

Human Services Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, February 5, 2024 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
Frank Bombardo	Legislator, 7 th District
James Karasek	Legislator, 22 nd District
Kevin Hill	Legislator, 15 th District
Herbert Yerdon	Legislator, 2 nd District

CALL TO ORDER:

Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Human Services Committee's regular meeting on December 4, 2023.

RESOLUTIONS:

- | | |
|-------------|--|
| HS-1 | Resolution Re-appointing Members to the Community Services Board- Mental Hygiene Division |
| HS-2 | Resolution Authorizing Reclassification of one Position in the Mental Hygiene Division |
| HS-3 | Resolution Authorizing Mental Hygiene Division Suicide Prevention Coalition Contractual Amendment |
| HS-4 | Resolution Authorizing Budgetary Modification Department of Social Services to Accept Federal Funds for the Transportation Incentive Program |
| HS-5 | Resolution Appointing A Member to The Child Protection Advisory Council- Department of Social Services |
| HS-6 | Resolution Establishing Capital Project Number 0224 Frisbee Golf Course Camp Zerbe |

COMMITTEE REVIEW AND DECISIONS:

- None

REPORTING DEPARTMENTS:

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

ADJOURNMENT:

Human Services Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, December 4, 2023 at 2:00 p.m.

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	Excused
Frank Bombardo	Legislator, 7 th District	Present
Herbert Yerdon	Legislator, 2 nd District	Present
Michael Yerdon	Legislator, 1 st District	Present
Paul Connolly	Legislator, 20 th District	Present

STAFF AND GUESTS:

Brian Chetney	Eric Boozer	Sara Sunday	Phil Church
Stacy Alvord	Marti Babcock	Savannah Wyckoff	Veronica Turner

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 2 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 M. Yerdon

Second: Legislator Connolly

Vote: Unanimous, motion carried

The minutes for the Human Services Committee's Regular Meeting on October 30, 2023, and Special Meeting on November 6, 2023, were approved as amended

RESOLUTIONS:

HS-1 Resolution Authorizing Budgetary Modification Department of Social Services Legal Fees for Remaining Calendar Year 2023

Motion to approve: Legislator Bombardo

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

HS-2 Resolution Authorizing Budgetary Modification Department of Social Services – Adult and Children Services Additional Hours

Motion to approve: Legislator Bombardo

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

HS-3 Resolution Authorizing Budgetary Modification Department of Social Services Other Supplies and Expense

Motion to approve: Legislator M. Yerdon

Second: Legislator Connolly

Vote: Unanimous, motion carried

HS-4 Resolution Awarding Professional Services Contract – RFP 23-OFA-001 – Registered Dietician Services

Motion to approve: Legislator Scanlon

Second: Legislator Connolly

Vote: Unanimous, motion carried

HS-5 Resolution Authorizing Budgetary Modification Additional Community Services for the Elderly (CSE) and Expanded in Home Services for the Elderly Program (EISEP) Grant Funding – Office for the Aging

Motion to approve: Legislator Scanlon

Second: Legislator H. Yerdon

Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

- None

REPORTING DEPARTMENTS

- Eric Boozer provided a Veterans Services Department Update.
- Brian Chetney provided an Oswego City/County Youth Bureau Program Department Update (See handout).
- Sara Sunday Provided an Office for the Aging Department Update (See handout).
- Stacy Alvord, Director, of Social Services Department provided an Update.

ADJOURNMENT:

Motion to adjourn at 2:52 p.m.: Legislator H. Yerdon

Second: Legislator Bombardo

Vote: Unanimous, motion carried

DRAFT

Raven Ahart
Deputy Clerk of the Legislature

RESOLUTION NO.

February 15, 2024

RESOLUTION RE-APPOINTING MEMBERS TO THE COMMUNITY SERVICES BOARD

By Legislator Roy Reehil:

WHEREAS, The Community Services Board is a statutory body created in accordance with provisions of the New York State Mental Hygiene law; and

WHEREAS, the board is responsible for overseeing all Mental Health, Developmental Disability and Addictions programs; and

WHEREAS, the membership is appointed by the Oswego County Legislature; and

NOW, upon recommendation of the Human Services Committee of this body, be it

RESOLVED, that the following individuals be, and hereby are re-appointed to the Oswego County Community Services Board for term to expire as outlined below:

Samantha Cleveland, term expiration 03/31/2028

Melinda Casson, term expiration 03/31/2028

Amy Durkin, term expiration 03/31/2028

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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature

FROM: Nicole Kolmsee, Director of Community Services

DATE: February 15, 2024

RE: Division of Mental Hygiene Community Services Board Members

INFORMATIONAL MEMORANDUM

SUBJECT: Re-appointment of Community Services Board Members

BACKGROUND: The Community Services Board is a statutory body of fifteen members created in accordance with provisions of the New York State Mental Hygiene Law. The Board oversees all Mental Health, Developmental Disability, and Addictions programs. Appointments are by the County Legislature for a term of four years.

Community Services Board Nominates:

Samantha Cleveland (Re-Appointment)

Term to Expire 3/31/2028

Melinda Casson (Re-Appointment)

Term to Expire 3/31/2028

Amy Durkin (Re-Appointment)

Term to Expire 3/31/2028

The three members recommended for re-appointment have been faithful in their service to the mission of the Board. They serve as leaders to membership and County Director of Community Services. They are true advocates for the vulnerable populations represented by the Community Services Board.

RECOMMENDATION: The Human Services Committee recommends that the Legislature reappoints the above-named persons to the Community Services Board for the statutory term.

/lfw

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE POSITION
IN THE MENTAL HYGIENE DIVISION**

By Legislator Roy Reehil:

WHEREAS, the Mental Hygiene Department at Social Services currently has one Community Services Coordinator position newly vacated due to a promotion within the division; and

WHEREAS, the Mental Hygiene Department has determined the title of Mental Health Services Coordinator better aligns with the duties assigned and needed by the division; and

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

RESOLVED, the Commissioner of Social Services has identified the need to reclassify one (1) existing Community Services Coordinator (CO-OP Grade 12, position 431045501) to one (1) Mental Health Services Coordinator (CO-OP Grade 12); 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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature
FROM: Nicole Kolmsee, Director of Community Services
DATE: February 15, 2024
RE: Mental Hygiene Personnel Reclassification Request

INFORMATIONAL MEMORANDUM

SUBJECT: Position Title Reclassification

BACKGROUND: A Community Services Coordinator position recently vacated due to a division employee's transition into a newly created position in 2024 has provided the opportunity to review the specific duties of this position. The review has led to the determination that the duties and the needs of the division best align with the position title of Mental Health Services Coordinator. Prior to backfilling the position, the division is requesting to reclassify the position to accurately reflect the hiring needs of the division. This will be budget neutral.

FISCAL IMPACT: No fiscal impact. Reclassification is for a title of same grade.

RECOMMENDATION: The Division requests approval of the title reclassification as per the attached personnel forms.

/lfw

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Social Services

DIVISION/UNIT (NUMBER): MHS/A4310

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: Community Services 2. Position #: 431045501

3. Present Salary/Hourly Rate: 27.74 Grade: 12

4. Requested Title: **Mental Health Services Coordinator**

5. Requested Salary: 50,876

a. Bargaining Unit: CSEA COOP Hourly Rate: 27.74 Grade: 12

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

6. Percent of Federal and/or State Reimbursement: 100 Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *position vacated by an employee transition within the division to the newly created position # 431005802. Vacancy in this position has triggered review of the specific duties assigned and needed by the division. Review has led to determination that duties best align with position title of Mental Health Services Coordinator, of the same grade level. Prior to backfilling this position, we are requesting to reclassify the position title to accurately reflect hiring needs of the division.*

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 Social Services	DIVISION, UNIT, OR WORK SECTION MHS	LOCATION OF POSITION DSS - 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>Mental Health Services Coordinator</i>		
PERCENT OF WORK TIME		
15	<i>Organize and track referrals coming in on a daily basis. Process and review referrals, collection of additional clinical or collateral information as needed</i>	
22	<i>Conduct assessment interviews/investigations, determine eligibility and appropriate level of service, and prioritize referrals based on the individual's needs, risk, and safety issues</i>	
17	<i>Facilitate regular SPOA meetings with Case Management/ACT providers. Present recommendations and referrals for assignment at SPOA provider meetings.</i>	
15	<i>Develop and Implement Continued Stay / Utilization Review process, and provide follow-up to assure recommendations are implemented</i>	
8	<i>Inform referral sources of decisions, written correspondence regarding edibility and priority status, Assist with linkages for urgent needs, make recommendations for alternative services as appropriate</i>	
8	<i>Complete and submit reports on referral activity, admissions/discharges, continued stay review process, and AOT program to Director of Community Services, Community Services Board, and OMH</i>	
6	<i>Maintain written documentation regarding processing of referral, engagement/assessment activities, and dispositions</i>	
4	<i>Coordinate the implementation of the County Assisted Outpatient Treatment Program</i>	
5	<i>Ttrack admissions, discharges, referral dispositions, and caseload openings</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
Nicole Kolmsee	Director of Community Services	Direct

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
Jill Gutelius	Mental Health Services Coordinator	DSS - Mexico

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

Education: ☐ High School _____ years
☒ College 4 years, with specialization in social work, psychology, human services
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *minimum of Bachelors degree with six years of experience in the mental health or human services profession or master degree with four years of experience. Experience with conducting assessments, performing field work; person-centered planning and recovery practices, and case management principles and practices.*

Essential knowledge, skills and abilities: *mental illness; interviewing/ assessments techniques; community resources/programs; Assisted Outpatient Treatment; HIPAA regulations; Utilization Review; Communicate effectively; perform job functions well w/o direct supervision; conduct meetings; prepare records/ reports; utilize Microsoft office programs/applications, work effectively w/ other prof disciplines.*

Type of license or certificate required: valid NYS Driver's License

7. The above statements are accurate and complete.

Date:

Title:

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.

February 15, 2024

**RESOLUTION AUTHORIZING MENTAL HYGIENE DIVISION SUICIDE
PREVENTION COALITION CONTRACTUAL AMENDMENT**

By Legislator Roy Reehil:

WHEREAS, the Oswego County Legislature has previously authorized a contract with the Suicide Prevention Coalition; and

WHEREAS, the Division of Mental Hygiene seeks an increase in the current contractual expense for Suicide Prevention Coalition to support staffing increase from .75 full-time employee to 1 full-time employee; and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the Oswego County Legislature approve an amendment to the Suicide Prevention Coalition Contract in the amount of \$11,694.00 for a revised total of \$74,516.00; 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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature
FROM: Nicole Kolmsee, Director of Community Services
DATE: February 15, 2024
RE: Contract Increase for Suicide Prevention Coalition Coordination

INFORMATIONAL MEMORANDUM

SUBJECT: Division of Mental Hygiene Division is seeking approval to increase the current contractual expense for suicide prevention coalition coordination to support a staffing increase from 0.75 FTE to 1.00 FTE.

BACKGROUND: The Division has contracted with Farnham Family Services for a 0.75 FTE coordinator to facilitate the county's suicide prevention coalition since April 2020. The needs of the community and the coalition have increased to justify a dedicated full-time position. The necessary funding increase of \$11,694, while minimal, is an 18.6% increase for 2024. Due to decreases in other contracts, funding is available within the approved 2024 budget. This change will be budget neutral.

FISCAL IMPACT: No fiscal impact. Funding levels in the approved budget will support the contract increase.

RECOMMENDATION: The Division requests approval of the contract increase in the amount of \$11,694 for a revised total contract amount of \$74,516.

RESOLUTION NO.

February 15, 2024

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF SOCIAL SERVICES TO ACCEPT FEDERAL FUNDS FOR THE
TRANSPORTATION INCENTIVE PROGRAM**

By Legislator Roy Reehil:

WHEREAS, the Department of Social Services utilizes federal funds from the Transportation Initiative Program to help meet the transportation needs of individuals eligible for Temporary Assistance for Needy Families who are employed or participating in allowable work activities; and

NOW, upon recommendation of the Human Services Committee and Finance & Personnel Committee; be it

RESOLVED, that the County Treasurer be, and he is, authorized to transfer the funds from A6010-446890 Other Social Services TIP line to A6010-545500 Other Supplies and Expenses TIP line 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 315.963.5000 • fax 315.963.5477

TO: Human Services Committee, Oswego County Legislature
FROM: Stacy Alvord, Department of Social Services Commissioner
DATE: February 15, 2024
RE: Budget Modification – SSADMIN – OTHER SUPPLIES & EXPENSES - TIP

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification to accept \$14,107.00 in Transportation Initiative Program funding for CY 2024.

BACKGROUND: The CY2024 Transportation Initiative Program (TIP) provides federal funding to help meet the transportation needs of individuals eligible for Temporary Assistance for Needy Families (TANF) who are employed or participating in other allowable work activities.

These are 100% federal funds with no local share.

This will be budget neutral.

FISCAL IMPACT: Increase the A6010.545500 Other Supplies & Expenses TIP budget line \$14,107 and increase the A6010.446890 Other Social Services TIP revenue line \$14,107. There will be no increase or decrease in the local share for 2024 or any future years.

RECOMMENDATION: Approve this budget modification to accept \$14,107 in Transportation Initiative Program funding for CY 2024.



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

December 28, 2023

Commissioner Stacy Alvord
Oswego County Department of Social Services
100 Spring Street, P.O. Box 1320
Mexico, New York 13114

Dear Commissioner Alvord:

I am pleased to inform you that your district has been awarded Transportation Initiative Program funding for SFY 2023-2024. Your award of \$14,107 is available to meet the transportation needs of individuals eligible for Temporary Assistance for Needy Families (TANF) who are employed or participating in other allowable work activities. These funds are available for the period January 1, 2024 – December 31, 2024.

Patricia Stefanik from our Contract Management and Quality Assurance bureau will contact program operators to discuss the details of your work plan and budget. Amendments to these plans must be approved by OTDA. Any questions may be directed to Patricia at (518) 473-3011 or

PatriciaM.Stefanik@otda.ny.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Valerie Figueroa".

Valerie Figueroa
Deputy Commissioner
Employment and Income Support Programs

cc: Rachel Pierce
Michael Cody
Lauren Horn
Mary Bucca
Deborah McMahon
Patricia Stefanik

OCWNY Transportation Assistance Program Guidelines

General Criteria:

- Applicant must meet the TANF 200% low-income guidelines.
- Applicant must be employed a minimum of 30 hours per week and receive at least minimum wage (documented).
- New employment must be verified by the employer.
- Temporary jobs must be expected to last for at least 4 months from the time of application.
- Transportation services can only be provided to enable the applicant to accept or retain employment.
- Applicant must live 1 mile or more from worksite. Exceptions can be made based on childcare needs or work schedule (with supervisory approval).
- Vehicle must be titled to applicant or applicant's spouse; exception may be made (with supervisory approval) for unmarried couples with children in common if titled to either party.
- Driver's License must be valid with:
 - No 510 (drug violation) suspensions
 - No DWI or DWAI within 3 years
 - No more than 6 total points on current license

Explore and Consider:

- How was the applicant getting to work prior to the request?
- Are other long-term alternatives available (bus, public transportation, family, etc)?
- Is the service a necessity?

Program Caps:

- A maximum of 3 services over 5-years may be provided based on documented need and up to the cap of \$4000 per family.

Auto Repairs:

- Car repair payments are capped at \$3000 or based on value of the vehicle, using 75% of the **clean trade-in** value according to NADA, whichever is less.
- Repairs must be provided by a NYS licensed repair facility.
- Customer must provide 3 estimates (unless the vehicle is unsafe to drive, must be towed). Customer may choose the NYS registered garage of their choice. However, payment will be authorized at the lowest estimate. If a customer chooses a repair shop other than the lowest estimate, s/he is responsible for paying the difference.

Tires:

- Tires are capped at a total of \$800.00 (\$200.00 per tire).
- Customer must provide 3 estimates unless the vehicle is unsafe to drive or must be towed.

Registration Fees: *DMV requires actual payment which may take up to 3 weeks to process.*

- Must provide copy of DMV form MV-82
- Must provide estimated cost from DMV

Gas Cards:

- Available until receive first paycheck
- Not to exceed \$300

Bus Passes:

- Available until receive first paycheck
- Not to exceed \$300

Mileage Reimbursement:

- Available if enrolled in approved training program
- Provided for duration of training, not to exceed \$300

If requesting the same service within a 5-year timeframe, it would be considered a 2nd service and totals cannot exceed the program caps.

Exceptions to any of the program guidelines must be reviewed and approved by Director of Workforce Development or Coordinator of Client Services.

Services are provided by the Department of Workforce Development through an agreement with the Department of Social Services.

2024

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

February 15, 2024

**RESOLUTION APPOINTING A MEMBER TO THE CHILD PROTECTION
ADVISORY COUNCIL – DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

WHEREAS, Oswego County Child Protection Advisory Council was established to promote the best interests of vulnerable children in our community; and

WHEREAS, the membership is to include representation from child & family service organizations, school districts, the legal profession, and the community at large; and

WHEREAS, the membership is appointed by the Oswego County Legislature; and

NOW, on recommendation of the Human Services Committee of this body, be it

RESOLVED, that the following individuals be, and hereby are appointed to the Oswego County Child Protection Advisory Council for terms to expire on March 31, 2027:

Emily Watson, term expiration 03/31/2027

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 315.963.5000 • fax 315.963.5477

TO: Oswego County Legislature
FROM: Stacy Alvord MSW, Commissioner and Tanya VanOrnum, CPAC Chair
DATE: February 15, 2024
RE: Child Protection Advisory Council (CPAC): Member Appointment

INFORMATIONAL MEMORANDUM

SUBJECT: Appointment of new CPAC member

BACKGROUND: The Oswego County Child Protection Advisory Council (CPAC) was established, and the membership approved through resolution by the Oswego County Legislature, at the recommendation of the Health & Human Services Committee, on March 11, 2010. Bylaws of the Child Protection Advisory Council require that members be approved by the Legislature to serve a three-year term.

CPAC leadership would like to recommend Emily Watson for appointment to CPAC. As a Program Supervisor for Liberty Resource's MST program, Emily has been a long-time contributor to the mission of CPAC and has expressed an interest in assistance to the council. We recommend appointment through 3/31/27, which will align with the rest of the council members.

Recommended council member to appoint:

Emily Watson, LMSW- Multisystemic Therapy Program Manager for Liberty Resources

RECOMMENDATION: The Human Services Committee recommends that the Legislature appoints the above-named person to the Child Protection Advisory Council for the statutory term.

Emily Watson

Mexico, NY 13114

Education

MSW, Master of Social Work University at Buffalo 2015

B.A., Cum laude Alfred University 2013

Major: Clinical Psychology

Minor: Gerontology

Experience

Program Supervisor – MST Program

Liberty Resources November 2021 – present

- Increases program efficiency by streamlining processes and implementing time-saving strategies
- Provide weekly clinical supervision to therapists regarding current case loads
- Craft personalized workshops to enhance clinical development skills
- Enhance team productivity through effective delegation, task prioritization, and clear communication
- Reduce employee turnover rate by fostering a positive work environment and providing opportunities for professional growth
- Develop strong relationships with community partners to secure resources and support for program

MST therapist Liberty Resources July 2015 – November 2021

- Improved patient outcomes by implementing evidence-based therapeutic techniques and interventions
- Enhanced client well-being through personalized treatment plans tailored to individual needs and goals
- Built strong rapport with clients, fostering trust and open communication for effective therapy sessions
- Collaborated with interdisciplinary teams to provide comprehensive care for clients with complex needs
- Maintained detailed case notes and documentation, ensuring effective tracking of progress and continuity of care across providers
- Continuously updated professional knowledge through ongoing research, training, and participation in industry conferences and workshops
- Developed creative therapeutic approaches to address unique client challenges and promote lasting change
- Established clear boundaries with clients, maintain ethical practice standards while preserving the therapeutic relationship.

RESOLUTION NO.

February 15, 2024

**RESOLUTION ESTABLISHING CAPITAL PROJECT NUMBER 0224 FRISBEE
GOLF COURSE CAMP ZERBE**

By Legislator Roy Reehil:

WHEREAS, Camp Zerbe is located in the Town of Williamstown, Oswego County, New York; and

WHEREAS, a Frisbee Golf Course at Camp Zerbe would bring many benefits to the community. Among the benefits include walking/exercise, and outdoor activity; and

WHEREAS, the estimated cost of this project is \$20,000.00 and is to be funded through American Rescue Plan Act (ARPA) funds through the attached budget modification; and

NOW, THEREFORE, upon, recommendation of the Human Services Committee of this Legislature, with the approval of the Finance & Personnel Committee; it is hereby

RESOLVED, that the Treasurer is hereby authorized to execute the attached budget modification establishing Capital Project 0224 Frisbee Golf Course Camp Zerbe for the maximum expenditure as indicated.

Capital Project

CP#0224 Frisbee Golf Course Camp Zerbe

Total Authorization

\$20,000.00

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, NEW YORK 13126
(315) 349-3451 Fax (315) 349-3231

Brian Chetney, Executive Director



February 15, 2024

Informational Memorandum

Purpose:

To authorize and establish Capital Project #0224 Frisbee Golf Course Camp Zerbe with an authorization level of \$20,000.00

Summary:

18-hole frisbee (disc) golf course at Camp Zerbe. The sport of disc golf is set up like a game of golf. A "round" is played on a disc golf course consisting of a number of "holes", usually 9 or 18. Each hole includes a tee position for starting play and a disc golf target some distance away, often with obstacles such as trees, hills, or bodies of water in between. Players navigate the hole by picking up the disc where it lands and throwing again until they reach the target. The object of the game is to get through the course with the lowest number of total throws.

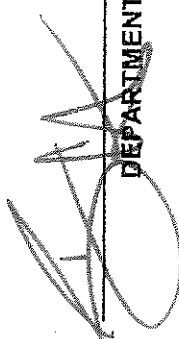

The creation of Frisbee Golf Course to Camp Zerbe would bring many benefits to the community. Among the benefits include walking/exercise, and outdoor activity.

Recommended Action:

The department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project #0224

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
H	529000	CP0224				Establish CP#0224 - Frisbee Golf	20,000.00
			H	450310	CP0224	CP#0224 Interfund Transfer	(20,000.00)
A	599014					Interfund Transfer	20,000.00
			A	268800		ARPA	(20,000.00)
						This project will be established with ARPA funds	


 DEPARTMENT HEAD
 
 COUNTY ADMINISTRATOR

DATE

DATE

DATE

*If Personnel Services are impacted



239 Oneida St., Fulton NY 13069 PHONE: 315.598.4717 / 1.800.359.1171 FAX: 315.592.7533 WEB: www.oco.org

January 15, 2024

Sara Sunday, Director
Oswego County Office for the Aging
70 Bunner St.
Oswego, NY 13126

Dear Sara,

I respectfully request that Contract 2023-0437 (Door-to-Door Senior Transportation) be pulled from the County's Contract Management System and not be executed for the 2024 year.

This request is based on two facts:

1. I mistakenly signed this contract on 12/14/23 before it went through Oswego County Opportunities' (OCO's) contract review process AND before it was discussed with you by Gary Mashaw, OCO's Director of Transportation Services; and
2. Per a recent conversation held between you and Mr. Mashaw, it was mutually decided to let this contract sunset on 12/31/23 and not reissue it in its current format.

OCO did not provide services under Contract 2023-0437 after 12/31/2023 and there are no outstanding invoices under Contract 2023-0437 past the agreed upon contract end date of 12/31/2023.

I appreciate any assistance you can provide with this matter. If you have any questions, please contact me at 315-598-4717 Ext 1017 or dcurrier@oco.org.

Sincerely,

Diane Cooper-Currier
Executive Director

CC: Holly Carpenter, Oswego County Purchasing Director
Gary Mashaw, OCO Director of Transportation Services



**County of Oswego
OFFICE FOR THE AGING**

(315) 349-3484

Sara Sunday
Aging Services Administrator
www.oswegocounty.com/ofa

County Office Complex
70 Bunner Street
Oswego, NY 13126

Memorandum

To: Human Services Committee Members
Phil Church, County Administrator
From: Sara Sunday, Aging Services Administrator
Date: 1.23.2024
Re: Human Services Committee - Office for the Aging Update

Below is an update of items OFA is currently working on that I thought would be of interest to highlight.

- Transportation
 - Door To Door Transportation (Social Adult Day Transportation to Baldwinsville)
OFA and OCO Transportation have mutually agreed to terminate this contract. (See Attached Letter from OCO Executive Director Diane Cooper-Currier). The amount OCO stated that would be needed to continue the service was three (3) times the current rate and OFA agreed to terminating the contract. OFA will work with the Mobility Manager and Purchasing to solicit a new vendor through the RFP process. There is one (1) current participant that this change affects.
 - Curb to Curb Transportation for Seniors
OFA will be discontinuing our contract as the County will be providing this service with the expansion of ACCESS Oswego. The 2023 contract has been extended until April, 30 2024 while the new ACCESS Oswego contract is finalized.
- Late 2023 OFA was notified by the Bunner Street contractors that the office would be required to move before the end of the year. Two (2) additional staff have joined previous five (5) staff in the Health Department Public Education area (formerly HOSPICE). Another seven (7) staff moved into the MUNIS training room. Brian was kind enough to offer the Youth Bureau conference room for me to use. We are anticipating these will be our new spaces for the next twelve (12) months.

With a lack of private/confidential space, we are increasing our off-site office hours and adding locations. We are currently in Amboy, Central Square, Fulton, Hannibal, Mexico, Parish, Phoenix, and Sandy Creek. We have added the Oswego Library as a location and are looking at other areas where there will be a good fit and space availability.

- OFA is accepting Nominations for Senior Volunteer of the Year through March 1, 2024. The State Office for the Aging (NYSOFA) has brought back the in-person recognition event which

will be held in Albany on May 14th. OFA can promote two (2) names to NYSOFA for recognition.

- March for Meals will be celebrated the week of March 18th. Our Meals Contractor, OCO Nutrition Services, is organizing events and will be reaching out to share opportunities to participate, whether it is a ride along a home delivered meal route or joining in at a congregate dining site. March for Meals is a National Campaign and events are scheduled to bring awareness of nutrition services for the elderly.
- OFA is participating in the planning of the Solar Eclipse committee and offering insight on elderly issues. We will be getting information out to our elderly via our Facebook page and the Blooming Health Notification System. We will share information on the event itself, but also things that they should consider such as traffic, grocery shopping, Dr. appointments, and what to do in an emergency.



**County of Oswego
OFFICE FOR THE AGING**

(315) 349-3484

Sara Sunday
Aging Services Administrator
www.oswegocounty.com/ofa

County Office Complex
70 Bunner Street
Oswego, NY 13126

Office for the Aging Highlight of Services Provided – 2023

- 244,729 Home Delivered Meals provided to 1,047 seniors
- 8,434 hours Personal Care & Housekeeper/Chore Services provided to 55 seniors
- 5,252 hours of Consumer Directed In-Home Services provided to 15 seniors
- 22,437 meals provided to 283 seniors at six congregate meal sites
- 696 hours of Social Adult Day Care provided to 6 seniors
- 54 seniors received Personal Emergency Response Systems
- 2,716 one-way transportation trips were provided to seniors attending social hour at congregate sites
- 3,461 one-way transportation trips provided to 252 seniors using Curb to Curb Transportation for Seniors
- 90 one-way transportation trips to Social Adult Day Care programming in Baldwinsville were provided to 3 seniors
- 733 people received insurance counseling
- 1,215 hours of respite service provided to 35 caregivers
- 33 participants received 153 hours of Nutrition Counseling
- 242 hours of legal services provided to 85 seniors
- 2 Project Lifesaver Units (GPS Tracking device) provided
- 7,702 NY Connects contacts made
- 800 Farmer Market Coupon Booklets distributed, Via Drive Thru events, at Farmers Markets, at Grab and Go Meal sites and home deliveries, allowing seniors to purchase \$20,000 worth of fresh fruits and vegetable at participating NYS Farmer Markets
- 772 Container gardens/SNAP Ed Education distributed
- 4,530 hours of case management services provided
- 150 Seniors received Santa for Senior gifts
- 5 seniors received a weekly “Friendly Call” from volunteers
- 114 Seniors participated the Senior Picnic at Mexico VFW
- 645 Christmas cards and 723 Valentines cards distributed
- 51 Animatronic Pets Distributed to combat loneliness and social isolationism

- 42 Walker Squawkers distributed to senior who use walkers to help reduce falls
- 25 Senior Home Care participants received 28 Ancillary Items
- 13 participants completed the Evidence Based Health Promotion program: Powerful Tools for Caregivers
- 38 participants completed the Evidence Based Health Promotion program: Stepping On
- 2 participants completed the Evidence Based Health Promotion program: Walk with Ease
- 79 participants completed the Evidence Based Health Promotion program: Eat Health, Be Active
- 3 Aluminum Ramps were provided/installed
- 13 Elli-Q AI units were set up in Socially Isolated Seniors homes
- OFA hosted their 1st Family Game Night, bringing multi-generational family members together to play board games
- Provided 200 shelf stable meals to disabled individuals
- Received and distributed 95 shelf stable food bags from the Oswego Elks Club
- 59 Community Office Hour Events held around Oswego County

Date: January 23, 2024

To: Human Services Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner of Social Services

RE: Department Updates

Personnel Update:

Overall DSS made gains in recruiting and retaining its workforce in 2023. In January 2023 DSS had 78.5 vacancies or 21.4% of our workforce. By the end of December 2023 there are 44 vacancies or 11.5% of our workforce. Out of the 44 vacancies, 12 are Social Welfare Examiner positions and 12 are Caseworker positions. These two critical front-line positions continue to be a challenge to recruit and retain within the initial probationary period. Not all SWEs or CWs have the capacity to achieve competency in their roles. Therefore, the vacancies continue to cycle through the year – see chart on page 2 for Social Welfare Examiner rates throughout 2023. Given the amount of training provided, both by the state and within DSS, it is a heavy lift for our Seniors and those onboarding newly hired employees.

It is evident that the increase in wages for caseworkers as of 1/1/2023 had a high impact. The waiver by NYS Civil Service for testing in essential positions, HELP had a positive impact in recruitment. The biggest pressure point in staffing is within the ranks of Integrated Services.

In 2023 DSS onboarded 153.5 new hires, this includes part time and seasonal HEAP workers. A total of 53 workers exited DSS.

DSS was pleased to hear that HELP will be extended for another year by NYS Civil Service.

Integrated Services: See Integrated Services Org Chart (PowerPoint Slide)

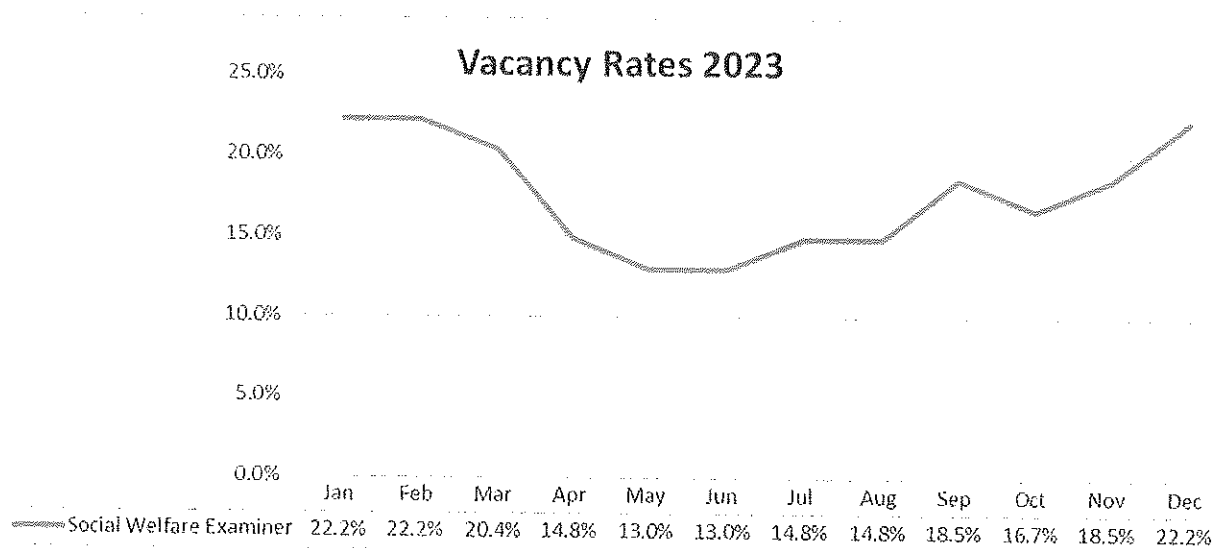
As of 1/1/2024 Employment Services and Financial Assistance merged under the new division name of "Integrated Services". The Employment Services front line position, Employment Specialist is a shared title with the new Workforce Development division. The position description of Employment Specialist is most relevant to Workforce Development (WD). The duties and responsibilities of the *Employment Specialists* at DSS within the Division of Integrated Services **are different than within the WD division**. This position title is to be better aligned within this division. The integration changes the day-to-day operations of this division and the workflow between the Social Welfare Examiners and the Employment Specialists.

Therefore, DSS is at a crossroads on how to best prepare our workforce in Integrated Services for the shift in operations that we will experience in the future.

Currently the Employment Specialists (ES) are the front line for working with adults enrolled in temporary assistance programs and referred to the Employment Services unit. They assess a client's capacity to compete in a mainstream job market. When a client is exempt from work requirements the ES works to document disabilities, both short and long term, as barriers to employability. The exempt population needs more intensive case management to engage in services that would impact their capacity to get and retain a job. This includes drug and alcohol dependency treatment, mental health treatment, and/or obtaining stable housing, childcare and transportation. The ES refers to other community services to provide case management. There are two Farnham Family Services counselors imbedded in our Integrated Services unit to assess and engage clients in treatment services.

ES positions are two grades above a Social Welfare Examiner (SWE). There is a two-grade increase for Senior ES positions and two grades between the Senior and Principle ES position. For SWE position series – there is only one grade increase between the SWE, the Senior SWE, and the Principle SWE positions. Currently the disparity between the position series is a barrier to maximizing the capacity of the workforce. Principle SWEs are unable to supervise Senior ES positions due to being a lower grade.

Wages are a factor in recruiting and retaining SWEs. DSS seeks to have parity between the two positions to maximize our workforce. These highlights and a more detailed analysis of Employment Services tasks and caseloads, along with the Burke Study are all being considered.

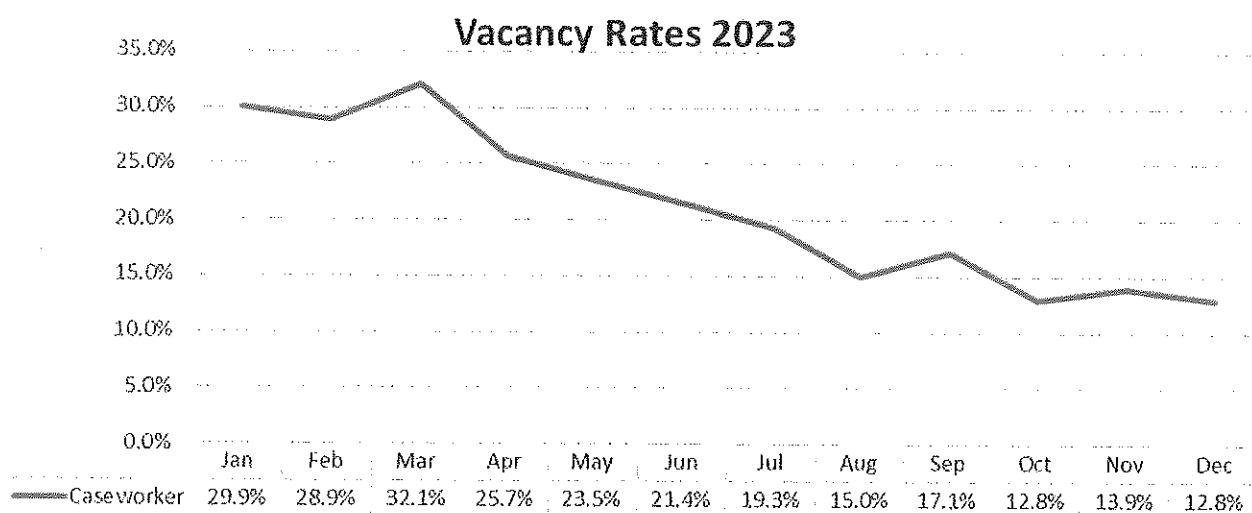


Although DSS was able to recruit SWEs in the first six months of 2023 as the chart indicates, no gains in our workforce were realized as we are back to 22.2% or 12 SWE positions vacant out of a total number of 54 funded positions. There were 12 SWEs that exited in 2023. It is important to note that the onboarding of new SWEs takes a great deal of training and

supervision, as well as completion of state mandated training. Experienced SWEs have more than recommended caseload size and are unable to stay current with determinations and on-going maintenance required in a case. They are exhausted after three years of a high number of vacancies and the challenges experienced because of a more volatile and at-risk client profile.

Adult and Family Services:

In line with the Burke wage study, now is the time to implement the following Bonadio recommendation: Grade B Supervisors upgraded by one grade above the Seniors and have the Grade Bs supervise caseworkers; increase use of the Grade A title to be managers over several units within the Services division and upgrade by one grade. Seniors will be used to train new caseworkers and as the more experienced front-line workers take on the more at-risk situations, to include work of the Multi-Disciplinary Team (MDT). This position series currently only has one grade between front line / supervisors / managers. We seek to have two grades between front line and management positions. I am promoting these recommendations to HR and the County Administrator for inclusion in wage adjustments for this division.



As evidenced by this chart, strides have been made in recruiting and retaining CWs. There are 12 CW positions vacant at the close of 2023. Although progress is being made, it is important to note that 14 CWs exited their position in 2023. It is important to note that the onboarding of new CWs takes a great deal of training and supervision, as well as completion of state mandated training. Experienced CWs have more than recommended caseload size and are unable to stay current with contacts and documentation required in a case. They are exhausted after three years of a high number of vacancies and the challenges experienced because of a more volatile and at-risk client profile.

Resignation of Commissioner

After 44 years in social work, I will be retiring on June 22, 2024. I have submitted my resignation as Commissioner to HR and the County Administrator. I am grateful for the opportunity to serve such a critical mission in Oswego County – it was truly an honor and privilege.

Homeless Housing:

There was a marked increase of 19.6% in the number of homeless individuals and families presenting at DSS in 2023. In 2022, 900 citizens presented as homeless to DSS compared to 1,120 in 2023. There is also insufficient temporary shelter and permanent supportive housing beds available in Oswego County for those needing complex care. As a result, Temporary Housing Assistance (THA) is provided to those who are eligible for TANF or Safety Net assistance. THA pays for shelter / motel stays until permanent housing is secured. The cost of THA has escalated and as DSS closes out the 2023 budget, there is a deficit of over \$425,000 in Safety Net. THA is more costly and the length of stays in THA has increased due to the lack of affordable housing.

The level of risk with many of our homeless requires more intensive case management. In 2021 an Adult Protective CW was imbedded with Social Welfare Examiners (SWE) assigned to homeless / housing vulnerable clients. This has not been effective, especially given the spike in the number of homeless individuals and families that are not eligible for Adult Protective Services. Case Management is primarily the responsibility of an SWE. This is not effective given the scope of work of the SWE and the limited options for those with complex needs. There were 40 homeless individuals who were considered chronically homeless in 2023 due to repeated episodes of homelessness.

Integrated Services representatives are working with our local Homeless Housing Coalition to develop new strategies to address this critical issue. Internally DSS seeks to launch a more robust integration of Homeless Housing Specialists within Integrated Services to provide more thorough assessments and ongoing services for this population.

OCDSS 2024 Integrated Services Org Chart

INTEGRATED SERVICES – MEXICO DSS

1- DIRECTOR OF INTEGRATED SERVICES	
ADMIN SUPPORT	
1- Admin Secretary	1- PT Typist
2- Senior Typists	

ABBREVIATIONS

CSA = Computer Services Assistant
CW = Caseworker
SWE = Social Welfare Examiner
CSW = Community Service Worker
ES = Employment Specialist
ESA = Employment Specialist Assistant
TM = Team
TRN = Training
PES = Principal Employment Specialist
PSWE = Principal Social Welfare Examiner

FINANCIAL ASSISTANCE

1- PSWE: TRAINING/TA	1- PSWE: HOUSING
TRAINING	INTEGRATED
TRN 1- 1 Senior, 5 SWEs	TM 1- 1 Senior, 8 SWEs
TRN 2- 1 Senior, 5 SWEs	TM 2- 1 Senior, 4 SWEs,
TRN 3- 1 Senior, 5 SWEs	2 CSW
	RSP- 1 RSP SWE
1- PSWE: SNAP/HEAP	1- PSWE: MEDICAID
INTEGRATED/HEAP	MEDICAID
TM 1- 1 Senior, 8 SWEs	TM 1- 1 Senior, 5 SWEs,
TM 2- 1 Senior, 2 SWEs,	2 CSWs
3 Temp SWEs	TM 2- 1 Senior, 5 SWEs,
TM 3- 1 Senior, 1 SWE,	1 Snr Typist, 1 Acct Clerk
2 CSWs	

QA & FRAUD

1- PSWE: QA & FRAUD
FRAUD
TM 1- 4 Investigators
QUALITY ASSURANCE
TM 1- 2 SWEs, 1 CSW

EMPLOYMENT SERVICES

1- PES: EMPLOYMENT SERVICES
EMPLOYMENT SERVICES
TM 1- 1 Senior, 5 ES, 1 CW, 1 ESA,
1 CSW
TM 2- 1 Senior, 5 ES, 1 ESA, 1
CSW

ADMIN SERVICES

1- PSWE: ADMIN SERVICES
INTAKE
TM 1- 1 Senior, 2 SWEs, 6
CSWS
CALL CENTER AND SUPPORT
TM 1- 1 Senior, 10 CSWs
CST
TM 1- 1 Senior, 8 Typists
DATA ENTRY OPERATIONS
TM 1- 1 Senior CSA, 1 CSA, 3
Typists