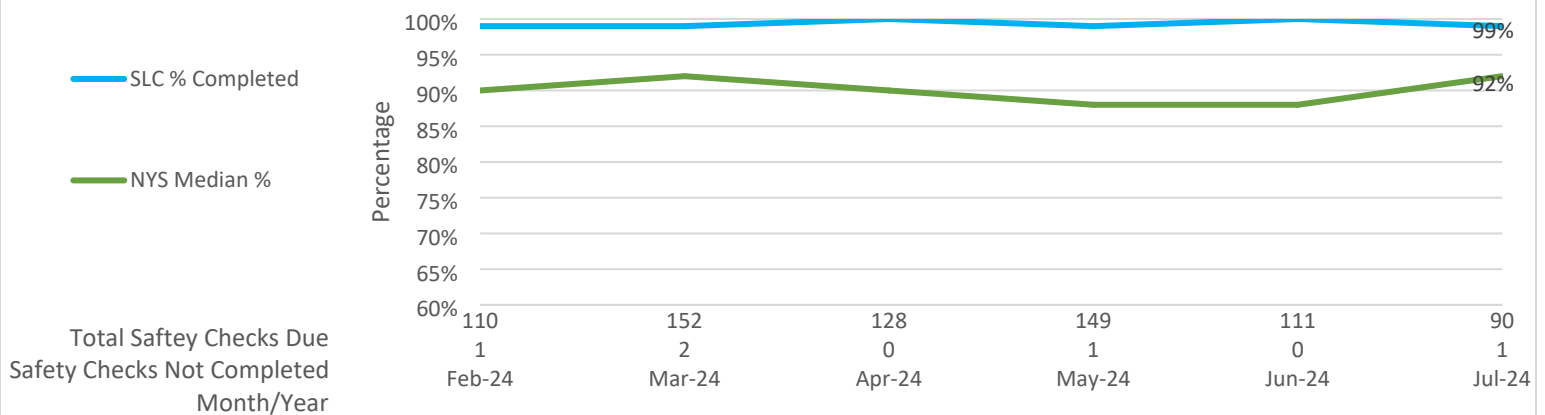
*No new FAR cases after April 1, 2024

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

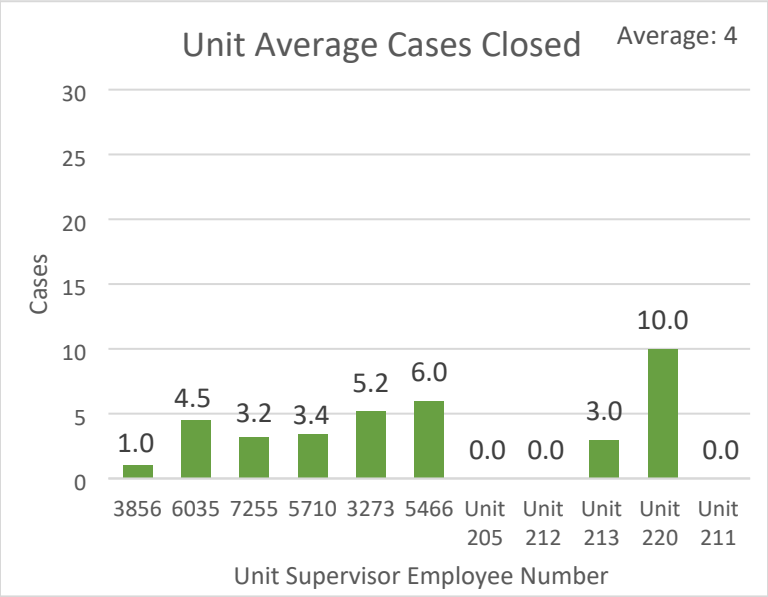
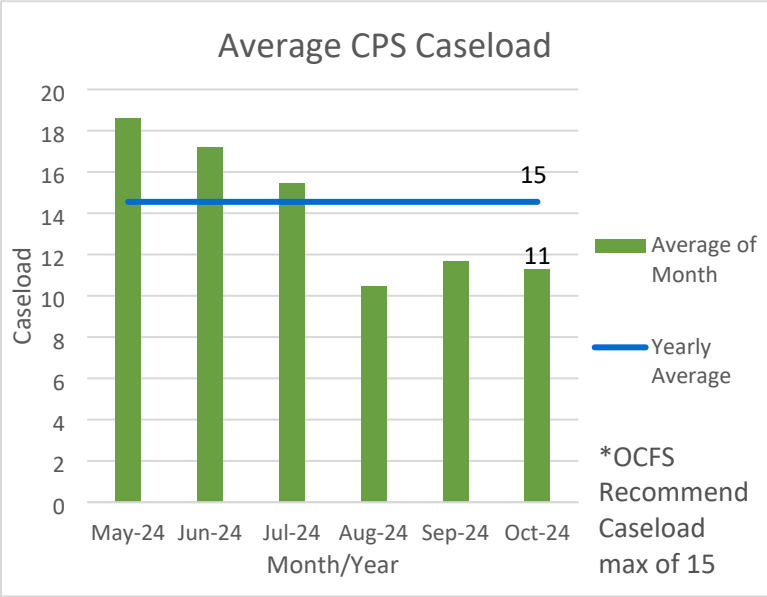
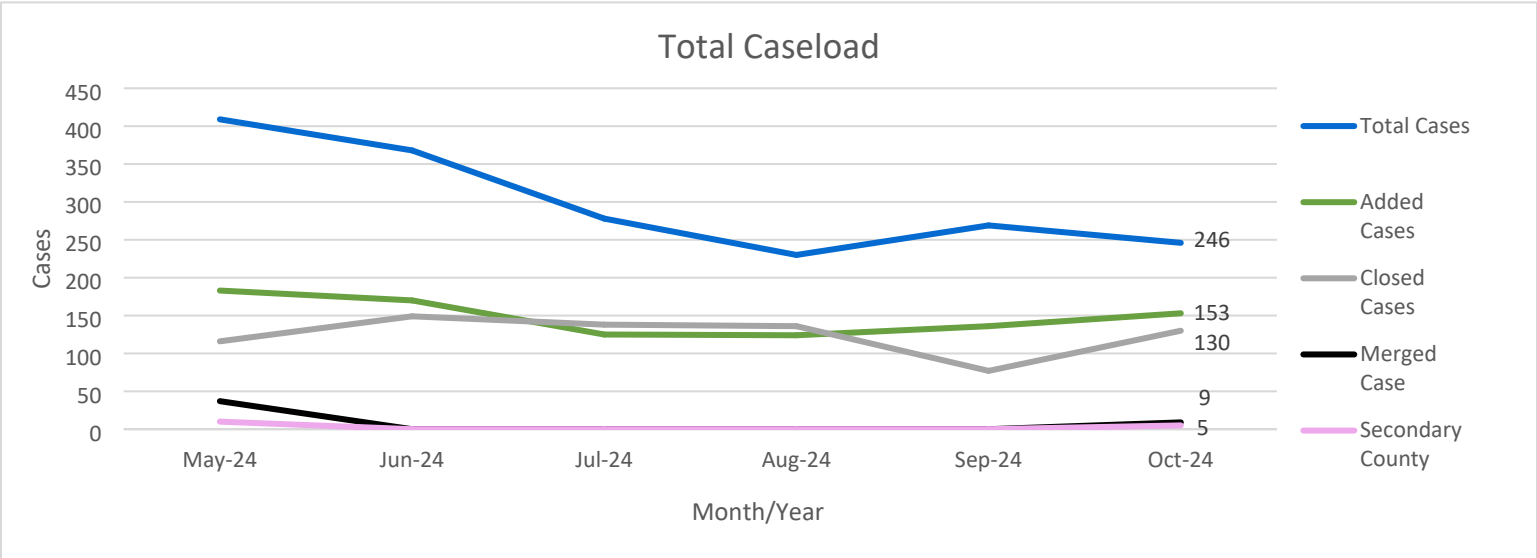


*No new FAR cases after April 1, 2024

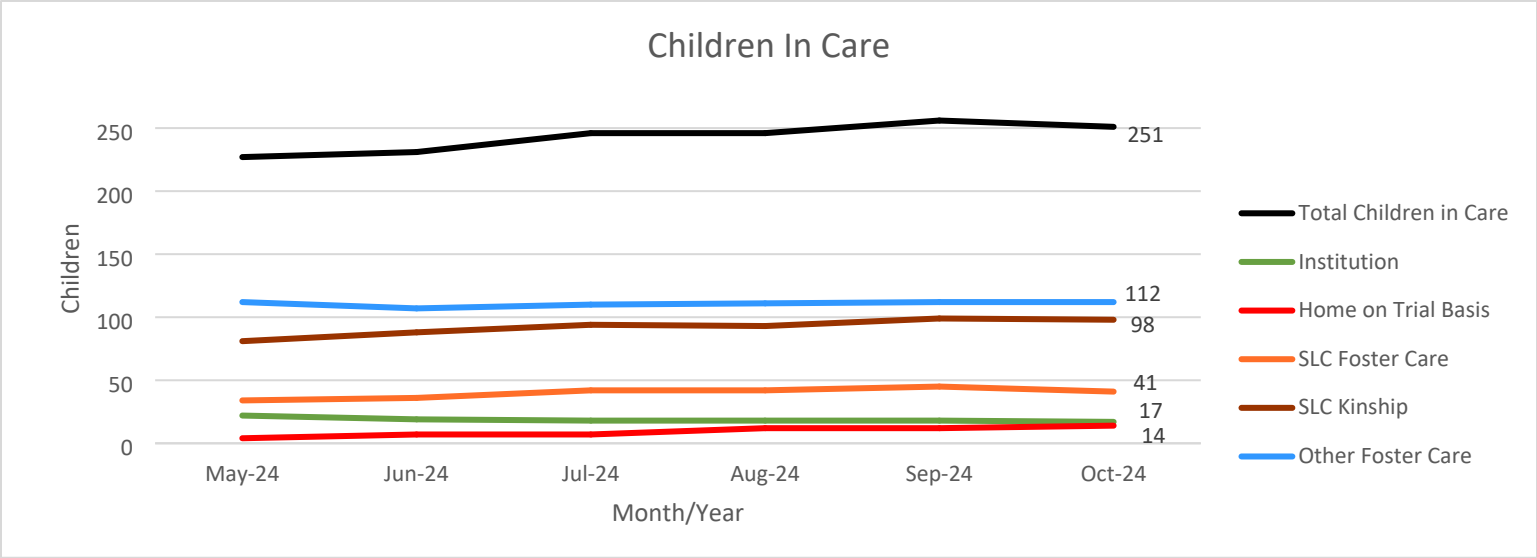
Safety Checks Completed on Time



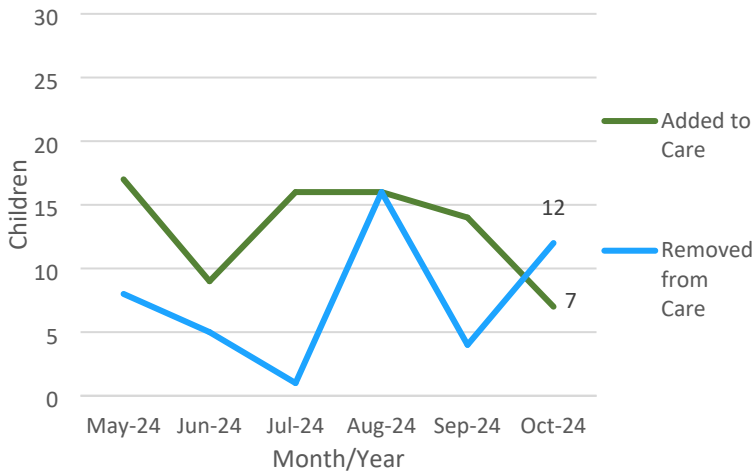
*Data Lagged By One Month Due to Reporting Timeline



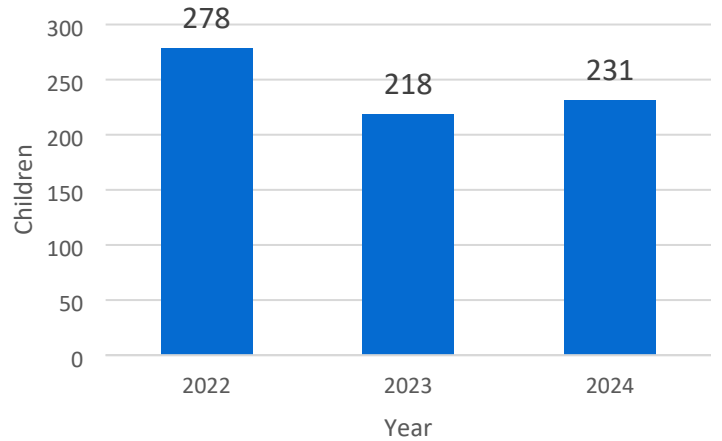
Foster Care/Preventive Services



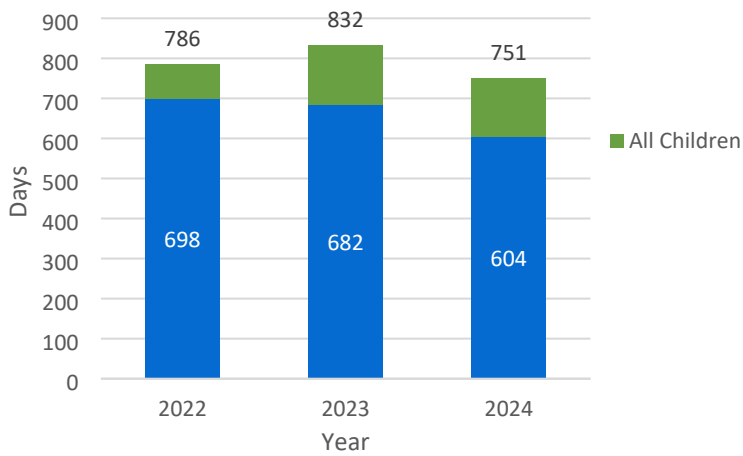
Net Change to Children in Care



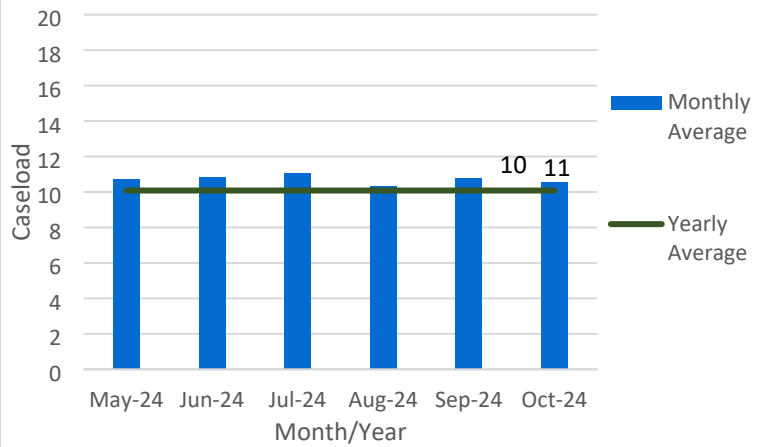
Average Number of Children in Care



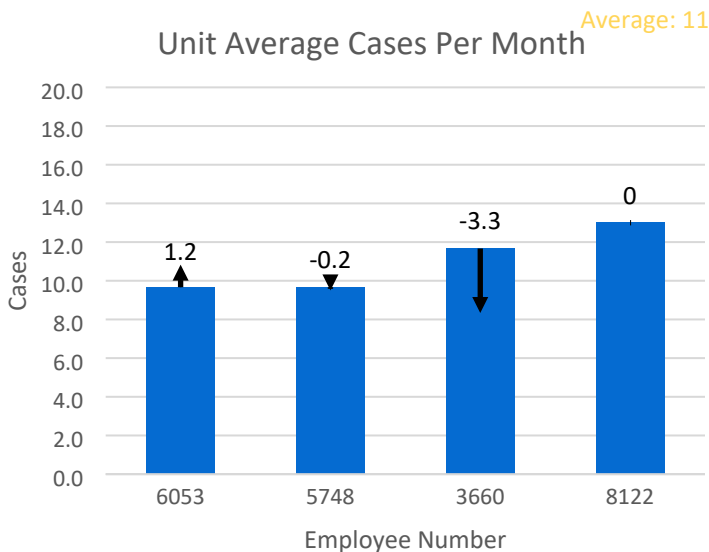
Average Days Children Have Been in Care



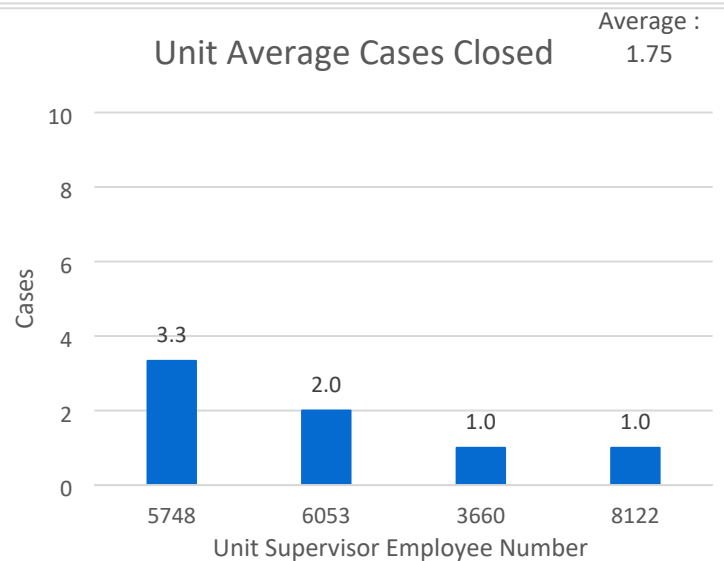
Average Foster Care/Preventive Caseload



Unit Average Cases Per Month

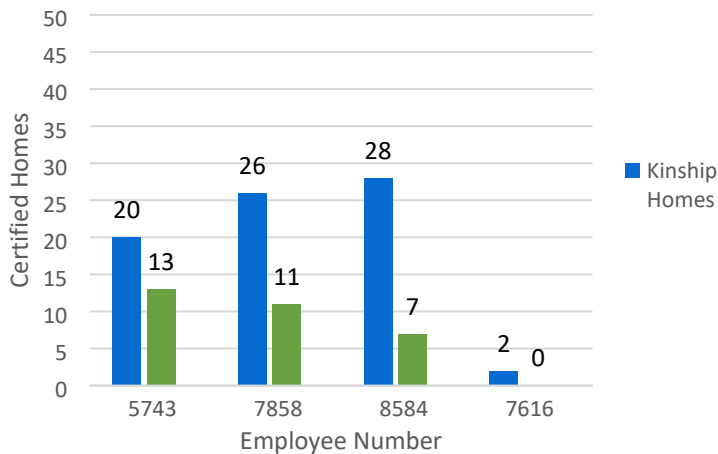


Unit Average Cases Closed

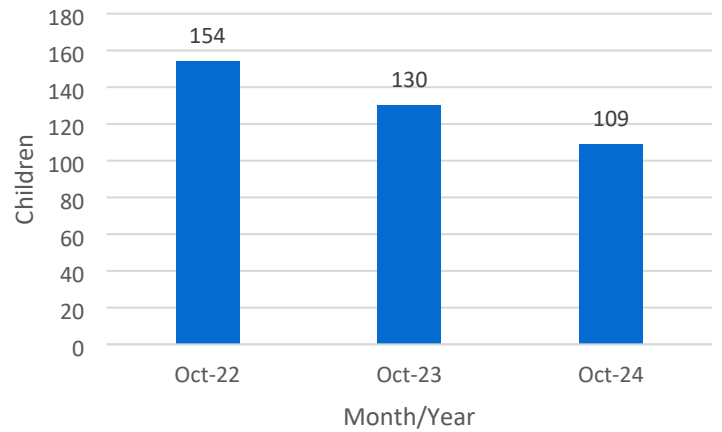


Home Finder Unit

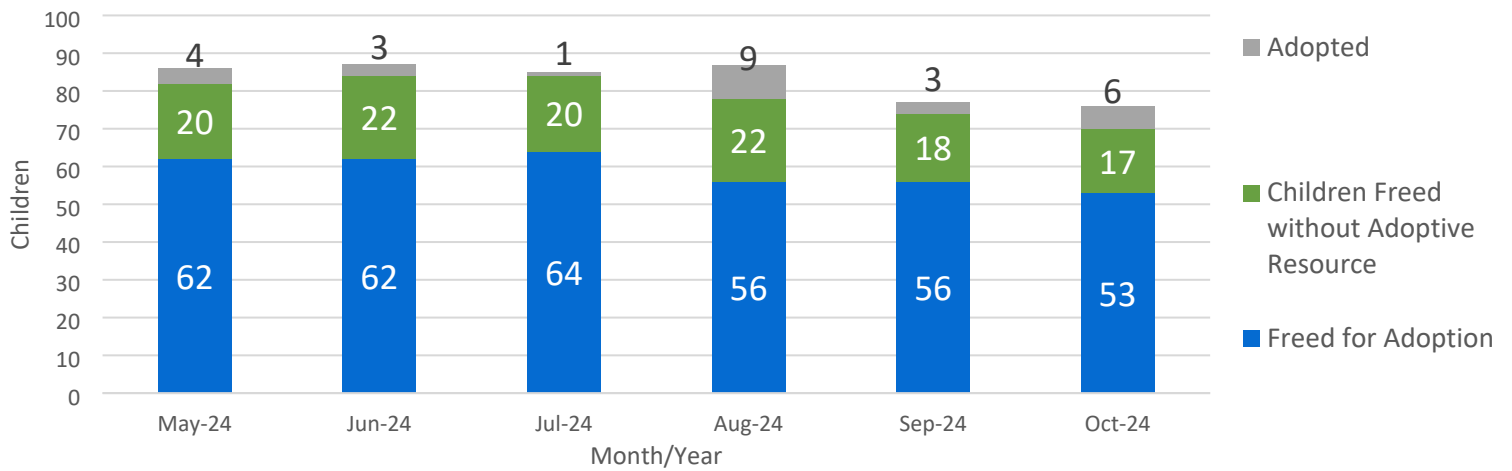
Total Change: 3



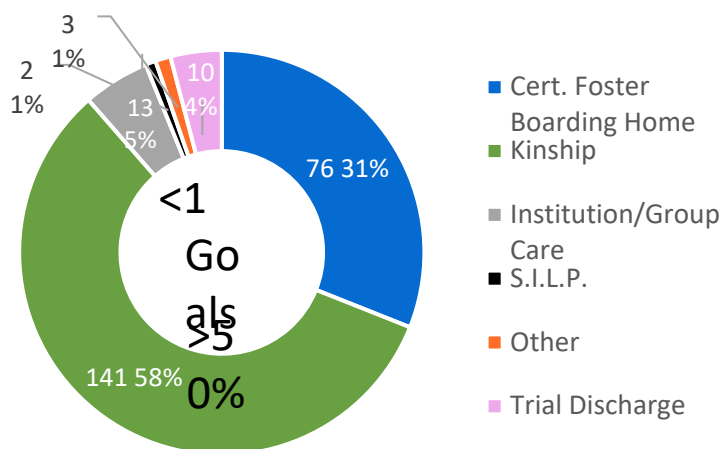
Average Number of Children in Home Receiving Services



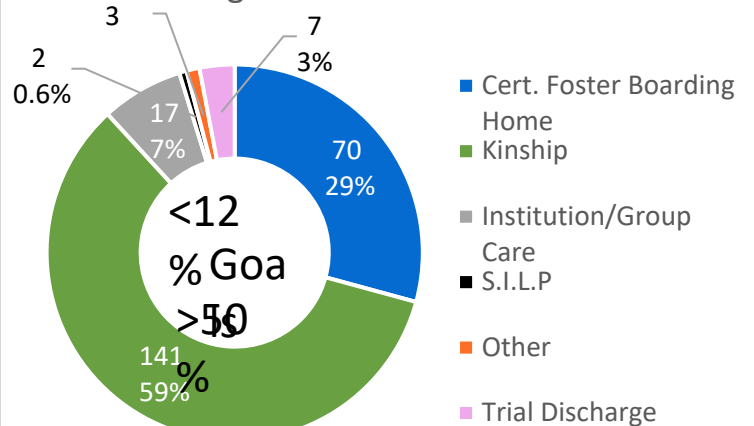
Adoption Activity



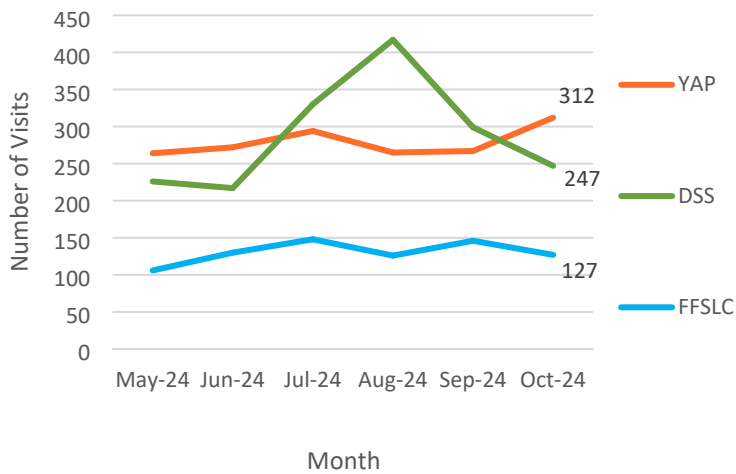
Foster Care Placements



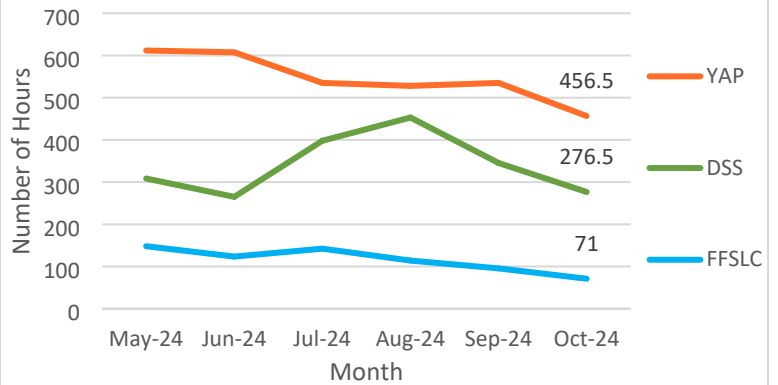
Average Foster Care Placements



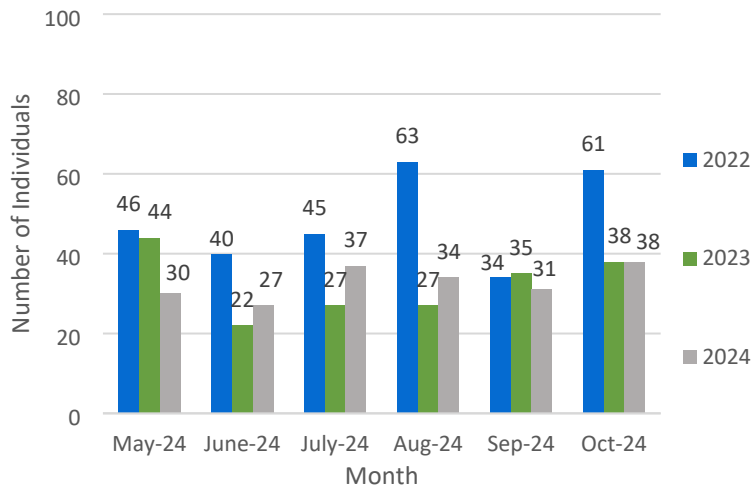
Number of Visits for 185 cases



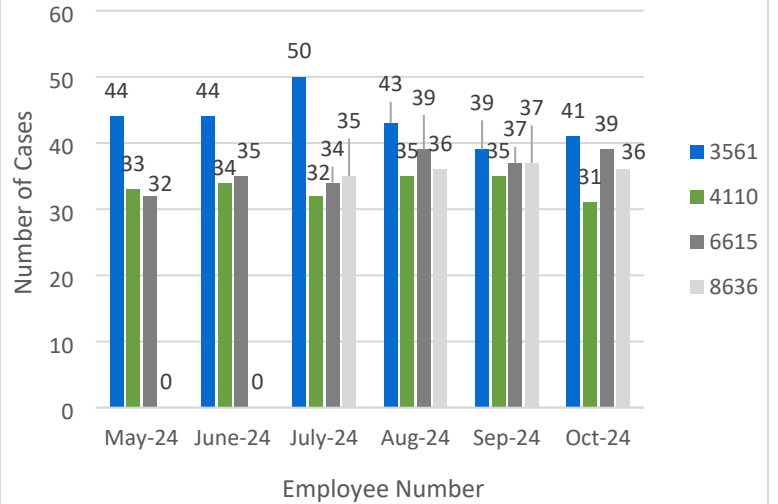
Number of Hours Supervised Visitation for 185 cases



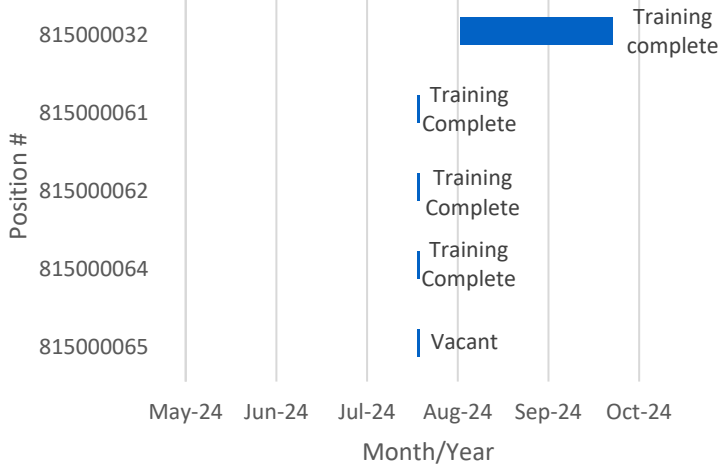
New Homeless Placements



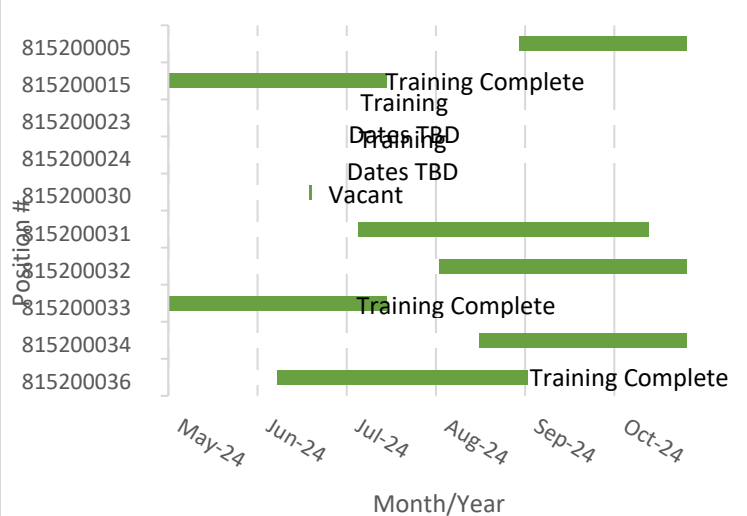
Adult Protective Cases - Totals: 147



Caseworker Trainee Period - Foster Care/Preventive



Caseworker Trainee Period - CPS



December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE 2025 RESOURCE ALLOCATION PLAN
SIGNATURE PAGE AND SIGN CONTRACTS FOR YOUTH DEVELOPMENT
PROGRAM FUNDS**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office of Children and Family Services (OCFS) requires the Youth Bureau to submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2025 Youth Development Program (YDP) year, and

WHEREAS, the signing of the RAP Signature Page will qualify the County for reimbursements from New York State in the 2025 Program Year, and OCFS has made Resource Allocation Plan (RAP) Funds (Y4073204 46000) available to provide Youth Development Programs, and

WHEREAS, the amount allocated to the County in 2025 for Youth Development Programs (YDP) is \$104,558 (Y4073204 46000), and various agencies have submitted a Request for Proposal (RFP) for Youth Development Program (YDP) funding through the Youth Bureau, and

WHEREAS, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP) plan, provide fiscal/grant management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2025 RAP,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2025 Resource Allocation Plan Signature Page and sign contracts for Youth Development Program Funds, upon approval of the County Attorney, to the following organizations:

<u>Organization:</u>	<u>Amount:</u>
Canton Free Library	\$4,200
Claxton Hepburn Medical Center	\$7,000
GardenShare	\$2,275
Holistic Life Foundation	\$5,000
North Country Children's Museum (NCCM)	\$6,000
North Country Prenatal Perinatal Council	\$6,846
Ogdensburg Boys and Girls Club	\$4,900
St. Lawrence County Arts Council	\$4,600
St. Lawrence County People Project	\$3,000
Town of Fowler	\$5,000
Town of Parishville	\$2,000
Town of Stockholm	\$1,000
Village of Canton	\$2,000

Village of Gouverneur	\$10,926
Village of Massena	\$4,000
Note: Newly awarded organizations in bold.	

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE 2025 RESOURCE ALLOCATION PLAN
SIGNATURE PAGE AND SIGN CONTRACTS FOR YOUTH SPORTS &
EDUCATIONAL FUNDING**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office of Children and Family Services (OCFS) requires the Youth Bureau to submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2025 Youth Development Program Year, and

WHEREAS, the signing of the RAP Signature page will qualify the County for State reimbursement in the 2025 Program Year, and various agencies have submitted a Request for Proposal (RFP) for Youth Sports & Educational Funding (YSEF) through the Youth Bureau, and

WHEREAS, the amount allocated to the County in 2025 for Youth Sports and Educational Funding (YSEF) is \$25,058 (Y4073204 46500), and the Office of Children and Family Services (OCFS) has made Resource Allocation Plan (RAP) funds (Y4073204 46500) available to provide Youth Sports & Educational Funding (YSEF), and

WHEREAS, OCFS will reimburse St. Lawrence County for contract and county agency program expenditures, and

WHEREAS, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP) plan, provide fiscal/grant management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2025 RAP,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2025 Resource Allocation Plan (RAP) signature page and authorize the Chair to sign contracts for Youth Sports & Educational Funding, upon approval of the County Attorney, with the following organizations:

<u>Organization:</u>	<u>Amount:</u>
Black Lake Fish & Game Association	\$3,000
Town of Colton	\$2,500
Town of Fine	\$7,750
Town of Louisville	\$2,000
Town of Stockholm	\$4,000
Village of Heuvelton	\$5,808

Note: Newly awarded organizations in bold.

December 2, 2024

Services Committee: 11-18-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE 2025 RESOURCE ALLOCATION PLAN
SIGNATURE PAGE AND SIGN CONTRACTS FOR YOUTH TEAM SPORTS
FUNDING**

By Mr. Hull, Chair, Services Committee

WHEREAS, the Office of Children and Family Services (OCFS) requires that the Youth Bureau submit a Resource Allocation Plan (RAP) Signature Page that certifies approval of the program and grant contracts for the 2025 Youth Development Program (YDP) year, and

WHEREAS, the signing of the RAP Signature Page will qualify the County for reimbursements from New York State in the 2025 Program Year, and various agencies have submitted a Request for Proposal (RFP) for Youth Team Sports (YTS) funding through the Youth Bureau, and

WHEREAS, the amount allocated to the County in 2025 for Youth Team Sports (YTS) is \$52,946 (Y4073204 46100), and OCFS has made Resource Allocation Plan (RAP) funds (Y4073204 46100) available to provide Youth Team Sports (YTS), and

WHEREAS, OCFS will reimburse St. Lawrence County for contract and County agency program expenditures, and

WHEREAS, the Youth Bureau shall retain the overall responsibility to release the Request for Proposal (RFP) plan, provide fiscal/grant management, technical assistance, audit claims, monitor, and evaluate all programs approved in the 2025 RAP, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign the 2025 Resource Allocation Plan Signature Page and sign contracts for Youth Team Sports (YTS) programs, upon approval of the County Attorney, to the following organizations:

<u>Organization:</u>	<u>Amount:</u>
Canton Minor Hockey, Inc.	\$3,700
Canton Pee Wee Association	\$5,000
Cornell Cooperative Extension of SLC	\$7,000
Massena Minor Hockey Association, Inc.	\$5,431
Norwood-Norfolk Youth Baseball & Softball League	\$6,400
PAL of Massena	\$8,500
Potsdam Figure Skating Club	\$5,130
Town of Hammond	\$4,000
Tri-Town Minor Hockey Association	\$5,000
Village of Massena	\$2,785

Note: Newly awarded organizations in bold.

VACANCY REVIEW COMMITTEE

Via Zoom

November 5, 2024

Legislators Attending: Ben Hull, Harry Smithers, and Rick Perkins

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy

2 p.m.

<u>Summary: January-November</u>		<u>Summary: November, 2024</u>	<u>Reason Vacated:</u>
Request:	135	Request:	18
Approved:	130	Approved:	16
Denied:	0	Denied:	0
Request/Hold:	4	Request/Hold:	1
Withdrawn:	1	Withdrawn:	1
			Retirement:
			Resignation:
			Promotion:
			Internal Transfer:
			New Position:
			Abolished:
			Terminated:
			Other:

POSITIONS REVIEWED:

Community Services:

Request: 2

Request: Fill, Chemical Dependency Counselor
Position No. 510400004, Immediate

Recommendation: Fill, Immediately

Request: Abolish Mental Health Counselor and Create and Fill, Peer Advocate
Position No. 505900003, 90 Days

Recommendation: Fill, 90 days (**WITHDRAWN**)

Office for the Aging:

Request: 2

Request: Fill, Keyboard Specialist
Position No. 003100093, Immediate

Recommendation: Fill, Immediately

Request: Fill, Senior Account Clerk
Position No. 100200016, Immediately

Recommendation: Fill, Immediately

Public Health:

Request: 1

Request: Fill, Public Health Nurse
Position No. 504100003, Immediately

Recommendation: Fill, Immediately

Social Services:

Request: 9

Request: Fill, Caseworker/CPS
Position No. 815200017, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker/Preventative
Position No. 815000021, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker/TA/SNAP
Position No. 815000070, Immediately

Recommendation: Fill, Immediately

Request: Create and Fill, Caseworker/TA/SNAP
Position No. 815000071, Immediately

Recommendation: Fill, Immediately

Request: Fill, Caseworker/Adult Protective
Position No. 815000037, Immediately

Recommendation: Fill, Immediately

Request: Fill, Computer Programmer/Analyst
Position No. 202900001, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Clerk
Position No. 002400006, Immediately

Recommendation: Fill, Immediately

Request: Fill, Social Welfare Examiner
Position No. 814000005, Immediately

Recommendation: Fill, Immediately

Request: Fill, Senior Account Clerk
Position No. 100200033, Immediately

Recommendation: Fill, Immediately

Youth Bureau:

Request: 1

Request: Abolish Secretary I and Create and Fill, Youth Development Program Coordinator
Position No. 031100001, Immediately

Recommendation: Abolish, Create, and Fill, Immediately

Highway:

Request: 3

Revisit: Abolish Senior Account Clerk and Create and Fill, Fiscal Officer
Position No. 100800031, Immediately

Recommendation: HELD

Request: Fill, Heavy Equipment Operator
Position No. 310100016, 60 Days

Recommendation: Fill, 60 days

Request: Fill, Motor Equipment Operator
Position No. 310000021, Immediately

Recommendation: Fill, Immediately

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

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Community Services



Type: Fill

Chemical Dependency Counselor

Subunit (If Applicable): Addiction Services

Date Submitted: 10/23/24

Reason Vacated: Retirement

Position Number: 510400004

Date Vacated: 10/24/24

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/23/2009

Jurisdictional Class: Non-Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$63,246

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$33,482

Revenue Generating: Yes 0 %

Base Salary: \$51,102

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

Base Hourly: \$31.08

Grade: 24

Net County Cost: \$0

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

Detailed Justification

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

This position is a back fill due to an employee retirement. This position requires the candidate be a NYS Credentialed Alcohol & Substance Abuse Counselor (CASAC) that will provide services within the County Correctional Facility. 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. Community Services has received an additional \$66,000 in OASAS funding through the New York State Opioid Settlement Funds to offset St. Lawrence County Addiction Services cost of providing support to the mandated jail-based MAT program. 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 is 50+. Due to size of the current caseloads, an immediate/as needed fill is being requested. Access to care is paramount given the current Opioid crisis.

Department Head Initials (type): JU

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Chemical Dependency Counselor

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

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

Office for the Aging



Type: Fill

Keyboard Specialist

Subunit (If Applicable):

Date Submitted: 10/29/24

Reason Vacated: Promotion

Position Number: 003100093

Date Vacated: 10/28/24

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 6/26/2023

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$40,389

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$21,382

Revenue Generating: No 0 %

Base Salary: \$37,285

Reimbursed by Local,
State or Federal Funds: Yes 58 %

Base Hourly: \$20.49

Grade: 15

Net County Cost: \$25,944*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 vacant due to a promotion of a long time staff member. The Keyboard Specialist role is critical to the operations of the department. The role manages the front end of the office to handling incoming phone calls, in person visitors, scheduling appointments, and a wide variety of clerical tasks for the department. The role assists with the copious amounts of data entry required for the Nutrition Program; as well as places the weekly food orders for each of the Nutrition Centers.

During busy call times like Medicare Open Enrollment, this position also works with clients to direct their Medicare questions. Call volume during this time frame can be 100+ calls per day.

If this position were not to be filled, it will severely limit our ability to assist older adults with their needs and accessing services. The department is already short staffed not having a Fiscal Officer, Account Clerk and Secretary at this time.

This position is within our 2024 budget.

Department Head Initials (type): AM

[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](#)

Office for the Aging



Type: Fill

Senior Account Clerk

Subunit (If Applicable):

Date Submitted: 10/29/24

Reason Vacated: Promotion

Position Number: 100200016

Date Vacated: 10/28/24

Position # Abolished:

Position Status: Fulltime

Last Fill Date: 9/5/2023

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: FTE: 1.00

Budget

Salary of Person Leaving: \$44,020

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$23,304

Revenue Generating: No 0 %

Base Salary: \$42,488

Reimbursed by Local,
State or Federal Funds: Yes 58 %

Base Hourly: \$23.35

Grade: 19

Net County Cost: \$28,276*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 Account Clerk position is open due to a promotion to the Temporary Fiscal Officer role. This position works within the fiscal department to process invoices, manage cost share bills, process State Aid claims for reimbursement, process all Nutrition Program bills and orders, records management and payroll. This position also manages the NYSOFA database, PeerPlace; as well as assists with phone calls and front end coverage.

The department only has one Senior Account Clerk and currently has had a vacancy in our Account Clerk role since April.

This position is within our 2024 budget.

Department Head Initials (type): AM

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

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

SENIOR ACCOUNT CLERK

MINIMUM QUALIFICATIONS; Either:

A) Possession of an Associate's Degree in Accounting or Business Administration; OR

B) Completion of sixty (60) credit hours at a New York State regionally accredited college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping; OR

C) 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 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](#)

Public Health



Type: Fill

Public Health Nurse

Subunit (If Applicable):

Date Submitted: 10/8/24

Reason Vacated: Resignation



Position Number: 504100003

Date Vacated: 10/8/24

Position # Abolished:

Position Status: Fulltime



Last Fill Date: 5/16/23

Jurisdictional Class: Competitive



Appointee Will Be: Permanent



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

Budget

Salary of Person Leaving: \$64,604

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$34,201

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: \$63,235

*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 as Community Health Nursing curriculum (which encompasses population-level nursing interventions) is not included in the Associate Degree level coursework.

This position would primarily involve working in Communicable Disease Prevention, including the Rabies program. This position would provide education/counseling for patients, providers and community members. This individual would also be required to provide immunizations on and off site at the clinic, which requires a minimum of holding an RN license to operate under standing orders.

Department Head Initials (type): ES

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

PUBLIC HEALTH NURSE

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](#)

Social Services



Type: Fill

Caseworker/CPS

Subunit (If Applicable): CPS

Date Submitted: 10/29/2024

Reason Vacated: Resignation

Position Number: 815200017

Date Vacated: 10/21/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 6/12/2023

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: No 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 11 as of October 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 Initials (type): JS

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

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

CASEWORKER

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with 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.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Caseworker

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

Date Submitted: 10/29/2024

Reason Vacated: Resignation

Position Number: 815000021

Date Vacated: 10/22/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 5/16/2023

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

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

Budget

Salary of Person Leaving: \$52,071

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$27,566

Revenue Generating: No 0 %

Base Salary: \$51,102

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

Base Hourly: \$28.08

Grade: 24

Net County Cost: \$22,537

*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 15 cases – OCFS recommends 12 foster care youth/worker. Some caseworkers currently have over 15 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 Initials (type): JS

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

CASEWORKER

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with 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.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Create & Fill

Caseworker

Subunit (If Applicable): TA/SNAP

Date Submitted: 10/29/2024

Reason Vacated: Other

Position Number: 815000070

Date Vacated: N/A

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: N/A

Jurisdictional Class: Competitive

Appointee Will Be: 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: No 0 %

Base Salary: \$51,102

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

Base Hourly: \$28.08

Grade: 24

Net County Cost: \$0

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

Detailed Justification

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

This position will work hand in hand with the Homeless Unit, collaborate with TA, Adult Protective (APS) and Employment Units as well as make referrals to DCAP, APS as well as other community resources; assist with obtaining medical and other documentation required for referrals; maintain landlord relations and review ILP; finding assistance with moving and finding furniture and household items as needed as well as coaching households on retaining housing; assist families navigating/applying for benefit programs; provide targeted support for non-compliance or sanctions; participate in existing children's system of care in collaboration with Community Services; and acting as a liaison to providers and programs to ensure family stabilization and well-being. It is anticipated that this position will be responsible for a caseload of 25-35 families at a time and approximately 100-200 families a year.

Department Head Initials (type): JS

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

CASEWORKER

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with 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.

St. Lawrence County Vacancy Authorization Form

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

Social Services



Type: Create & Fill

Caseworker

Subunit (If Applicable): TA/SNAP

Date Submitted: 10/29/2024

Reason Vacated: Other

Position Number: 815000071

Date Vacated: N/A

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: N/A

Jurisdictional Class: Competitive

Appointee Will Be: 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: No 0 %

Base Salary: \$51,102

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

Base Hourly: \$28.08

Grade: 24

Net County Cost: \$0*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

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

This position will work hand in hand with the Homeless Unit, collaborate with TA, Adult Protective (APS) and Employment Units as well as make referrals to DCAP, APS as well as other community resources; assist with obtaining medical and other documentation required for referrals; maintain landlord relations and review ILP; finding assistance with moving and finding furniture and household items as needed as well as coaching households on retaining housing; assist families navigating/applying for benefit programs; provide targeted support for non-compliance or sanctions; participate in existing children's system of care in collaboration with Community Services; and acting as a liaison to providers and programs to ensure family stabilization and well-being. It is anticipated that this position will be responsible for a caseload of 25-35 families at a time and approximately 100-200 families a year.

Department Head Initials (type): JS

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

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

CASEWORKER

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with 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.

St. Lawrence County Vacancy Authorization Form

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

Social Services



Type: Fill

Caseworker

Subunit (If Applicable): Adult Protective Services

Date Submitted: 10/29/2024

Reason Vacated: Resignation

Position Number: 815000037

Date Vacated: 11/8/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 6/6/2006

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: No 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 Initials (type): JS

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

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

CASEWORKER

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with 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.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Computer Programmer/Analyst

Subunit (If Applicable): Information Technology

Date Submitted: 10/29/2024

Reason Vacated: Promotion

Position Number: 202900001

Date Vacated: 9/13/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 7/9/2018

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-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: No 0 %

Base Salary: \$49,172

Reimbursed by Local,
State or Federal Funds: Yes 85 %

Base Hourly: \$27.02

Grade: 23

Net County Cost: \$12,403

*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 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. Administers Onbase, our document management/retention solution.

Department Head Initials (type): JS

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Computer Programmer/Analyst
MINIMUM QUALIFICATIONS: Either:

- A) Graduation from an accredited New York State registered college or university with a Bachelor's Degree in Computer Information Systems, Information Resource Management or Computer Science; OR
- B) Graduation from an accredited New York State registered college or university with an Associate's Degree in Computer Information Systems, Information Resource Management or Computer Science and two (2) years of full-time paid computer programming experience gained within the past five (5) years; OR
- C) Completion of at least sixty (60) semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by fifteen (15) hours in computer science or programming courses and two (2) years of full-time paid computer programming experience gained within the past five (5) years; OR
- D) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan and four (4) years of full-time paid computer programming experience gained within the past five (5) years.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Senior Clerk

Subunit (If Applicable): Medical Services

Date Submitted: 10/29/2024

Reason Vacated: Promotion

Position Number: 002400006

Date Vacated: 10/25/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 5/20/2019

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

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

Budget

Salary of Person Leaving: \$47,372

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$25,079

Revenue Generating: No 0 %

Base Salary: \$39,714

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

Base Hourly: \$21.82

Grade: 17

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 Senior Clerk provides essential support to the Chronic Care Medicaid unit. The person in this position supports third party health insurance duties in the Chronic Care Medicaid unit, including completing data sheets and accretion deletion sheets, verifying health insurance coverage and termination dates and approving reimbursement pay lines. The utilization of third-party health insurance, when cost effective to do so, reduces the utilization of Medicaid. The Senior Clerk receives a multitude of reports from the New York State Department of Health and distributes them to the supervisors and Social Welfare Examiners within the unit. These reports are essential for managing the Medicaid eligibility caseloads. This person also provides clerical support to the unit with respect to mail, faxes, checking messages and maintaining office supplies. The Senior Clerk is an authorized user for the State On-line Query system (SOLQ). They are responsible for running SOLQs for the Social Welfare Examiners and maintaining records of every query completed, which are then audited internally each month. The Senior Clerk is also responsible for the management of Duplicate CINs (Case Identification Numbers). This is a support required for the entire Department of Social Services to monitor when a recipient has more than one CIN. The Senior Clerk also supports the Excess Income Program, also known as "spend-down" for the Chronic Care Medicaid cases that must pay in each month to maintain their Medicaid eligibility. The Senior Clerk is an essential position to ensure the Department is in compliance with standards set forth by the New York State Department of Health and thus providing timely, essential services to eligible recipients in St. Lawrence County.

Department Head Initials (type): JS

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

SENIOR CLERK

MINIMUM QUALIFICATIONS: Either

(A) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and two (2) years of clerical experience; OR

(B) Completion of one (1) year of college study and one (1) year of clerical experience.

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: 10/29/2024

Reason Vacated: Promotion

Position Number: 814000005

Date Vacated: 10/11/2024

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: No 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 20-25 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 338 SNAP cases, serving approximately 628 individuals.

Department Head Initials (type): JS

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

SOCIAL WELFARE EXAMINIER

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 Account Clerk

Subunit (If Applicable): Accounting

Date Submitted: 10/29/2024

Reason Vacated: Promotion

Position Number: 100200033

Date Vacated: 10/25/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/22/2021

Jurisdictional Class: 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: No 0 %

Base Salary: \$42,488

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

Base Hourly: \$23.35

Grade: 19

Net County Cost: \$13,524

*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 in maintaining the Cash Management System by posting expungements and recoupments, reviewing claim reports and communicates with case workers to resolve discrepancies, and corrects errors; prepares the cancellation roll for voiding checks which is used in reconciling the EBT account; prepares the 3214 claim which identifies and reports SNAP errors; prepares and tracks invoices for the Committee on Special Education to individual school districts; prepares the weekly audit for accounts payable; prepares journal entries associated with listed duties; prepares and submits void check requests for stale dated checks; and serves as the back-up for Petty Cash check preparation. This position affects the benefits and services of more than 20,000 County residents. If this position were not filled, workers in other positions would attempt to carry out this work while sacrificing other necessary work.

Department Head Initials (type): JS

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Senior Account Clerk

MINIMUM QUALIFICATIONS; Either:

A) Possession of an Associate's Degree in Accounting or Business Administration; OR

B) Completion of sixty (60) credit hours at a New York State regionally accredited college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping; OR

C) 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 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](#)

Youth Bureau



Type: Abolish & Create

Youth Development Program Coordinator

Subunit (If Applicable):

Date Submitted: 10/29/24

Reason Vacated: Promotion



Position Number: 0311000001

Date Vacated: 9/30/24

Position # Abolished: 005100001

Position Status: Fulltime



Last Fill Date:

Jurisdictional Class: Competitive



Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: FTE: 1.00

Budget

Salary of Person Leaving: \$48,157

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$25,494

Revenue Generating: No ☐ 0 %

Base Salary: \$45,706

Reimbursed by Local,
State or Federal Funds: No ☐ 0 %

Base Hourly:

Grade: 21

Net County Cost: \$73,651

*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 replaces the Secretary I position within the Youth Bureau and will manage the financial and administrative tasks related to programs funded by the New York State Office of Children and Family Services (OCFS). This role includes coordinating allocations and reimbursements, collecting data, and monitoring funded programs to ensure they meet youth needs. The Youth Development Program Coordinator will work closely with the Youth Bureau Director and will perform related duties as necessary.

Department Head Initials (type): ABC

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

YOUTH DEVELOPMENT PROGRAM COORDINATOR

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's degree in Education, Social Work, Psychology, Human Services or a related field; OR
- (B) Possession of Associate's degree in Education, Social Work, Psychology, Human Services or a related field AND two (2) years of full time paid experience in a recognized youth activities program or a program working with youth oriented activities; OR
- (C) Possession of a High School Diploma AND four (4) years of full time paid experience in a recognized youth activities program or a program working with youth oriented activities.

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.