Human Services Committee

AGENDA - REGULAR MEETING **OSWEGO COUNTY, NEW YORK**

Date/ Time: Tuesday, July 5, 2022 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, 5th District
James Karasek, Vice Chair	Legislator, 22nd District
Frank Bombardo	Legislator, 7th District
Marie Schadt	Legislator, 19th District
Tim Stahl	Legislator, 20th District
Herbert Yerdon	Legislator, 2nd District
Michael Yerdon	Legislator, 1st District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Human Services Committee's regular meeting on May 31, 2022 and the Special Meeting on June 9, 2022.

RESOLUTIONS:

HS-1 Resolution Authorizing Creation of One Position in the Department of Social Services – Social Welfare Examiner

HS-2 Resolution Authorizing Reclassification of One Position in the Department of Social Services – Community Services Worker to Social Welfare Examiner

HS-3 Resolution Appointing Member to the Oswego County Child Protection Advisory Council

HS-4 Resolution Authorizing the Creation of Four (4) Positions within DSS Services Unit

COMMITTEE REVIEW & DECISIONS:

County Administrator

- Update on state legislation impacting counties

REPORTING DEPARTMENTS:

Department of Social Services

- Department Update

Oswego City/County Youth Bureau

- Department Update

Office of the Aging

- Department Updates

PRESENTATION:

- Habitat for Humanity

ADJOURNMENT:

Human Services Committee

DRAFT

MINUTES – SPECIAL MEETING **OSWEGO COUNTY, NEW YORK**

Date/ Time: Thursday, June 9, 2022 at 6:10pm
Location: Conference E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

Roy Reehil, Chair	Legislator, 5th District	Present
James Karasek, Vice Chair	Legislator, 22nd District	Present
Frank Bombardo	Legislator, 7th District	Present
James Scanlon	Legislator, 16th District	Present
Tim Stahl	Legislator, 20th District	Absent
Herbert Yerdon	Legislator, 2nd District	Present
Michael Yerdon	Legislator, 1st District	Present

STAFF AND GUESTS:

David Turner	David Holst	James Weatherup	Rachel Pierce
Brain Chetney	Sara Sunday	Stacy Alvord	Marti Babcock
Frank Castiglia	David Turner	David Holst	James Weatherup

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 6:10pm by Committee Chair Roy Reehil. The meeting commenced with the Pledge of Allegiance.

RESOLUTIONS:

HS-6 Resolution Approving Appointment of Director of Veterans Services
Motion to amend: Legislator M. Yerdon change effective date to July 4
Second: Legislator **Stahl**
Motion to approve as amended: Legislator Stahl
Second: Legislator Karasek
Vote: Uanimous, motion carried

ADJOURNMENT:

Motion to adjourn at 6:11 pm: Legislator Karasek
Second: Multiple
Vote: Unanimous, motion carried

_____DRAFT_____

Matthew Reitz
Deputy Clerk of the Legislature

DRAFT

Human Services Committee

DRAFT

MINUTES - REGULAR MEETING **OSWEGO COUNTY, NEW YORK**

Date/ Time: Tuesday, May 31, 2022, at 2:00pm
Location: Conference E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

Roy Reehil, Chair	Legislator, 5th District	Present
James Karasek, Vice Chair	Legislator, 22nd District	Present
Frank Bombardo	Legislator, 7th District	Present
James Scanlon	Legislator, 16th District	Present
Tim Stahl	Legislator, 20th District	Absent
Herbert Yerdon	Legislator, 2nd District	Present
Michael Yerdon	Legislator, 1st District	Present

STAFF AND GUESTS:

David Turner	David Holst	James Weatherup	Rachel Pierce
Brain Chetney	Sara Sunday	Stacy Alvord	Marti Babcock
Frank Castiglia	David Turner	David Holst	James Weatherup

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 2:00pm by Committee Chair Roy Reehil with the Deputy Clerk of the Legislature Present. The meeting commenced with the Pledge of Allegiance.
Motion to approve the meeting minutes: Legislator Karasek
Second: Legislator M. Yerdon
Vote: Unanimous, motion carried

APPROVAL OF MINUTES:

The minutes for the Human Services Committee's Regular Meeting on May 2, 2022 were approved

RESOLUTIONS:

HS-1 Resolution Authorizing Budget Modification Youth Bureau- Additional 2022 NYS Youth Development Program Funds

Motion to approve: Legislator Karasek
Second: Legislator Bombardo
Vote: Unanimous, motion carried

HS-2 Resolution Authorizing Budget Modification Youth Bureau- 2022 NYS Sports & Education Opportunity Funds

Motion to approve: Legislator Karasek
Second: Legislator M. Yerdon
Vote: Unanimous, motion carried

HS-3 Resolution Authorizing Restructure of DSS/Employment and Training

Motion to approve: Legislator Karasek
Second: Legislator Bombardo
Vote: Unanimous, motion carried

HS-4 Resolution Authorizing Budget Modification Department of Social Services to Accept Raise the Age State Aid

Motion to approve: Legislator Karasek
Second: Legislator Scanlon
Vote: Unanimous, motion carried

HS-5 Resolution Awarding Professional Services Contract –RFP 22-OFA-003 - Curb to Curb Transportation Service

Motion to approve: Legislator Karasek
Second: Legislator M. Yerdon
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

ARPA Recommended Projects

Motion to approve ARISE project: Legislator M. Yerdon
Second: Legislator H. Yerdon
Vote: 5 in favor, Legislator Karasek abstained, motion carried

Motion to approve St. Luke's project: Legislator Scanlon
Second: Legislator M. Yerdon
Vote: Unanimous, motion carried

Motion to approve Farnham project: Legislator Karasek
Second: Legislator M. Yerdon
Vote: Unanimous, motion carried

Motion to approve Pathway of Hope project: Legislator Karasek
Second: Legislator Scanlon
Vote: Unanimous, motion carried

REPORTING DEPARTMENTS

Veterans Services

Acting Director provided a department update

Oswego City/County Youth Bureau

Executive Director Brian Chetney gave a verbal update and provided a handout.

Department of Social Services

Commissioner Stacy Alvord provided a department report that is included in the packet and gave a verbal overview.

Office of the Aging

Administrator of Office of the Aging Sara Sunday provided a department report that's included in the packet and gave a verbal overview.

ADJOURNMENT:

Motion to adjourn at 3:11 pm: Legislator M. Yerdon
Second: Legislator Bombardo
Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

DRAFT

AGENDA# HS-1

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING CREATION OF ONE 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) Social Welfare Examiner position to assist in maintaining the Child Care Assistance caseload due to expanded eligibility and outreach requirements, and be it

RESOLVED, that one (1) Social Welfare Examiner, Grade eight (8) in the CSEA Oswego County Local 838 be created, and be it

RESOLVED, that the salary for this one (1) position will not require a budget modification as it will be paid for by Child Care grant funds and absorbed into Salaries/Wages for 2022, 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: June 20, 2022

SUBJECT: Creation of one Social Welfare Examiner position for the Child Care program

SUMMARY: New York State has enacted emergency changes to the Child Care Assistance Program. These changes increase the provider market rates and expand income eligibility for the program to 300% of the Federal Poverty level. The new regulations also provide a 12-month guarantee of assistance under the program and remove some work requirements for parents attending school.

With the changes to the program, growing caseloads, and expanded eligibility and outreach requirements, DSS respectfully requests the addition of this one (1) Social Welfare Examiner position to focus on the Child Care program.

FISCAL IMPACT: This position is 100% funded through the department's childcare allocation.

RECOMMENDED ACTION: The Department of Social Services recommends that the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the addition of this Social Welfare Examiner position.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: 6010 **DIVISION/UNIT (NUMBER):**

A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner - Child Care Assistance

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: $19.77 Grade: 8

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

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

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

   New York State recently enacted emergency changes to make the Child Care Assistance Program more accessible and affordable. The change increases provider market rates, raises the income eligiblity guidelines to 300%; provides a 12 month guarantee for assistance and removes some of the work requirements that were associated with receiving assistance while attending school. Based on these changes, local districts anticipate a significant increase in caseload size and need for outreach and education within our community.

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	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Assistance Programs	Mexico, NY

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: *Social Welfare Examiner*

PERCENT OF WORK TIME	
60%	*Interviewing, Collecting Documentatin and Eligibility Determinations for Child Care Assistance*
10%	*Data entry of case notes, child care payments, work schedules and other required information into the Child Care Assistance state mandated system*
30%	*Outreach & Education of the Child Care Assistance program within the community; assisting individuals in the community with applying and navigating through the paperwork needed for assistance as well as provider approval.*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Christine Bradshaw	Senior Social Welfare Examiner	Direct Supervisor

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
Madeline Pieretti	Social Welfare Examiner	Assistance Programs

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

Education: ☒ **High School** 4 **years**

☒ **College** 2 **years, with specialization in** _____

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *2 years of previous experience or a combination of education and experience as outlined in the civil service testing requirements*

Essential knowledge, skills and abilities: *Determining eligibility for a government program or insurance.*

Type of license or certificate required:

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:**

AGENDA# HS-2

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE 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 reclassify one (1) existing part-time Community Service Worker position to part-time Social Welfare Examiner to align with current job duties and to facilitate work duties in the Assistance Programs Home Energy Assistance Program, and

RESOLVED, that one (1) part-time Community Service Worker position, 601005920, Grade four (4) in the CSEA Oswego County Local 838, be reclassified to Social Welfare Examiner, Grade eight (8) in the CSEA Oswego County Local 838, and be it

RESOLVED, that the salary increase due to the reclassification of this one (1) position will not require a budget modification as it will be absorbed by Salaries/Wages for 2022, 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: June 20, 2022

SUBJECT: Reclassification of Seasonal HEAP CSW to Social Welfare Examiner

SUMMARY: Earlier this year, DSS Assistance Programs reclassified one of the part-time, seasonal Community Service Worker (CSW) positions to Social Welfare Examiner. (SWE) This was a successful upgrade as it removed 100% review of the employee's work as it was performed by the higher-grade Social Welfare Examiner. Eligibility determinations are in the SWE job description, but not in that of the CSW. Having two seasonal SWE's would relieve the HEAP supervisor of 100% review of every case. Spot reviews of work performed by the seasonal SWE's will continue to occur.

Also, the part-time, seasonal positions within the HEAP program have been difficult to recruit. DSS also currently has several full-time permanent CSW vacancies and when candidates become available, they choose the full-time position as opposed to the part-time seasonal HEAP title. The higher-grade seasonal SWE position makes it easier to recruit, and in one instance the department was able to bring back a retired, fully trained staff person to assist with the HEAP program.

FISCAL IMPACT: This position is 100% Federally funded. The additional salary cost will be covered by the department's HEAP allocation.

RECOMMENDED ACTION: The Department of Social Services recommends that the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of this Community Service Worker position to Social Welfare Examiner

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: Community Service Worker 2. Position #: 601005920

3. Present Salary/Hourly Rate: 16.09 Grade: 4

4. Requested Title: Social Welfare Examiner

5. Requested Salary: _____

   a. Bargaining Unit: CO-OP Hourly Rate: 19.77 Grade: 8

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

6. Percent of Federal and/or State Reimbursement: 100.0 Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *This Community Service Worker (CSW) position is part-time, seasonal for the Home Energy Assistance Program which is 100% federally funded. DSS hires seasonal staff to manage the volume of work associated with this program. Recruitment for seasonal CSW's has been difficult and there are vacancies. The lower-grade CSW position requires their work to be reviewed by a supervisor, whereas the higher-grade Social Welfare Examiner does not. Given our turnover and vacancies, upgrading this position to SWE would expedite the processing of cases and make for more efficient workflow, not requiring the second-level review prior to benefits being issued.*

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	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Assistance Programs	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: *Social Welfare Examiner*

PERCENT OF WORK TIME	
70	*Determine eligibility for the Home Energy Assistance Program*
20	*Data Entry of payment and eligiblity information in to the NYS Welfare Management System*
10	*Phone and in-person client contact as it pertain to eligiblity for HEAP*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Susan Wallace	Senior Social Welfare Examiner	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
Karen Heagerty	Social Welfare Examiner	HEAP Unit

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): *2 years of related experience*

Essential knowledge, skills and abilities: *Experience in determining eligibility for a government or insurance program.*

Type of license or certificate required: N/A

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:**

AGENDA# HS-3

RESOLUTION NO.

July 14, 2022

RESOLUTION APPOINTING MEMBER TO THE OSWEGO COUNTY CHILD PROTECTION ADVISORY COUNCIL

By Legislator Roy Reehil:

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

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

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

RESOLVED, that the following individual be, and hereby is appointed to the Oswego County Child Protection Advisory Council for a term to expire on **March 31, 2025:**

Melissa Parkhurst

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

Date: June 21, 2022

To: Human Services Committee

From: Stacy Alvord, MSW, Commissioner
Geri Geitner, Chair of the Child Protection Advisory Council

Subject: Child Protection Advisory Council: Member Appointment

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 Melissa Parkhurst for reappointment to CPAC. Melissa has been a long-time member and contributor to the mission of CPAC and has expressed an interest in continuing her assistance to the council. We recommend appointment through 3/31/25, which will align with the rest of the council members.

Recommended council member to appoint:

Melissa Parkhurst, Former Foster Parent and long-time CPAC member

Recommendation:
It is respectfully recommended that the Human Services Committee and the Oswego County Legislature approve the appointment of this member to serve on the Child Protection Advisory Council for a three (3) year term to expire on **March 31, 2025.**

AGENDA# HS-4

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING THE CREATION OF FOUR (4) POSITIONS WITHIN DSS SERVICES UNIT

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 restructure the Services Unit and to add additional management-level positions to prepare for a necessary increase in Casework staffing, so be it

RESOLVED, to approve the attached budget modification to transfer funds from the General Reserve fund to Wages and Salaries, and be it

RESOLVED, that one (1) Case Supervisor A, SG40 in the Oswego County Professional Association be created, and be it

RESOLVED, that three (3) Case Supervisor Bs, Grade 13 in the CSEA Oswego County Local 838 be created, and be it

RESOLVED, that a certified copy of this resolution be delivered to the County Treasurer, Budget Officer, 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

Informational Memorandum

Date: June 21, 2022

To: James Weatherup, Chairman of the Legislature
Roy Reehil, Chair of Human Services Committee
John Martino, Chair of Finance & Personnel Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Salary adjustment of DSS Director of Services and Creation of One (1) Case Supervisor A and Three (3) Case Supervisor Bs

Summary: **DSS seeks additional upper-level positions necessary to assist with policy decisions and resulting procedures, as initially recommended by the Bonadio Study of 2017. These upper-level positions were also recommended in our most recent Program Improvement Plan (PIP) issued by NYS OCFS. The need for more upper-level management continues to grow as regulations change and new programming is implemented to meet State mandates, and some programming will position us for improved funding for services. These changes as described below, along with further changes and additions which will be presented at future meetings, are fully supported by the sitting Child Protection Advisory Council as a part of our Recruitment & Retention Strategy for the Services Unit.**

- Add a Case Supervisor A position in Oswego County Professionals Association (OCPA) SG40. This position will assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.

- Add 3 additional Case Supervisor Bs to the Services Division – to be in CSEA, Grade 13, until further upgrade is negotiated with CSEA. The new Case Supervisor B positions are necessary for better monitoring of case actions, compliance with procedures & protocols and ensuring communication of changes to all staff. These Case Supervisor Bs will be assigned to do the following:

- 1 – Additional manager over CPS Unit – currently has 8 teams (each with 1 Sr CW and 5-6 CWs) and all managed by one Case Supervisor B. This position will allow for better monitoring of cases, coaching & support of Seniors and Caseworkers and better communication with partners in our Multi-Disciplinary Teams.
- 2 – Adds manager to focus on case review and internal audit of preventive services caseload, communication, and implementation of training plans to address deficiencies identified. This QA Grade B will be responsible for reviewing documentation that is tied to Federal IV-E reimbursement, ensuring the agency is meeting state mandates as well as the FFPSA initiatives- Blind removals, Kin Fire Wall, Foster Care Candidacy, FFPSA Candidacy, and QI Assessment referrals, assessments and required meetings. This person would further be responsible for ensuring Permanency Goals are being met.
- 3 – Adds manager to focus on preventive services provided by contracted partners, review of their case actions, and communication with staff. This manager will also be responsible for supervision of the Sobriety Treatment and Recovery Teams that the Department will be implementing later this year. START focuses on families with a child(ren) under six about whom we receive a new CPS report with allegations of substance use/abuse as a safety risk.

- Make salary adjustment to Director of Services title. This is a high-level management position that supervises more employees than many other directors in county departments and takes on a higher level of liability/consequence of error than others. The intended increases in staffing and the increased programming changes that are now in progress add significantly to her responsibilities. We recommend this increase to adequately compensate the Director for these responsibilities.

The following summary provides the financial impact for the changes we are recommending now:

Remainder of 2022 = 115 workdays/holidays	**7/25-12/31 Current wage**	**Proposed 7/25 - 12/31**	**Difference**	**7/25 - 12/31/22 Local Share Diff**
Director of Services	$33,415	$36,404	$2,989	$1,136
Add Case Supervisor A - 1	0	$32,979	$32,979	$12,532
Add Case Supervisor B - 3	0	$85,612	$85,612	$32,533
	$33,415	**$154,995**	**$121,580**	**$46,201**

Additional local share for the remainder of 2022 is $46,201.

Annualized financial info	Current Annual	Proposed Annual	Difference	Local Share Difference	Total Annual Local Share
Director of Services	$75,547	$82,305	$6,758	$2,568	$31,276
Add Case Supervisor A - 1	$0	$74,561	$74,561	$28,333	$28,333
Add Case Supervisor B - 3	$0	$193,557	$193,557	$73,541	$73,552
	$75,547	**$350,423**	**$274,876**	**$104,442**	**$133,161**

Additional Annual Local Share for the upgrade and new positions is: $133,161.

Recommended Action: The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee and the Legislature approve the staff changes as outlined above.

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

Informational Memorandum

Date: June 21, 2022

To: Roy Reehil, Chair of Human Services Committee
John Martino, Chair of Finance & Personnel Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Request for Salary Set for DSS Director of Services

Summary: DSS has been working closely with staff from across the Department as well as with the members of CPAC to create a viable recruitment & retention strategy within the Services Division. As part of that strategy, we are seeking additional upper-level positions necessary to assist with policy decisions and resulting procedures, as initially recommended by the Bonadio Study of 2017. The need for more upper-level management continues to grow as regulations change and new programming is implemented to meet State mandates, and some programming will position us for improved funding for services. These upper-level positions were also recommended in our most recent Program Improvement Plan (PIP) issued by NYS OCFS.

As a part of our Recruitment & Retention Strategy, we will also be seeking additional staffing in Caseworker, line supervisor and support staff roles to allow for the possibility of reduced caseloads, improved staff morale, and improved outcomes and relationships with the families we work with. We will seek to reduce Sr. Caseworker workloads to allow for better support to the caseworkers and allow for closer attention to the details of their teams' cases. Our Caseworker turn-over rate in Child & Family Services continues to be a problem due to the high level of stress/anxiety experienced by the staff, and the resulting increased caseload that each remaining Caseworker needs to manage due to the vacancies and new cases coming in. Caseworkers often leave for higher paying jobs that carry a lot less stress.

The implementation of FFPSA and requirements to provide more & better Preventive Services will require the Department to implement new evidence-based programming and seek more Preventive Services contracts that will require intensive planning, management, and oversight.

With the anticipated growth in the staffing of the Services Unit and the increasing responsibilities of planning, collaboration, monitoring, and reporting, we are

recommending a salary adjustment for the Director of Services to set her salary at $82,305.

Recommended Action: The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee approve the **salary adjustment for the Director of Services at $82,305.**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor A
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: $74,561 Grade: SG40
4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No
5. Justification of Need (Use additional sheets as necessary):

   The Department respectfully requests the addition of a Case Supervisor A to be added to our Services Division to assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.

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	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	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: *Case Supervisor Grade A*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services in formulation of case plans and program policies and procedures, including annual plan and budget*
25%	*Supervises social services staff in administering and rendering services, including determining policy and program standards and monitoring performance*
10%	*Establishes and maintains productive working relationships with other units in the department, the courts, and other public and private agencies in the community*
5%	*Interprets agency programs to the community through personal presentations and preparation of material such as brochures, slide presentations, videos, etc.*
25%	*Guides processes determining client needs and advocating for, analyzing, and implementing new or revised programs as needed*
10%	*Prepares or directs preparation of various plans and reports detailing division operations, community/client needs and plans for new or expanded services or program evaluation*
5%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
5%	*Establishes controls for determining staff performance and conducts required employee evaluations*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Sara Finley	Director of Social Services	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Melisa Verdoliva	Case Supervisor B (Preventive)	Direct
Meghan Rose	Case Supervisor B (Child Protective)	Direct
TBD	Case Supervisor B (Adult Protective)	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** 4 **years, with specialization in** Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *six (6) years of experience in social work/casework/case management, four (4) years of which must have involved the supervision of staff*

Essential knowledge, skills and abilities: *Knowledge of principles/practices of social casework; federal, State, and local social service laws and programs; techniques of case recording; applying modern principles/practices of social casework and group work; causes and characteristics of social and behavioral problems; principles and practices of supervision; communicate effectively, both orally and in writing; prepare clear and accurate records and reports; interpret the work of the agency; understand and interpret complex written material*

Type of license or certificate required: Valid New York State Driver's License is required.

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:**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B
2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.
3. a. Bargaining Unit – Hourly Rate from Grade plan: $29.16 Grade: 13
   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):

   In order to more effectively monitor the case actions and movement of our preventive services caseload toward a safe self-reliance and reunification/sustained unification of their households, we need to be able to complete deep dives into data. We need to be regularly looking into case documentation in detail to assist with identification of service gaps, training needs and potential safety risks that may be missed due to high caseloads and relative inexperience of current staffing. Current caseload sizes do not allow for the level of detailed supervision that will consistently meet required standards, and provide adequate guidance and support of our most inexperienced staff.
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	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	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: *Case Supervisor B*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs*
30%	*Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice*
20%	*Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency*
5%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
20%	*Maintains necessary records and prepares deatiled reports of casework compliance with regulations and local policies*
5%	*Prepares and assists with completion of internal and external audits*
5%	*Assists Director of Social Services and Case Supervisor A with program improvement planning following reviews and audits*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	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
Laura Peters Murphy	Case Supervisor B	Mexico

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** 30 credit hrs in Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

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:**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: $29.16 Grade: 13

   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):

   In order to more effectively supervisor and monitor the case investigations performed by the Child Protective Services Unit (CPS), we are requesting this additional Case Supervisor B position. The current Case Supervisor B over CPS is responsible for 8 teams of Caseworkers, including a Multi-Disciplinary Team and a Drug-Endangered Children Multi-Disciplinary Team. Each team has up to 5-6 Caseworkers assigned to a Senior Caseworker. This is an extremely heavy workload for one manager, especially when vacancies cause her to take on direct supervision of Caseworkers as needed.

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:	

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1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	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: *Case Supervisor B*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs*
20%	*Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice*
30%	*Supervises casework staff in administering the social services program and in rendering social services to promote the welfare of clients*
15%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
5%	*Maintains necessary records and prepares reports*
10%	*Conducts individual and group conferences*
5%	*Establishes controls for determining staff performance and conducts required employee evaluations*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Paul LaBarge	Sr. Caseworker	Direct
Jennifer Delmar	Sr. Caseworker	Direct
Kate Schmidt	Sr. Caseworker	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
Rachael Pelow	Case Supervisor B	Mexico
Melisa Verdoliva	Case Supervisor B	Mexico
Leanne Garlock	Case Supervisor B	Mexico

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** 30 credit hrs in Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of otherscommunity resources and programs; interviewing techniques; causes and characteristics of social and behavioral problems.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

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:**

POSITION REQUEST/DELETE BUDGET FORM

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A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B
2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.
3. a. Bargaining Unit – Hourly Rate from Grade plan: $29.16 Grade: 13
   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):

   In order to more effectively monitor the case actions on the part of Contract Preventive Services Staff, as well as to oversee the implementation and management of the Sobriety Treatment and Recovery Teams(START) that will be put forth to be implemented toward the end of 2022, we are requesting an additional Case Supervisor B. START is an evidence-based program that targets families w/ a child(ren) under the age of six who have new CPS reports that include substance use/abuse as a safety factor. This program will support the goals of Families First Preventive Services Act (FFPSA) which are mandated across the state to enhance support services for families enhance support services for families to help children remain at home, reduce the unnecessary use of congregate care, and build the capacity of communities to support children and families
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	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	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: *Case Supervisor B*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs*
30%	*Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice*
20%	*Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency*
5%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
20%	*Maintains necessary records and prepares deatiled reports of casework compliance with regulations and local policies*
10%	*Manages contract compliance with partners providing Preventive Services under contract with the Department*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	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
Rachael Pelow	Case Supervisor B	Mexico
Melisa Verdoliva	Case Supervisor B	Mexico

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** 30 credit hrs in Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

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:**

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

22-18-L

2022 Budget
6/22/2022

ACCOUNT NUMBER			ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A6070	511000					AFS - Salaries and Wages Reg	$ 121,580.00
			A	100000		General Fund - Pooled Cash	$ (46,201.00)
			A6070	436090		AFS - State Aid Family Assistance	$ (75,379.00)
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

COUNTY OF OSWEGO
OFFICE OF THE COUNTY ADMINISTRATOR

County Office Building • 46 East Bridge Street • Oswego, NY 13126
Phone 315-349-8235 Fax 315-349-8237
Philip R. Church, County Administrator

To: Human Services Committee
From: Philip Church, County Administrator
Date: June 20, 2022
Re: Relevant State Legislation

The following bills impact counties. Unless otherwise indicated, they have passed both houses and are awaiting the Governor's signature or veto. They are summarized here in case the committee feels strongly that the county should weigh in with the Governor's Office.

Developmentally Disabled Statutory Language Updates - A.7882-A (Abinanti) / S.6789-A (Persaud)
This legislation amends multiple sections of law to replace instances of the derogatory term "mentally retarded" with "developmentally disabled."
Status: Passed Both Houses

Authorized Childcare Services - A.7661 (Hevesi) / S.6655-A (Brisport)
This legislation provides social service districts with more flexibility in providing childcare assistance by stipulating that they are not required to limit services strictly based on the work, training, or educational schedule of the parents or the number of hours the parents spend in work, training, or educational activities.
Status: Passed Both Houses

Electronic Welfare Paperwork - A.9118-A (Rosenthal, L) / S.6348-A (May)
This legislation authorizes and directs county public welfare districts to accept paperwork electronically, making permanent the situation created by the COVID-19 pandemic. **Status: Passed Both Houses**

Homeless Youth Shelter Maximum Age - A.2263 (Fernandez) / S.813 (Biaggi)
This legislation raises the maximum age that a homeless youth can receive transitional shelter services from 21 to 24.
Status: Passed Both Houses

Developmentally Disabled Statutory Language Updates - A.7882-A (Abinanti) / S.6789-A (Persaud)
This legislation amends multiple sections of law to replace instances of the derogatory term

"mentally retarded" with "developmentally disabled."
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Homeless Youth Shelter Maximum Age - A.2263 (Fernandez) / S.813 (Biaggi)
This legislation raises the maximum age that a homeless youth can receive transitional shelter services from 21 to 24.
Status: Passed Both Houses

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

Date: June 21, 2022
To: Roy Reehil, Chair of the Human Services Committee
Phil Church, County Administrator
From: Stacy Alvord, Commissioner
RE: DSS Activities and Updates

Personnel Updates:

Adult and Family Services	#	%
Caseworker lines	88.5	100.0%
Caseworker vacancies	18	20.3%
Known upcoming vacancies	2	2.3%
On leave	3	3.4%
Upcoming leaves	2	2.3%
In training	9	10.2%

As of June 21, of the 88.5 budgeted caseworker positions at DSS, 38.5% or 34 caseworker positions are either vacant, soon to be vacant, or are still in training so not in rotation to accept cases. This is a workforce crisis that has never been experienced by DSS and it is significantly impacting our ability to provide adequate and timely response to the families we serve.

Caseworkers are working additional hours and overtime to accomplish high priority activities and are carrying 25% or more cases than is recommended by NYS OCFS (no more than 15 per worker).

See NYS OCFS reports on CPS activities for all NYS counties.

Financial Assistance Programs	#	%
Social Welfare Examiner lines	49	100.0%
SWE vacancies	4	8.2%
Known upcoming vacancies	0	0.0%
On leave	3	6.1%
Upcoming leaves	0	0.0%
In training	5	10.2%

As of June 21, of the 49 Social Welfare Examiner positions at DSS, 24.5% or 12 positions are either vacant, soon to be vacant, or are still in training. This significantly impacts our ability to provide timely response to the families who depend on DSS for food, shelter, and basic needs.

Child and Family Services:

Loss of Psychiatric Beds for Troubled Youth

Recently the *Albany Times Union* reported on the growing crisis related to the loss of inpatient psychiatric beds for children and teens—and the resulting strain it is putting on the state's health care system as many of these youth wind up in hospital emergency rooms for extended stays. The article refers to how the pandemic's impact has refocused attention on the existing problem—including the lack of available services, understaffed mental health facilities, and exposure of youth to the criminal justice system." Click here to read the full *Times Union* story.

Bonadio Update

One office visit conducted to interview Child Protective Senior CW and several CPS Caseworkers; and three visits cancelled by Bonadio.

Nursing Services

Public Health does not have the capacity to provide any services to our CPS / Foster Care cases. Purchasing Department put forth to all Home Care providers a request for services with no responses. We are not finding any other resources to send a nursing service to a home when that expertise is needed. There are other local districts that have a nursing position in their DSS budget, which we anticipate being a challenge to recruit given Public Health's experience in recruiting public health nurses.

Recommend Expansion of Preventive Services Contracts with Private Agencies

DSS will seek in the 2023 projected county budget process the reinvestment of preventive services dollars eliminated in 2011 and 2013. In 2011 a Preventive Services contract with Catholic Charities was terminated and $458,000 was cut from the budget. From 2011 - 2013 the YAP Preventive Services contract was reduced then terminated resulting in $1,126,162 cut from the budget. Those investments of state / county dollars (62% / 38%) were not reinvested in child protective / preventive services. DSS seeks a reinvestment of $1.58M in Preventive Services using evidenced based programs to assure best practice and better outcomes for families and children involved in the child welfare network. All reinvestments will be accomplished through contracted preventive services with private agencies in response to RFPs.

Rides 2 Recovery Program Awarded $250,000

Congressman Katko successfully promoted an award from the National Institute of Health for $250,000 to fund a transportation initiative in partnership with the Volunteer Transportation Center to remove the barrier of transportation for recovery from addiction. This will make a difference in the lives of our most vulnerable citizens. Dave Turner was instrumental in Oswego County DSS being the recipient of this award. Leann West from Strategic Development is assisting in providing support in navigating the National Institute of Health's grants management system.

Sobriety Treatment and Recovery Team (START)

As the committee has been informed over the past year, OCDSS seeks to invest in evidenced based programs that will ultimately result in an increase in federal IVE funding (50% reimbursement) to support Preventive Services. START is listed in the federal IVE clearinghouse and can now be included in the NYS OCFS plan with federal HHS. OCDSS will be presenting START at the July New York Public Welfare Association Conference in

partnership with our national partner Child and Family Futures. This brings state-wide attention to a best practice strategy that has shown success in preventing the removal of children from their parents who are impacted by addiction. OCDSS has chosen Farnham Family Services as our partner to provide "Family Mentors" and await a decision on our proposal to receive Opioid Settlement funds to launch the program in January 2022.

Financial Assistance Division:

$150,000 Award to Invest in IT

The New York State Office of Temporary and Disability Assistance's (OTDA) awarded OCDSS $150,000 for our proposal in response to a Supplemental Nutrition Assistance Program (SNAP) Process and Technology Improvement Grant Request for Proposals. The grant will upgrade staff's current desktop systems to mobile laptops with docking stations to allow them to quickly relocate and provide SNAP customer service and eligibility determinations from remote locations when needed. The funds will also allow for the purchase of wireless headsets and portable printers/scanners to use in the community as needed to upload documents, as more vulnerable populations do not have access to smart phones to be able to utilize NYDocSubmit. Providing technology to use in community settings will increase access to SNAP benefits within our rural community. Leann West from Strategic Development is an instrumental member of the team who brought this funding to Oswego County.

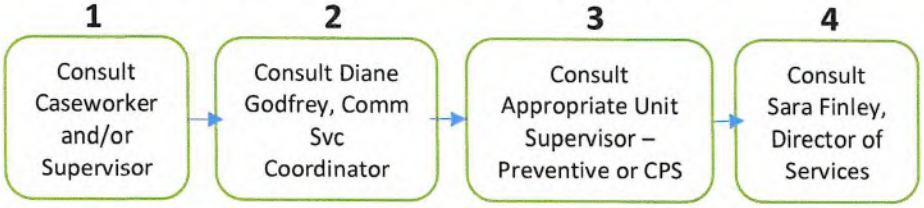
Employment and Training Division:

Update on Staffing

The Senior Accountant position will report to the Director of Employment Services. Historically this was not accepted practice due to the need for a separation of duties. Given the change in the Director's duties and authorization of payments for services being delegated to the new Coordinator of Client Services position, the shift in the supervision of the Senior Accountant is accepted practice. This provides for better communication and direction by the Director and the Workforce Development Board membership.

- If school personnel have concerns about a family and/or child (ren), concerns about a lack of communication, or concerns about the handling of a case, please follow the **Safety Net Procedure** below to escalate the case:

Safety Net Procedure for Escalation



General Contact (CPS Clerks): 315-963-5347

Diane Godfrey, Community Services Coordinator (CSC)
315-963-5524, Diane.Godfrey@dfa.state.ny.us
Meghan Rose, Child Protective Services
315-963-5006, Meghan.Rose@dfa.state.ny.us
Rachael Pelow, Preventive Services
315-963-5352, Rachael.Pelow@dfa.state.ny.us
Missy Verdoliva, Preventive Services
315-963-5351, Melisa.Verdoliva@dfa.state.ny.us
Sara Finley, Director of Services
315-963-5399, Sara.Finley@dfa.state.ny.us

School personnel may be **invited to participate in a case staffing discussion** with the Caseworker, Supervisor and Unit Supervisor, as well as other provider agencies that may be involved with the subject family. These meetings usually are scheduled on Thursday mornings at DSS in Mexico. Schools may also arrange to attend a staffing virtually.

- **Once an investigation has been completed**, the Caseworker will reach out to the School to let the school know they intend to close the case, as well as the planned determination (indicated or unfounded).
  - CPS cases are required to be closed when imminent safety factors are addressed.
  - If you have concerns with the determination that have not been addressed by the Caseworker, please follow the Safety Net Procedure described above.

Child Protective/Preventive Services
and
School Districts
Collaboration Guide

Reporting suspected abuse/neglect/maltreatment to the State Central Registry (SCR):

Mandated Reporters are required to call in a report to the SCR any time they have reasonable cause to suspect that a child is being abused, neglected or maltreated. Ultimately, it will be up to the mandated reporter to decide on their reporting obligation. It's recommended that you follow NYS guidelines and your school's policy.

Child Abuse Hotline Number (1-800-342-3720)

When you call:

1. It is recommended that the actual source of the report be tasked with calling the State Central Registry directly. The source of the report is the person who heard/observed the situation that led to a concern for the child's health and safety.
2. When you call, you will reach the State Central Register in Albany. Once your report is accepted, the operator will give you a Call I.D. Number. You will need this number for the 222A Report Form (https://ocfs.ny.gov/forms/ldss/LDSS-2221/OCFS-LDSS-2221A.docx). Please mail the completed form within 24 hrs – check the box if you want to be notified of the outcome of the report.
3. The operator will then transmit the report to Oswego County. This process can take up to 2 hours. **If danger is imminent, call 911 also.**
4. Once transmitted to CPS, the report is assigned to a CPS Caseworker (during business hours) or is directly accepted by an on-call Caseworker (after hours).
5. The Caseworker receiving the report is required to contact the source of the report within 24 hours for any information they may have which will help assess the child's immediate safety.

Please always provide an evening/alternate phone number where you can be contacted.
This information will only be seen by the Caseworker and will not be shared.

Once a report is made and accepted:

Within 24 hours: The assigned Caseworker must complete a 24-hour safety assessment to determine whether the child(ren) named in the report is at immediate risk of serious injury and/or death. This assessment may be completed through an in-person visit to the family, or by contact with the source of the report, collateral sources of information, or with family members. The method used is based on the information received in the report and other contacts.

Within 60 days: NYS regulations require that a caseworker complete an investigation on a report within 60 days. Sometimes, the investigation may go on longer, if further assessment of the family is warranted. During the investigation phase, the Caseworker must complete a global safety and risk assessment of all family members in the home. This involves in-person contact with the subjects of the report, and all children in the report. There must be a visit to the home where the maltreatment occurred and collateral contact with others that can speak to family functioning, safety and well-being. At the end of the investigation, a determination must be made to either indicate or unfound a report:

Indicating a report means that there is a preponderance of evidence to support that child abuse and/or maltreatment occurred at the hands of a person legally responsible for the child(ren).

Unfounding a report means that there is no, or not enough evidence of abuse and/or maltreatment that negatively impacted the child(ren) or placed the child(ren) at significant risk of harm

Child Preventive Services

Child Preventive Services are supportive services provided to children under the age of 18 and their families for the purpose of:

- Keeping a family together to avoid out of home placement.
- Providing the services and supports necessary to reunite the family who has been affected by out of home placement.
- Reducing the chances that a child who has been in foster care (or other out of home placement) will return to care.

School districts can **make preventive service referrals** by completing a school-based preventive referral. These referrals can be emailed directly to the department at:

DSSPreventiveIntake@oswegocounty.com.

When a school-based referral is received:

1. The assigned caseworker will reach out to the source of the referral to verify the information contained in the referral and gather any further information that may be helpful in assessing the child(ren)'s needs.
2. Within 2-10 days, depending on the concerns listed in the referral, the Caseworker will reach out and begin engaging the family. Caseworkers will discuss the concerns and/or issues raised in the referral and work with the family to put a plan in place to address any identified service needs.
3. **NOTE:** Not all preventive referrals will open ongoing as some concerns can be mediated by making referrals to outside service providers. Some families may also decline preventive services.

****Preventive Services are voluntary unless ordered by Family Court.****

Collaboration & Communication between DSS and Schools

- At the onset of a CPS investigation, or when a Preventive Services Case is opened, **an email is sent to the Principal** of the school that the child(ren) in the report attend(s). The email contains the name and number of the assigned Caseworker, as well as the Caseworker's Supervisor's name and number. School personnel are encouraged to reach out to the Caseworker directly with any relevant information about the family to maintain the highest level of confidentiality.

- **School staff members should provide an evening/alternate phone number** at which they can be contacted when they make a report. The Caseworker assigned to the investigation will need to reach out to the source of the report to verify information contained in the report and gather any further information that may be helpful in assessing the child(ren)'s immediate safety.

- If during the course of the investigation, the school has **additional information about the subject family** that is relevant to the safety of the child(ren), they should reach out to the Caseworker assigned to the case.

- **School documentation** related to the family, including, but not limited to attendance, grades, nurse notes, communication with the family is incredibly helpful to the investigation.

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: Hon. Roy Reehil, Chairman, Human Services Committee
Human Services Committee Members
Phil Church, County Administrator
From: Sara Sunday, Aging Services Administrator
Date: 6.22.2022
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.

- Farmer Market Coupons (FMC) – The 2022 coupon booklets will be valued at $25, five (5) coupons each worth $5. This $5 more than previous years (5 coupons valued $4 each). OFA has not been notified of how many booklets will be received. In 2021 OFA received 800 booklets. We have tentatively set dates in Mid-July to begin distribution, dependent upon the receipt of the booklets and all the required documents. We will start with drive up/drive thru events in Oswego and Fulton as well as tabling events at both the Oswego and Fulton farmers markets, area senior buildings, and senior dining sites.

  As reported previously, with funding provided through our Senior Health Improvement and Nutrition Education grant (SHINE, SNAP-Ed), OFA will be distributing container herb gardens to the first 500 participants. Participants will also be provided recipes utilizing the herb to make tasty dishes as well as nutrition education.

- OFA will be sponsoring a speaker to discuss disability awareness, from the disabled persons standpoint, at 1pm on July 19th. Oswego Industries has agreed to provide space for the event. This event has been made possible with funding from our Disability Awareness Grant.

- Our home delivered meal/dining center meal program remains steady. OFA is in discussion with our meal provider OCO to begin sit down meals at the congregate sites. Since reopening began last year, the congregate meals sites have been open for a social hour and then meals to go. Now, with the County at low COVID positivity rate, OFA and OCO will begin a targeted approach introducing on site dining at locations one at a time. The first site will be Central Square.

- OFA has met with representatives from Mom's Meals to discuss a possible contract for specialty meals and meals for those that are not easily reached. While there has not been a demand for specialty meals, we know as the county population ages, there will be a higher need for these meals as more need a gluten free diet or are vegetarian. Mom's Meals delivers two weeks of refrigerated meals either by their delivery person or via FedEx/UPS.

- OFA has begun preliminary coordination of the 2022 senior picnic. The picnic will be on Wednesday, August 24th at the Mexico VFW under the pavilion. The VFW has graciously donated the space. OCO will provide a boxed lunch to each participant which will be paid through our congregate meal funding. OFA will have musical entertainment, yard games (horseshoes, corn hole), and card games available. OFA is also looking into transportation options.

- OFA continues to look for "Senior of the Year". Those nominated are also submitted to the state for recognition in the Fall. If you know of any outstanding older Oswego County person, please consider nominating them for Senior of the Year. (Form attached and available on our website) Past nominees include Carl Steele, Kim Ryder, George Donohue, Ella Cooper, Vernon Tryon, Frances Enwright, Robert Greene, Georgia Davis, Joanne Gardner, Daniel Matthews, and Rachel Brooks.

2022 Older New Yorker's Day Recognition Event Nomination Form

Age My Way

Submissions are due to the *Oswego County Office for the Aging* by Friday, July 29th, 2022.

NYSOFA will only accept official submissions from the Office for the Aging. The information that you provide, as well as a **picture of the nominee,** will be incorporated into the Virtual Ceremony. Approximately 300 words will fit on the Nominee's page.

Nominee First and Last:			County:	**OSWEGO**
Nominee Nickname (If any)			Nominee Telephone:	
Nominee Address:			Nominee Email:	
Nominee City:			Pronunciation of Nominee's Name:	
Nominee Zip:				

Years of Volunteer Service:	
Previous or Current Profession:	
Military Branch:	

# of Children:	
# of Grandchildren:	
# of Great Grandchildren:	

Organizations for which the nominee volunteers/has volunteered:

Brief Biography of the nominee (i.e., are they a native New Yorker, how long have they lived in New York, where they currently reside, past/present career, family details: (Approximately 100 words)

2022 Older New Yorker's Day Recognition Event Nomination Form

Details about how the nominee has made a difference in your community through civic engagement: (Approximately 125 words)

What advice does the nominee have about volunteering for other New Yorkers? (Approximately 50 words)

___ jpeg of nominee attached (please use a photo of the nominee in which their head fills the majority of the frame, and is 300dpi at life size)

Please return completed forms by July 29th to:

Oswego County Office for the Aging
70 Bunner St
Oswego, NY 13126

Or E-Mail to:
Sara.Sunday@oswegocounty.com