

Human Services Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, May 1, 2023 at 2:00 p.m.

Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York

COMMITTEE MEMBERS:

Roy Reehil, Chair	Legislator, 5 th District
James Scanlon, Vice Chair	Legislator, 16 th District
James Karasek	Legislator, 22 nd District
Frank Bombardo	Legislator, 7 th District
Herbert Yerdon	Legislator, 2 nd District
Michael Yerdon	Legislator, 1 st District
Nathan Emmons	Legislator, 15 th District

CALL TO ORDER:

Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Human Services Committee's regular meeting on April 3, 2023.

RESOLUTIONS:

- | | |
|-------------|---|
| HS-1 | Resolution Authorizing Budget Modification Department of Social Services – Furniture & Furnishings |
| HS-2 | Resolution Authorizing Creation of One (1) Part-Time Caseworker Aide Position in The Department of Social Services |
| HS-3 | Resolution Authorizing Creation of Three Temporary Full Time Typists and One Temporary Part-Time Typist in The Department of Social Services |
| HS-4 | Resolution Authorizing Budget Amendment for Catholic Charities Transportation Services Contract with The Department of Social Services |
| HS-5 | Resolution Authorizing Reclassification of Account Clerk to Senior Account Clerk in The Department of Social Services |
| HS-6 | Resolution Authorizing Budget Modification Department of Social Services – Overtime |
| HS-7 | Resolution Authorizing the County of Oswego to Accept a Donation from the Workforce Development Institute (WDI) of \$1,000 As a Lunch Sponsor for The Oswego County Youth Career Summit |
| HS-8 | Resolution Authorizing Budget Modification Office for The Aging – Shine Snap Ed |

COMMITTEE REVIEW & DECISIONS:

Request to Set Salary – Sr. Social Services Attorney

REPORTING DEPARTMENTS:

- Veterans Services Department Updates
- Oswego City/County Youth Bureau Program Department Updates
- Office for the Aging Department Updates
- Social Services Department Updates
 - Report

ADJOURNMENT:

Human Services Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, April 3, 2023 at 2:00 pm

Location: Conference E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

Roy Reehil, Chair	Legislator, 5 th District	Present
James Scanlon, Vice Chair	Legislator, 16 th District	Present
James Karasek	Legislator, 22 nd District	Present (arrived at 2:12 p.m.)
Frank Bombardo	Legislator, 7 th District	Present
Tim Stahl	Legislator, 20 th District	Excused
Herbert Yerdon	Legislator, 2 nd District	Present
Michael Yerdon	Legislator, 1 st District	Present
Nathan Emmons	Legislator, 15 th District	Emmons

STAFF AND GUESTS:

Brain Chetney	Stacy Alvord	Eric Boozer	Sara Sunday
Marti Babcock	Nicole Kolmsee	Frank Castiglia	Tiffany Halstead
Marc Greco			

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 2:01 p.m. by Committee Chair Roy Reehil with the Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve: Legislator Scanlon

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

The minutes for the Human Services Committee's Regular Meeting on March 27, 2023 meeting were approved as amended

RESOLUTIONS:

HS-1 Resolution Appointing Member to the Community Services Board

Motion to approve: Legislator Scanlon

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

- HS-2** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from NYS OASAS
Motion to approve: Legislator M. Yerdon
Second: Legislator Bombardo
Vote: Unanimous, motion carried
- HS-3** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from OMH
Motion to approve: Legislator H. Yerdon
Second: Legislator Scanlon
Vote: Unanimous, motion carried
- HS-4** Resolution Authorizing Budget Modification Youth Programs to Transfer Funds into Additional Hours
Motion to approve: Legislator H. Yerdon
Second: Legislator Bombardo
Vote: Unanimous, motion carried
- HS-5** Resolution Authorizing Budget Modification Department of Social Services/Legal Fees
Motion to approve: Legislator M. Yerdon
Second: Legislator Bombardo
Vote: Unanimous, motion carried
- HS-6** Resolution Authorizing Reclassification of One (1) Position in the Department of Social Services
Motion to approve: Legislator Karasek
Second: Legislator Bombardo
Vote: Unanimous, motion carried
- HS-7** Resolution Authorizing Budget Modification Department of Social Services/Additional Hours & Overtime
Motion to approve: Legislator M. Yerdon
Second: Legislator Karasek
Vote: Unanimous, motion carried
- HS-8** Resolution Authorizing Budget Modification Department of Social Services/Reproduction Expenses
Motion to approve: Legislator Bombardo
Second: Legislator M. Yerdon
Vote: Unanimous, motion carried
- HS-9** Resolution Authorizing Budget Modification Department of Social Services/Furniture & Furnishings
Motion to approve: Legislator Scanlon
Second: Legislator Bombardo
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

ARPA Review – Integrated Community Planning of Oswego County –Leg. Reehil motions to fund application, Leg. M. Yerdon seconds. Motion carries unanimously.

REPORTING DEPARTMENTS

Department of Social Services

Commissioner Stacy Alvord provided a department report

Office for the Aging

Director Sara Sunday provided a department update

Oswego City/County Youth Bureau

Tiffany Halstead provided a department update

Veterans Services

Director Eric Boozer provided a department update

ADJOURNMENT:

Motion to adjourn at 3:18 p.m.: Legislator Bombardo

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

COMMITTEE REVIEW & DECISIONS

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES – FURNITUE & FURNISHINGS**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 17, 2023

SUBJECT: Office furniture for DSS

SUMMARY: DSS worked with Syracuse Office Environments (under state contract) to maximize the use of two management offices. With a limited number of small conference rooms, we seek to outfit the offices with furnishings that provide for both individual desk space and a small group meeting. Presently both offices have basic cubicle equipment that is not designed for long hours at a computer nor able to easily accommodate a small group gathering. Both offices have decades-old equipment that does not maximize the private office space of two different management positions. The Director of Services office will have seating for up to five for the many small group meetings she facilitates, as well as ergonomic design for personal workspace. Federal / State funding will reimburse 62% of the total cost of \$7,081 leaving a local share cost of \$2,690.

The Executive Assistant to the Commissioner's Office will be redesigned for more efficient use of space and provides seating for meetings, as well as ergonomic design of individual desk space. Federal / State funding will reimburse 75% of the total cost of \$3,736 leaving a local share cost of \$934.

This is budget neutral.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the budget modification to move forward with the purchasing of this office equipment.

2023
5/11/2023

COMMITTEE SIGNATURES

DATE

HUMAN RESOURCES DIRECTOR	DATE
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COUNTY ADMINISTRATOR

DEPARTMENT HEAD	DATE
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RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING CREATION OF ONE (1) PART-TIME
CASEWORKER AIDE POSITION IN THE DEPARTMENT OF SOCIAL
SERVICES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Social Services Commissioner has identified the need to add one (1) part-time Caseworker Aide position to provide adequate support the Caseworkers in the Services Unit and assist with transportation for the families they serve, and be it

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall by their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Caseworker Aide (part-time)

2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$17.45 Grade: 5

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

DSS needs to add one (1) part-time Caseworker Aide to our staff to assist with transportation of clients and their families to appointments, court appearances, and visitations as they relate to our service plan for their case. Caseworker Aides often provide the supervision for court-ordered supervision as well. We need to add this position to relieve the burden of transportation from the Caseworkers, who often have to transport due to the ever-growing demand. We currently have a part-time Caseworker Aide in a full-time line. Adding this position would allow for that to continue.

6. Complete New Position Duties Statement (p. 3 & 4).

RECLASSIFICATION REQUEST

1. Present Title:

2. Position #:

3. Present Salary/Hourly Rate:

Grade:

4. Requested Title:

5. Requested Salary: _____

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: _____ Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary):

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE DSS	DIVISION, UNIT, OR WORK SECTION Services	LOCATION OF POSITION Mexico
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		
Title requested: <i>Caseworker Aide</i>		
PERCENT OF WORK TIME		
10	<i>Monitors parent visitations following court orders as required for children in foster care including encouraging proper interaction, stopping inappropriate behavior and/or conversation, and terminating visit if necessary</i>	
60	<i>Transports clients for visitations, appointments, and/or to family court in accordance with service plans</i>	
5	<i>Maintains and prepares a variety of records and reports, e.g., mileage, trip, time sheets, etc.</i>	
5	<i>Assists in communication between agency, client, and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff</i>	
10	<i>Documents transports and visits, or other contacts, with recommendations submitted to Caseworkers, as appropriate</i>	
5	<i>May testify in Family Court when necessary</i>	
5	<i>May make necessary contacts to obtain additional and/or current client information</i>	
	(Attach additional sheets if more space is needed)	

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Tricia Wright	Sr. Caseworker	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
n/a		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Shelly Forrest	Caseworker Aide	Mexico
Jennifer Babcock	Caseworker Aide	Mexico
Jean Green	Caseworker Aide	Mexico

6. What minimum qualifications do you think should be required for this position?

Education: ☒ High School _____ years
☐ College _____ years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *Two (2) years of para-professional experience in a social service or community service agency, hospital, or physician's office which shall have involved client or patient contact*

Essential knowledge, skills and abilities: *Knowledge of community resources and programs; causes & characteristics of social and behavioral problems. Ability to develop/maintain effective working relationships with clients, agency staff, and the general public; communicate clearly; deal with difficult and/or uncooperative patients/clients; tolerate exposure to offensive odors, dirt, grime, poor hygiene.*

Type of license or certificate required: Valid NYS driver's license is required and must be maintained

7. The above statements are accurate and complete.

Date: 5/1/22

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 17, 2023

SUBJECT: Create One Part Time Case Worker Aide Position for Children's Services

SUMMARY: DSS hired a part time Case Worker Aide to fill a full-time position slot. The Case Worker Aid (CWA) provides transportation of children, youth and parents / caregivers for critical appointments. The CWA supervises visits between children / youth placed in foster care and/or relative placements and their parents / siblings. The CWA also provides support to caseworkers covering essential casework tasks and activities.

DSS seeks to build capacity by creating a part-time position for the current CWA and open up the full-time position to be filled as soon as possible. There is a need for transport of children and youth by workers skilled in managing behaviors caused by trauma. DSS does not have the capacity to cover all transportation needed within the ever-increasing need presented by clients engaged in child welfare services.

This is budget neutral. The position is for 20 hours per week at an annual wage cost of \$18,148. OCDSS receives 62% state reimbursement with a local share of \$6,897 for the position.

RECOMMENDED ACTION: The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the budget modification and create one part time case work aid position.

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING CREATION OF THREE TEMPORARY FULL
TIME TYPISTS AND ONE TEMPORARY PART-TIME TYPIST IN THE
DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Social Services Commissioner has identified the need to add three (3) temporary full-time typists positions and one (1) temporary part-time typist position to adequately complete the Child Support Digitizing Project, and be it

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall by their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 17, 2023

SUBJECT: Create One Part Time and Three Full Time Temporary Typist Positions

SUMMARY: Since 2020 DSS has planned to remove large rolling rack file storage system from the 1st floor of the DSS Mexico office floor plan. DSS received an estimate from Syracuse Office Environments to purchase new cubicles for Medicaid where DSS receives 100% federal / state funding for equipment costs. The old Medicaid unit will then be repurposed to house the Fraud unit. Presently, the Fraud unit is on the second floor due to not having enough space to join their division on the first floor. This also fees space on the second floor in the Adult and Family Services division for Sobriety Treatment and Recovery Teams cubicles – which will house 11 positions already in the DSS budget. As well, the equipment is already purchased for this new program. Time is of the essence.

Unfortunately, the rolling racks are yet to be emptied over the last 18 months due to barriers encountered in scanning the files. There are approximately 12,000 closed cases (6,090 inches) and 6,100 active open cases (4,165 inches) currently stored on the rolling racks. With over 10,200 inches of documents – it would take about 50 file cabinets. The only answer to taking down the rolling racks is to hasten the scanning of these child support files.

DSS seeks to hire temporary typists to scan child support files over the next few months. With 3.5 typists, DSS is confident that files can be scanned within 6 months dependent on being able to hire these positions.

This is budget neutral. If all four positions are filled, the cost for six month tenure at DSS is \$51,058. OCDSS receives up to 72% state reimbursement with a local share of \$14,297 for the positions. Once the scanning project is complete, the positions will be removed from the DSS budget.

RECOMMENDED ACTION: The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve creation of these four new temporary positions.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Typist (f/t temporary x3; p/t temporary x1)

2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$16.03 Grade: 3

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: 72% Fringe Reimbursed: ☒ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

The Department has begun a project to digitize all Child Support records in an effort to remove floor to ceiling rolling file racks and clear much-needed floor space for staff. That project will require scanning over 18,000 case files into the document repository. Given the vacancies that have continued in Child Support over the past several months, we need all existing man-power to remain focused on current program work. The addition of these three temporary staff will allow for uninterrupted scanning and a more timely completion of the project.

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: _____ 2. Position #: _____

3. Present Salary/Hourly Rate: _____ Grade: _____

4. Requested Title: _____

5. Requested Salary: _____

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: _____ Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary):

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION
1. Title to be Deleted:
2. Position #
3. Salary Savings:
4. Reason for Deletion:

Civil Service Law: Section 22. Certification for positions.
 Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

**1. DEPARTMENTS/SCHOOL
DISTRICT/TOWN OR VILLAGE
DSS**

DIVISION, UNIT, OR WORK SECTION

Child Support

LOCATION OF POSITION

Mexico

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Title requested: *Typist*

**PERCENT OF
WORK TIME**

Prepares individual program case files organizing all documentation per established system for digitizing

Physically scans case records into a document repository, reviewing for accuracy of file and legibility of all documents, trouble-shooting as necessary

Assigns all digitized records to appropriate categories and case enumeration to facilitate records retrieval and accuracy of all required documentation

Responsible for destruction of confidential case records according to program policy requirements

Prepares reports of cases that have been digitized

(Attach additional sheets if more space is needed)

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
John Ferry	Coordinator of Child Support	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
n/a		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Tera El-Hage	Typist	Mexico
Kelsie Zych	Typist	Mexico
Emma Hanlon	Typist	Mexico

6. What minimum qualifications do you think should be required for this position?

Education: ☒ High School _____ years
☐ College _____ years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type):

Essential knowledge, skills and abilities: *Knowledge of office terminology, practice and procedures. Ability to perform detail work with considerable visual effort and strain; organize and maintain records and files; follow written and verbal instructions; use computer software and ancillary equipment*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR CATHOLIC
CHARITIES TRANSPORTATION SERVICES CONTRACT WITH THE
DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 17, 2023

SUBJECT: Increase Amount for Catholic Charities Transportation Program

SUMMARY: Now more than ever OCDSS relies on the Catholic Charities drivers to transport children, youth and parents to and from supervised visitation, counseling appointments, court appearances, and other critical services.

Currently this contract provides \$309,690. OCDSS seeks to increase this contract by \$28,216 or a 9% increase, the first in three years. This provides for an increase in drivers' wages and the leasing of two vehicles.

OCDSS will receive 62% state reimbursement for this contract. Of the \$28,216 increase, the local share will be \$10,722. Given the current vacancies, this will be budget neutral for 2023. The additional local share will be added into the Protective Preventive Contracts (PPCON) line in the 2024 budget.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the increase for this contract.

Catholic Charities of Oswego County
56 - Transportation Services Program DSS
2023 Budget

<u>Salary and Fringe Calculation</u>				<u>Revenue</u>	
<u>Job Title</u>	<u>FTE's in CC</u>	<u>FY23 Budget</u>	<u>Salary at 100%</u>	<u>Government Funding</u>	
PT Driver	100.00%	22,100	22,100	Expenditures	309,690
PT Driver	100.00%	22,100	22,100	Salaries	146,970
PT Driver	100.00%	22,100	22,100	Health Insurance	1,015
Community Engagement Coordinator	0.50%	262	52,497	FICA	11,224
Driver	100.00%	31,636	31,636	Workers Compensation	3,307
Program Director	10.00%	7,019	70,186	Disability Insurance	661
Compliance Officer	12.50%	6,320	50,562	Unemployment Insurance	838
Driver	100.00%	31,636	31,636	Other Fee	180
Administrative Assistant	12.00%	3,796	31,636	Other Program Supplies	1,455
				Office	70
				Recruitment/Retention	5,000
				Local Telephone	2,012
				External Telephone	2,432
				External Printing	64
				Insurance	3,174
				Mileage	53,142
				Auto Operating	51,840
Health Insurance					
FICA		1,015		Equip Rental	226
Workers Comp		11,224		Minor Equipment	1,170
Disability Insurance		3,307		Internal Admin Chg	37,126
Unemployment Insurance		661		Rent Internal	16,000
		838		Total Expenditures	337,906
		164,015	334,454		
				Net Revenue Over Expenditures	(28,216)

ADDENDUM

by and between
Oswego County, with offices at 46 East Bridge Street, Oswego, New York 13126, hereinafter
referred to as "County".

-and-

Catholic Charities of Oswego County a private non-profit corporation with business offices at
808 West Broadway Street, Fulton, New York 13069, hereinafter referred to as "Contractor".

Oswego County Department of Social Services (OCDSS) and Catholic Charities of Oswego
County hereby agree to amend the contract for Transportation Services as agreed to be
effective on May 1, 2023. This addendum is valid throughout the full length of contractual
service delivery.

Catholic Charities Oswego County Transportation Program

In accordance with Oswego County Department of Social Services (OCDSS), the Contractor is
managing and responding to transportation requests by OCDSS for non-emergency Child and
Family Services trips for those clients receiving child welfare services. Trips for foster children /
youth and their parent(s) / primary caregivers enrolled in Family Time, a supervised visitation
program, are prioritized. The drivers also receive assignments from dispatcher under contract
with OCDSS.

OCDSS will provide the vendor an additional \$28,216 to lease two vehicles for use by the three
part time and two full time drivers, as well as covering increased costs of administering the
program and wage increase for the drivers.

In Witness Whereof, the parties hereto have executed this Agreement as of the date set forth
above.

CATHOLIC CHARITIES OF OSWEGO COUNTY

COUNTY OF OSWEGO

Signature

Mary Margaret Pekow

Printed Name

Executive Director

Title

Signature

Stacy Alvord

Printed Name

Commissioner

Title

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ACCOUNT CLERK TO
SENIOR ACCOUNT CLERK IN THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) existing Account Clerk Position to a Senior Account Clerk Position to maintain efficient operations within the Employment and Training Unit, and

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

Subject: Reclassify Account Clerk to Senior Account Clerk for Oswego County Department of Social Services Division of Employment & Training

Purpose: To maintain efficient operations within the Employment & Training team with the Department of Social Services, supporting the work of the Senior Accountant to maintain financial integrity for the integration of NYSDOL, NYS OTDA, NYESS, and other local funding streams to support E&T mandatory and non-mandatory programs and services.

Summary: DSS Division of Employment & Training is in need of experienced support for the Senior Accountant for the division's fiscal processing, tracking, and monitoring of federal, state, and local grant funding. The complexity of the integration of multiple funding streams within E&T and the correlation with the DSS budget requires in-depth understanding of the relationship between the finances of the division. The entry-level nature of the current skills for an Account Clerk fail to align with the demands of E&T's Federal and State mandated fiscal and program regulations. Failure to maintain detailed, accurate and complete financial records could result in the loss of Federal or State funding.

The Department respectfully requests the reclassification of the Account Clerk to a Senior Account Clerk. The increase in cost for this upgrade is \$3,149 annually. **This position holds 18% local share. Local share for the increase is \$567 annually.**

Recommended Action: The Department of Social Services recommends the Health and Human Services Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services, Division of Employment and Training to accept the reclassified position request.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS-E&T

DIVISION/UNIT (NUMBER): 6292

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit -- Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA -- Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: _____ Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Account Clerk 2. Position #: 629200101

3. Present Salary/Hourly Rate: \$16.57 Grade: 4

4. Requested Title: Senior Account Clerk

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: \$18.30 Grade: 6

b. Management or OCPA -- Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: 82% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *DSS Division of Employment & Training is in need of experienced support for the Senior Accountant for the division's fiscal processing, tracking, and monitoring of federal, state, and local grant funding. The complexity of the integration of multiple funding streams within E&T and the correlation with the DSS budget requires in-depth understanding of the relationship between the finances of the division. The entry-level nature of the current skills for an Account Clerk fail to align with the demands of E&T's Federal and State mandated fiscal and program regulations. Failure to maintain detailed, accurate and complete financial records could result in the loss of Federal or State funding.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

**1. DEPARTMENTS/SCHOOL
DISTRICT/TOWN OR VILLAGE
DSS-E&T**

DIVISION, UNIT, OR WORK SECTION

6292

LOCATION OF POSITION

Fulton E&T

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Title requested: *Senior Account Clerk*

**PERCENT OF
WORK TIME**

10%	<i>Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies</i>
10%	<i>Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances.</i>
15%	<i>Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations</i>
15%	<i>Checks for accuracy of computations and completeness and preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for Federal, and State reimbursement</i>
15%	<i>Creates forms, form letters, invoices, vouchers, records, payrolls, and reports</i>
10%	<i>Contacts clients, vendors and other agencies to verify and obtain additional information</i>
15%	<i>Processes, sorts, records, and files a variety of records, contracts, vouchers, and reports</i>
10%	<i>Maintains time and attendance records and database for department payroll and operational allocation calculations</i>

(Attach additional sheets if more space is needed)

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Tien Truong	Senior Accountant	Direct
Rachel Pierce	Director of E&T	Administrative

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
------	-------	---------------------

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
------	-------	----------------------

6. What minimum qualifications do you think should be required for this position?

Education: ☒ High School 4 years
☐ College _____ years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *3 years of experience maintaining financial accounts and records by posting figures to appropriate accounts, reconciling debits and credits, processing of payroll, vouchers and bills, and verifying calculations*

Essential knowledge, skills and abilities: *double entry bookkeeping and business arithmetic computing; methods used in maintaining financial records and reports; detail-oriented organization; ability to work independently with minimal supervision; understand and follow complex oral and written instructions*

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: _____ Title: Commissioner of Social Services Signature: _____

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: _____ Signature: _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES – OVERTIME**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: May 11, 2023

SUBJECT: Budget Modification due to Adult and Family Services workers Overtime

SUMMARY: DSS Services staff have been working additional hours and, in some instances, overtime to meet the demand of higher caseloads due to unfilled vacancies. The Services Unit at DSS has 22 vacant Services positions; efforts are being made to fill vacant positions, however there will be a need for current staff to work additional and overtime hours to meet the mandated deadlines until the new employees have been sufficiently trained and are productive.

DSS projects the need through the end of the 2023 year; to allow for mandated state training and productivity from the new employees. Services wages are reimbursed at 62% State, and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. This will be budget neutral.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO ACCEPT A
DONATION FROM THE WORKFORCE DEVELOPMENT INSTITUTE (WDI) OF
\$1,000 AS A LUNCH SPONSOR FOR THE OSWEGO COUNTY YOUTH CAREER
SUMMIT**

By Legislator Roy Rechil:

WHEREAS, The Youth Career Summit is an exciting opportunity for eighth grade students from school districts across Oswego County to explore career interests, discuss specific education and experience needed, and learn about opportunities in the community to meet those needs.

NOW, upon recommendation of the Human Services Committee, be it.

RESOLVED, that the County accept the donation from the Workforce Development Institute (WDI) of a \$1,000 lunch sponsorship.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NY 13126

(315) 349-3451
FAX (315) 349-3231



Brian Chetney Executive Director
brian.chetney@oswegocounty.com

May 4, 2023

Informational Memorandum

Purpose:	To accept a \$1,000 donation for lunch from the Workforce Development Institute (WDI).
Summary:	Workforce Development Institute (WDI) would like to donate \$1,000 as a lunch sponsorship for the Youth Career Summit May 17, 2023, at the Oswego County fairgrounds.
Recommended Action:	The department recommends the County accept the donation of \$1,000 for lunch from the Workforce Development Institute (WDI).

COUNTY OF OSWEGO

[illegible]

COMMITTEE SIGNATURES DATE

COMMITTEE SIGNATURES DATE

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____



Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NEW YORK 13126
(315) 349-3451 Fax (315) 349-3231

Brian Chetney, Executive Director



INVOICE

Date: 4/3/23

To: David Goodness
Regional Director, Central New York Region
Workforce Development Institute (WDI)
445 Electronics Parkway, Suite 102
Liverpool, NY 13088

Qty	Description	Unit Price	Line Total
	Lunch Sponsorship at the Youth Career Summit		\$1,000.00
	on May 17, 2023		
	Please remit to:		
	Oswego City-County Youth Bureau		
	Attn: Brian Chetney		
	70 Bunner St.		
	Oswego, NY 13126		
	Subtotal		\$1,000.00
	Sales Tax		
	Total		\$1,000.00

SAVE *the* DATE

FOR THE 18TH ANNUAL

.....

OSWEGO COUNTY CAREER SUMMIT

OSWEGO COUNTY

FAIRGROUNDS

WEDNESDAY

MAY 17, 2023

ATTENTION 8TH GRADERS!

JOIN US IN LEARNING ABOUT POTENTIAL FUTURE
CAREER OPTIONS THROUGH DEMONSTRATIONS AND

HANDS-ON WORKSHOPS.

COME LEARN ABOUT A VARIETY OF LOCAL
PROGRAMS AND OPPORTUNITIES AVAILABLE TO

YOU!

ENTER TO WIN A GoPro!

.....



OSWEGO COUNTY CAREER SUMMIT

EXPLORE BEYOND THE LIMITS

TALK TO YOUR GUIDANCE COUNSELOR TODAY OR CALL THE YOUTH BUREAU FOR MORE INFORMATION AT (315) 349-3451

SPONSORED BY THE OSWEGO CITY-COUNTY YOUTH BUREAU, SUNY OSWEGO'S OFFICE OF BUSINESS & COMMUNITY RELATIONS AND CITY

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
OFFICE FOR THE AGING – SHINE SNAP ED**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



Sara Sunday
Aging Services Administrator

Oswego County Office Complex
70 Bunner Street, Oswego NY 13126

INFORMATIONAL MEMORANDUM

From: Sara Sunday

Date: April 18, 2023

Subject: Budget Modification Request – Senior Health Improvement and Nutrition Education (SHINE) Grant


Purpose: To amend the Office for the Aging budget to allocate an additional amount of \$33,184 of SHINE grant funding to the Office for the Aging 2023 Operating Budget.

Background: The New York State Office for the Aging (NYSOFA) has awarded the Oswego County Office for the Aging (OFA) funds to address the to educate seniors on nutrition across Oswego, Jefferson and Lewis County in excess of what was anticipated.

Fiscal Impact: There will be no negative effect to the budget.

Recommended Action: The Office for the Aging respectfully recommends the Human Services Committee, the Personnel and Finance Committee and the Oswego County Legislature authorize the transfer of this additional grant funding to operating accounts as listed. The SHINE grant program is funded 100%. There will be no local share.

NOTIFICATION OF GRANT AWARD UNDER THE SENIORS' HEALTH IMPROVEMENT AND NUTRITION EDUCATION (SHINE)

Name & Address of Area Agency: Oswego County Office for the Aging PO Box 3080 County Office Complex 70 Bunner Street Oswego, New York 13126		Name and Address of Sponsoring Agency/Payee: Oswego County Office for the Aging																											
Fiscal Year from which funds awarded:	2022	Beginning:	10/01/22 Ending: 09/30/23																										
Federal CFDA No.:	10.561	This Award is: Conditional																											
Section I - Cost Categories <table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td>\$0</td> </tr> <tr> <td>Fringe Benefits</td> <td>0</td> </tr> <tr> <td>Equipment</td> <td>0</td> </tr> <tr> <td>Travel</td> <td>0</td> </tr> <tr> <td>Maintenance & Operations</td> <td>0</td> </tr> <tr> <td>Other Expenses</td> <td>0</td> </tr> <tr> <td>Contracts</td> <td>0</td> </tr> <tr> <td>APPROVED COSTS</td> <td>\$0</td> </tr> </tbody> </table>			Amount	Personnel	\$0	Fringe Benefits	0	Equipment	0	Travel	0	Maintenance & Operations	0	Other Expenses	0	Contracts	0	APPROVED COSTS	\$0	Section II - Grantee Budget - Grant Funding: <table border="1"> <tbody> <tr> <td>Grant Share (see remark 1)</td> <td>\$0</td> </tr> <tr> <td>Net Cost</td> <td>\$0</td> </tr> </tbody> </table> Section III - Federal Funds Ceiling: <table border="1"> <tbody> <tr> <td>Base Allocation</td> <td>108,184</td> </tr> <tr> <td>Grants Funds Ceiling (see remark 1)</td> <td>\$108,184</td> </tr> </tbody> </table>		Grant Share (see remark 1)	\$0	Net Cost	\$0	Base Allocation	108,184	Grants Funds Ceiling (see remark 1)	\$108,184
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Grant Share (see remark 1)	\$0																												
Net Cost	\$0																												
Base Allocation	108,184																												
Grants Funds Ceiling (see remark 1)	\$108,184																												
REMARKS: In addition to the conditions contained in the Four Year Plan, Annual Update and approved Application for Funding, the conditions checked below apply to this award: <input checked="" type="checkbox"/> 1. Reimbursement is limited to the <u>lower</u> of the Grant Share of net cost or the "Grant Funds Ceiling" <input checked="" type="checkbox"/> 2. Receipt of federal funds, either through advance or reimbursement, does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid. <input checked="" type="checkbox"/> 3. A separate audit trail is to be maintained for these funds and copies of all receipts and other pertinent documentation are to be maintained by the recipient for subsequent audit. <input checked="" type="checkbox"/> 4. The final claim with all required supporting documentation must be received within sixty (60) days of the end of the program period.																													
Name & Title of Authorizing Official: Karen Jackuback Director of Finance and Administration		Signature 	Date																										

BUDGET MODIFICATION REQUEST

[illegible]

COMMITTEE SIGNATURES

DATE _____

COUNTY TREASURER

Date _____

HUMAN RESOURCES DIRECTOR

Date _____

COUNTY ADMINISTRATOR

Date _____

DEPARTMENT HEAD

Date _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1) ATTORNEY
POSITION IN THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Rechil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) Attorney position in the Administrative Legal Unit to a Senior Attorney position to accommodate the need for greater efficiency, and be it

RESOLVED, that a certified copy of this resolution be delivered to the County Treasurer, Budget Office and Human Resources Director shall by their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

Subject: Reclassify Social Services Attorney to Senior Social Services Attorney for Oswego County Department of Social Services (OCDSS)

Purpose: To establish a supervisor of four social services attorneys and the senior paralegal position of the Legal Services.

Summary: Per recommendation of County Attorney and County Administrator to establish a supervising attorney for DSS Legal Services, OCDSS seeks to upgrade one Social Services Attorney to a Senior position. This position will provide for consistency of practice, quality assurance of petitions, training of new attorneys, supervision of four attorneys and the senior paralegal, approval of petitions, and liaison with Family Court Judges, District Attorney's office, and the County Attorney's office. The Senior Social Services Attorney will report to the Commissioner of Social Services and provide legal consult and briefings.

There is currently a position description developed by Human Resources and placed at SG70 on the management wage schedule with similar Senior position in the District Attorney's office. This is one grade up from the Social Services Attorney position.

The Department respectfully requests the reclassification with a salary request of \$104,263. The Commissioner has interviewed the current three attorneys and selected the Senior. An Informational Memo to set this position's salary is under separate cover to this request to reclassify. This is budget neutral in 2023 due to vacancy savings within the budget. In the next fiscal year the additional cost for this upgrade / promotion is \$10,277. With 75% federal / state reimbursement, **the additional local share cost will be \$2,569.**

Recommended Action: The Department of Social Services recommends the Health and Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services to approve the reclassified position request.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: _____ Fringe Reimbursed: ☒ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Social Services Attorney 2. Position #:

3. Present Salary/Hourly Rate: _____ Grade: SG60

4. Requested Title: Senior Social Services Attorney

5. Requested Salary: _____

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: \$102,721 Grade: SG70

6. Percent of Federal and/or State Reimbursement: 75% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *Over the past many months, the Department has been strongly encouraged to appoint a Senior Social Services Attorney to oversee the other 4 Attorney positions and our Senior Paralegal. This position will play a critical role in improving consistency in our Dept interactions with the Courts; providing training and coaching to the large number of newer Caseworkers on staff that must appear in court; providing a single point of contact for the court administration, County Attorney's office and other interested parties in our legal services actions.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION
1. Title to be Deleted:
2. Position #
3. Salary Savings:
4. Reason for Deletion:

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

**1. DEPARTMENTS/SCHOOL
DISTRICT/TOWN OR VILLAGE
DSS**

DIVISION, UNIT, OR WORK SECTION

Legal Services

LOCATION OF POSITION

Mexico

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Title requested: *Senior Social Services Attorney*

**PERCENT OF
WORK TIME**

10%	<i>Provides direct supervision and oversight of all Department legal services, including supervision over 4 Social Services Attorneys and 1 Senior Paralegal.</i>
20%	<i>Provides guidance to Caseworkers and Supervisors regarding case actions, including impending removals of children into care, filing appropriate petitions, staffing complex and difficult cases</i>
10%	<i>Serves as point of contact with Courts, County Attorney's Office and others</i>
10%	<i>Manages the schedules and workloads of Attorneys, ensuring adequate coverage of all required appearances at court</i>
10%	<i>Review all petitions, orders and other legal documents for accuracy and completeness</i>
10%	<i>Assists Caseworkers and Paralegal staff with creating witness lists and proposed dispositions</i>
10%	<i>Provides structure training and coaching to Caseworker staff and supervisors regarding preparation for court, testifying, documentation to support a legal action, etc.</i>
20%	<i>Appears in Family Court as needed to represent the department's interests in Child Welfare, Assistance Programs, Child Support, Adult Protective services legal actions.</i>

(Attach additional sheets if more space is needed)

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Stacy Alvord	Commissioner of Social Services	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
Allison O'Neill	Social Services Attorney	Direct
Louis Dettor	Social Services Attorney	Direct

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
n/a		

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School _____ years
☐ College _____ years, with specialization in _____
☒ Other 7 years, with specialization in juris doctorate

Experience (list amount and type): *three (3) years of experience, or it's part-time equivalent, in the practice of law, one (1) year of which must have been in social services law, or closely related field*

Essential knowledge, skills and abilities: *104.5 NYS and Local laws, rules, codes and procedures; 98. methods of organization, planning, and management; civil and family court procedures and the rules of evidence; principles and practices of common law, and County, State and Federal laws as they apply to social welfare; 135. principles and practices of supervision.*

Type of license or certificate required: *NYS license to practice law. Current registration with the NYS Office of Court Administration at time of appointment.*

7. The above statements are accurate and complete.

Date:

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

Subject: Salary Setting – Senior Social Services Attorney

Purpose: To set the salary of a new Senior Social Services Attorney - pending Legislative approval of the reclassification of one Social Services Attorney to Sr. Social Services Attorney

Summary: Oswego County Department of Social Services seeks to offer an existing Social Services Attorney with over 10 years of Family Court experience the position of Senior Social Services Attorney. This attorney has evidenced a high degree of expertise, diligence, and incredible follow-through during the candidate's tenure with our department. This candidate shows excellent leadership qualities and has a solid rapport with all colleagues within the Legal Services unit.

The Department respectfully requests approval for the setting of this salary at \$104,263, Step 15 of SG70 on the management wage schedule. This salary set about mid-point step in SG70 classification. The salary will be 75% reimbursed by federal/state funding with **annual local share cost of \$26,065**. In 2023 county fiscal year, this is budget neutral due to the cost savings of vacancies.

Recommended Action: The Social Services Department recommends the Finance & Personnel Committee authorize DSS to set salary as recommended, pending Legislative approval of the reclassification of one Social Services Attorney to Sr. Social Services Attorney.



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

Date: April 17, 2023
To: Human Services Committee
From: Stacy Alvord, Commissioner
RE: Updates from Department of Social Services

Personnel

*Out of a total of 365.5 positions in the DSS budget (including HEAP) there are 86 vacancies or **23.5% of all positions are vacant**. In the past month DSS on boarded 13 new employees.*

Financial Assistance Vacancies:

- Principle Social Welfare Examiner (Fraud Unit) - 1
- Senior Social Welfare Examiner – 1
- Social Welfare Examiner – 6 (*hired five this past month*)
- Social Services Investigator – 2
- Community Services Worker – 5
- Typist – 1.5
- All six HEAP positions (seasonal) are vacant, which results in our permanent workers having to service those cases.

Accounting Unit Vacancies:

- Senior Account Clerk – 2
- Account Clerk – 2

Employment Services Vacancies:

- Senior Employment Specialist - 1

Child Support Vacancies:

- Typists – 2
- Account Clerk – 1
- Sr. Account Clerk – 1

Services Vacancies:

- Caseworker – 25
- Case Worker Aide – 3

Legal Services:

- Attorney – 1 vacancy and 1 resignation effective 5/5/2023
- Paralegal – 1

Accounting

We continue to have vacancies and the backlog on paying invoices and vouchers is growing – despite the current workforce doing additional hours. Please keep in mind that DSS receives a tremendous amount of federal and state reimbursement, yet it takes many hours of work to use the state systems to claim this revenue.

Employment and Training Services Division

OCDSS submitted an application to CenterState CEO in response to their Regional Commercial Drivers' License Workforce Strategy Consultant RFP. OCDSS seeks \$7,200 to further develop opportunities for recruitment and training for companies needing drivers' with CDL. The funds will offset the Director's time to coordinate the various initiatives that target training and placement.

OCDSS is applying for \$60,000 to The Heckscher Foundation Challenge to support two (2) on the job training / classes for EMTs and subsequent employment with Menter Ambulance targeting Oswego County youth 18 – 25 years of age.

Electronic Archiving of Records / Use of Space in Mexico DSS Building

- Will provide Committee brief on the variety of electronic archiving of records throughout the department – successes and barriers encountered.
- Will provide Committee brief on how DSS seeks to maximize floor space and an overview on what will be needed this year to provide adequate work space for our workforce.