

Human Services Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, August 29, 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, 5 th District
James Karasek, Vice Chair	Legislator, 22 nd District
Frank Bombardo	Legislator, 7 th District
James Scanlon	Legislator, 16 th District
Tim Stahl	Legislator, 20 th District
Herbert Yerdon	Legislator, 2 nd District
Michael Yerdon	Legislator, 1 st District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Human Services Committee's regular meeting on August 1, 2022.

RESOLUTIONS:

- HS-1** Resolution Authorizing Reclassification of One Position in Veterans Service Agency
- HS-2** Resolution Authorizing the County of Oswego to Accept Donation of Nine Prijon Calabria 14 Foot Kayaks and Trailer from Tailwater Lodge
- HS-3** Resolution Authorizing Budgetary Modification Department of Social Services to Adjust Fee Schedule for Indigent Burials
- HS-4** Resolution Authorizing Budget Modification Department of Social Services/Employment and Training to Purchase Furniture and for Increase in Membership Dues
- HS-5** Resolution Authorizing Budget Modification Department of Social Services/Mental Hygiene to Utilize NYS Aid to Increase Mental Health Division Wages
- HS-6** Resolution Authorizing Creation of Three Positions in the Department of Social Services
- HS-7** Resolution Authorizing Creation of Five Positions in the Department of Social Services
- HS-8** Resolution Awarding Professional Services Contract – RFP22-DSS-001 – Family Mentors

COMMITTEE REVIEW & DECISIONS:

Eligibility Determinations and System Reform – Gidget Stevens, Director of Financial Assistance

- Replacing WMS and Oswego County's Role in the Transformation to Integrated Eligibility System (IES)

REPORTING DEPARTMENTS:

- Veterans Services Department
- Oswego City/County Youth Bureau Update
- Office of the Aging Update
- Department of Social Services Update
 - Homeless and Housing Issues
 - Personnel – Update status of DSS vacancies
 - New strategies to increase candidates for caseworker position vacancies.
 - CPAC Activities on Recruitment / Retention of caseworkers.
 - Child and Family Services
 - Legal Services Data and CPS Data

ADJOURNMENT:

Human Services Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, August 1, 2022 at 2:00 pm

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

COMMITTEE MEMBERS:

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

STAFF AND GUESTS:

Frank Castiglia	Sara Sunday	Brain Chetney	Stacy Alvord
Eric Boozer	Noelle Salmonsens	Phil Church	Marti Babcock

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 2:00pm by Committee Chair Roy Reehil with the interim Deputy Clerk of the Legislature Present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Karasek

Second: Legislator Scanlon

Vote: Unanimous, motion carried

The minutes for the Human Services Committee's Regular Meeting on July 5 meeting were approved

RESOLUTIONS:

HS-1 Resolution Authorizing Budget Modification Youth Bureau – Additional City of Oswego Fund

Motion to approve: Legislator Stahl

Second: Legislator Scanlon

Vote: Unanimous, motion carried

- HS-2** Resolution Authorizing Budget Modification Department of Social Service to Accept Federal Funds for the Transportation Incentive Program
Motion to approve: Legislator H. Yerdon
Second: Legislator Scanlon
Vote: Unanimous, motion carried
- HS-3** Resolution Authorizing the Creation of One Position in the Department of Social Services
Motion to approve: Legislator Stahl
Second: Legislator Bombardo
Vote: Unanimous, motion carried
- HS-4** Resolution Appointing Members to the Veterans Service Advisory Committee
Motion to approve: Legislator Stahl
Second: Legislator Scanlon
Vote: Unanimous, motion carried with M. Yerdon abstention

COMMITTEE REVIEW & DECISIONS:

DSS Commissioner Stacy Alvord presented information related to foster care placements and increased rates

REPORTING DEPARTMENTS

Department of Social Services

Commissioner Stacy Alvord and Deputy Marty Babcock provided a department report

Oswego City/County Youth Bureau

Executive Director Brian Chetney gave a report

Office of the Aging

Administrator of Office of the Aging Sara Sunday provided a department report

Veterans Services

Director Eric Boozer provided a department update

ADJOURNMENT:

Motion to adjourn at 3:26 pm: Legislator Scanlon

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN VETERANS SERVICE AGENCY**

By Legislator Roy Reehil:

WHEREAS, in order to better to reflect the duties of the personnel who assist the Director of the Veterans Service Agency; and

WHEREAS, Position 651033302 is currently classified as the Veterans Service Assistant, and

WHEREAS, the position has been reviewed by the Director of Human Resources with a recommendation to reclassify the position to the title of the Senior Veterans Services Assistant Salary Grade 8, to effectively provide the full range of services the Veterans Services Agency has to offer to our veteran community.

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

RESOLVED, that position 651033302, the Veterans Service Assistant, Grade 6, in the CSEA County of Oswego Office Personnel (CO-OP) Bargaining Unit be reclassified to Senior Veterans Services Assistant Salary Grade 8, in the County of Oswego Office Personnel (CO-OP) starting October 1, 2022, and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Director of Human Resources shall be their authority to make such changes.

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

YES:

NO:

ABSENT:

ABSTAIN:



**Oswego County
Veterans Service Agency**

200 N. Second Street Fulton, NY 13069

Phone (315)591-9100

Fax (315)591-9103

Email: veterans@oswegocounty.com

Pulaski Office

Phone (315)298-2270

Eric Boozer
Director

Mateas Garcia
Sr. Veterans Services Assistant

Unoccupied
Veterans Services Assistant

MEMORANDUM

TO: Legislator Reehil, Chairman, Human Services Committee

FROM: Eric A. Boozer, Director, Oswego County Veterans Service Agency

DATE: August 15, 2022

SUBJECT: RECLASSIFICATION OF VETERANS SERVICES AGENCY POSITION

I am writing you to inform you of the inherent need for a third accredited Veterans Services Officer within the Oswego County Veterans Service Agency. As the Veterans Services Agency works to increase the number of veterans applying for services, it is expected that the demand for appointments will also increase. This is in part due to the aging of our Korean and Vietnam veterans, and the increase in claims due to the connection of medical diagnosis's associated with Agent Orange in Vietnam, and the more recent Camp Lejeune water issue.

According to the Department of Veterans Affairs, Oswego County has approximately 8,300 veterans residing within the county. This data is not inclusive of those veterans not enrolled in VA healthcare nor does it include peacetime era veterans who are not drawing compensation, pension, or education benefits from the VA. Some neighboring counties have a lower veteran population but employ 3 or more VSO's. For example, Wayne County has approximately 5,600 veterans and employs 3 Veteran Service Officers, two full time and one part time.

As it currently stands, the agency is not fully functional due to the Veterans Services Assistant position being vacant. Filling the position with a quality candidate has been a struggle in part due to the current pay rate. This vacancy has highlighted another issue for the agency. With only two positions filled, we have had to close our door on numerous occasions, preventing veterans access to our services when staffing situations have arrived that resulted in both the Director and Senior Veterans Services Assistant to be out of office. The office personnel work together through scheduling and shared calendars to prevent

this, but with personal and professional appointments, meetings, sick time and vacation, these situations are sometimes unavoidable. Also, on occasions, the only individual in the office is not accredited so incoming veterans do not have access to the full service this office could be capable of providing. I have witnessed this first-hand as I have had to turn veterans away or request they return at a later date/time as I am not accredited and the Senior Veterans Assistance being out of office. Having the third position filled will help to prevent closing the doors due to staffing, and having that position an accredited Veterans Services Officer, will allow each of us, once trained, to continue fully servicing veterans by having access to claims status, the ability to file claims on behalf of the veteran and their families, and can facilitate solving immediate matters through use of the Veteran Service Officer Help Desk line (only accessible to accredited personnel) and through other means.

It is the intent of the Director to reclassify the Veteran Services Assistant position from a Grade 6 to Senior Veterans Services Assistant Grade 8 and add the requirement of becoming an accredited Veterans Services Officer. The position will become accredited through the New York State Division of Veterans' Services (NYS DVS). This accreditation includes a comprehensive suite of database programs and extensive access. This accreditation is being offered at no cost.

The current cost of maintaining accreditation is as follows:

VetPro: \$1350.00 – Yearly (\$350.00 per individual for access)
Dues - \$126.00 – annually (\$42.00 per individual in the department)

The above information is pertinent as the cost for maintaining accreditation previously under the American Legion was approximately \$2200.00 annually and now with the accreditation through NYS DVS the annual cost has decreased by approximately \$720.00.

The following is a breakdown of the associated costs of the reclassification:

Veteran Services Assistant: Current Grade 6 Start Salary: \$32,341.40

Senior Veteran Services Assistant: Proposed Grade 8 Start Salary: \$35,981.40

The intent is to increase the salary and classification of Veterans Services Assistant position from a Grade 6 to a Senior Veterans Services Assistant Grade 8. The cost of this increase is \$3,640.00.

To help offset the budgeted salary increase, the State Funded Aid to Localities Funds that the county receives has increased from \$10,000 to \$25,000 annually.

The NYS DVS does NOT require an accredited Veterans Service Officer to be a veteran allowing the Director to provide an accreditation based on the needs of the agency. This also opens the hiring pool to non-veteran applicants, increasing the amount of possible experienced individuals that apply.

In August of 2022, the Director will be attending the NYS DVS accreditation training, which will be done completely online from inside the Veterans Services Agency, eliminating the need for travel and the expense that goes with it. After speaking to the American Legion Training Coordinator, online training will continue to be an option for the foreseeable future.

I, as the Director of the Veterans Service Agency, am requesting that the Human Services Committee, and the Legislature, support reclassifying the Veteran Services Assistant position with an effective date of October 1, 2022. I intend to have the new hire (pending HS and Leg approval) attend accreditation training through NYS DVS. Implementing the reclassification on October 1, 2022, will cost the county \$8995.35 for the remainder of the year due to salary increase, if the position is filled prior to October 1, 2022.

The past positions as Veteran Services Assistant were based on a dynamic of the Veteran Services Agency only consisting of one VSO, the Director, and the forementioned employees did just as their titles stated, they assisted. The previous Director identified this and requested one of the two assistants be reclassified to a Senior Veterans Assistant and accredited as a VSO. We are now moving in a direction where the veteran population seeking benefits is growing. Burial and Survivor benefits as we lose the remaining WWII veterans, Pension and Health Care benefits as the Korean and Vietnam veterans grow older and covered disability issue increase due to exposure, and Compensation Benefits for the younger generation who served in Iraq and Afghanistan. The office is seeing an influx of older veterans who have never filed for benefits, be it due to pride, a lack of knowledge of what is available, or a lack of understanding of the benefits they and their family members are entitled to.

The Veterans Services Agency is asking more of its employees, wanting increased responsibility and self-sufficiency, so it is only fair that the individuals asked to perform at this higher level be adequately compensated. This reclassification will allow the Oswego County Veterans Service Agency to better serve the community. All work will not halt if more than one individual is out of the office. Having a third accredited VSO allows access to tools that would otherwise be inaccessible and will provide immediate answers to veterans or family members inquiring about the status of a claim or benefit. I ask for your support so that the Veterans Service Agency can not only improve upon the organizational structure of the Agency but can improve the quality of services being provided to the veterans of Oswego County.

Thank you for your time and ongoing support of the Veterans Service Agency.

Respectfully,

Eric A. Boozer, Director



**Oswego County
Veterans Service Agency**

200 N. Second Street Fulton, NY 13069

Phone (315)591-9100

Fax (315)591-9103

August 15, 2022

Veterans Services Assistant Reclassification Justification

With the Oswego County Veterans Services office being a small department of only 3 personnel, the added VSO Accreditation requirement will increase the in-office VSOs available to assist veterans. This reclassification will decrease the amount of back log and wait times for veterans and their families at times when one or more office employees are absent due to out of office commitments in the community such as home visits (which are predicted to increase as the Korean and Vietnam war veterans increase in age), participation in community outreach programs (including, but not limited to, booths at fairs and informational events, visits to veteran support agencies such as VFWs, American Legions, and organizations like Clear Paths for Veterans), sick leave, and vacations.

The reclassification will also allow the Veterans Services agency to present a more desirable & attractive compensation, draw a higher-quality individual, and promote position longevity, to better serve our veteran community. Reclassifying the position from a Pay Grade 6 to Pay Grade 8 is justified due to an increase in primary work activities, knowledge, skills, abilities and qualification requirements of the Veterans Services Assistant position to match those tasks expected of an accredited VSO. Also, the additional primary work activities, knowledge, skills, abilities and qualification requirements we are expecting from an individual in this position are far greater than the required skills asked of entry level, food services personnel which are currently being hired at hourly rates as high as \$18.00 an hour, exceeding the current \$17.77, 2022 Grade 6 start pay. It is the Director's belief that the current pay grade will create a revolving door of employees as individuals leave for higher wages in other positions throughout the county and in the civilian workforce, wasting valuable county time and money as new hires are constantly sought out and trained.

Even with the additional benefits of working as a county employee consisting of very few nights and weekends, health insurance, life insurance, and retirement, the pay rate of grade 8 will make the position more competitive for the type of candidates this position needs. The individual in this position will be tasked to deal with some of the most fragile, and often difficult members of our community as well as with family members as they go through what will be a most difficult time in their lives, as they deal with the loss of a beloved veteran family member. The ideal individual in this position will need to be experienced in life as well as educated in sympathy and understanding, all while having the ability to stay strong, confident and keep the task of assisting the veteran or family member applying for benefits on track.

On the following page is a list of the updated primary work activities for the proposed Senior Veterans Services Assistant position.

Items in **BOLD** are added responsibilities
Items with a * are specific to that position

- Interviews veterans and their families explaining their rights and benefits under Federal, State, and local rules and regulations;
- Assists veterans, active service members, and interested parties with the preparation of claims for benefits, healthcare, and appeals from the Department of Veterans Affairs, the armed forces, and all Federal, State and County agencies;
- Utilizes Veterans Benefits Management System (VBMS) database in preparation of veteran claims (Restricted access database);
- Secures documentary evidence necessary for the proper presentation of veterans claims;
- Cooperates with other County departments to assist veterans and dependents;
- Contacts various State and Federal agencies regarding claims and eligible benefits for veterans and their dependents;
- **Files claims on behalf of veterans and their families through the Department of Veterans Affairs;**
- Composes and prepares correspondence regarding claims and appeals, and assists in the maintenance of all records of veteran's cases serviced;
- **Acts as representation for veterans in the circuit veterans appeals court as necessary;**
- Participates in outreach platforms and special events as a representative of the County;
- Attends conferences to further knowledge of changing laws, programs, and benefits;
- ***Provides data and reports to the Director to assist in budget preparation and procedure formulation;**
- *Updates and maintains all office files and forms and prepares brochures and publications;
- Performs other related duties as assigned.

POSITION REQUEST/ RECLASSIFICATION FORM

DEPARTMENT: **A6510**

DIVISION/UNIT (NUMBER):

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).

RECLASSIFICATION REQUEST

1. Present Title: **Veteran Services Assistant** 2. Position #: **651033302**

3. Present Salary/Hourly Rate: **\$18.34** Grade: **6**

4. Requested Title: **Senior Veterans Services Assistant**

5. Requested Salary: **\$35,981.40**

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: _____ Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): **SEE ATTACHED MEMO**

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:

7/23/19

-OVER-

(page 1 of 4)

7/23/19

(page 2 of 4)

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
Veterans

DIVISION, UNIT, OR WORK SECTION
A6510

LOCATION OF POSITION
Veterans Services Agency

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

Title requested: *Senior Veterans Services Assistant*

PERCENT OF WORK TIME

20%	<i>Interviews veterans and their families explaining their rights and benefits under Federal, State, and local rules and regulations and Assists veterans, active service members, and interested parties with the preparation of claims for benefits, healthcare, and appeals from the Department of Veterans Affairs, the armed forces, and all Federal, State and County agencies</i>
20%	<i>Files claims on behalf of veterans and their families through the Department of Veterans Affairs and Utilizes Veterans Benefits Management System (VBMS) database in preparation of veteran's claims (Restricted access database)</i>
20%	<i>Secures documentary evidence necessary for the proper presentation of veteran's claims, Composes and prepares correspondence regarding claims and appeals, and assists in the maintenance of all records of veteran's cases serviced</i>
15%	<i>Contacts various State and Federal agencies regarding claims and eligible benefits for veterans and their dependents, cooperates with other County departments to assist veterans and dependents</i>
10%	<i>Updates and maintains all office files and forms and prepares brochures and publications</i>
5%	<i>Participates in outreach platforms and special events as a representative of the County</i>
5%	<i>Attends conferences to further knowledge of changing laws, programs, and benefits</i>
3%	<i>Provides data and reports to the Director to assist in budget preparation and procedure formulation</i>
2%	<i>Acts as representation for veterans in the circuit veterans appeals court as necessary</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
Eric Boozer	Director	Direct
Matias Garcia	Sr. Veterans Services Assistant	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
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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
Matias Garcia	Sr. Veterans Services Assistant	Veterans Services Agency

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

Education: ☐ High School 4 years
☒ College 2 years, with specialization in Public Administration
☐ Other _____ years, with specialization in _____

Experience (list amount and type):

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of experience assisting individuals in resolving financial, employment or benefit claim problems; **OR**
- C. Graduation from high school or possession of an equivalency diploma and four (4) years of experience assisting individuals in resolving financial, employment or benefit claim problems; **OR**
- D. An equivalent combination of training and experience defined by the limits of "A", "B" and "C" above.

Essential knowledge, skills and abilities:

THOROUGH KNOWLEDGE OF: Federal, State and local laws, rules and regulations related to veterans benefits and services; forms, methods, procedures and records necessary for the processing of veterans benefit claims; governmental structure and resources on the Federal, State and local level;

ABILITY TO: Effectively communicate both orally and in writing; establish and maintain effective working relationships with others; understand and empathize with the needs and concerns of others; operate a personal computer and utilize modern software programs; maintain confidentiality; interpret laws, rules and regulations; prepare correspondence and reports.

Type of license or certificate required: Veterans Service Officer Accreditation

7. The above statements are accurate and complete.

Date: August 4, 2022

Title: Director of Veterans Services

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING THE COUNTY OF OSWEGO TO ACCEPT
DONATION OF NINE PRIJON CALABRIA 14 FOOT KAYAKS AND TRAILER
FROM TAILWATER LODGE**

By Legislator Roy Reehil:

WHEREAS, Tailwater Lodge has kayaks and a trailer they no longer use and would like to donate. The Youth Bureau/Parks & Recreation provides youth development opportunities including recreation programming for youth in Oswego County.

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

RESOLVED, that the County accept the donation from Tailwater Lodge of 9 Prijon Calabria, 14-foot kayaks and trailer.

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

YES:

NO:

ABSENT:

ABSTAIN:

Oswego City-County Youth Bureau

**OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NY 13126**

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



Brian Chetney Executive Director
brian.chetney@oswegocounty.com

August 29, 2022

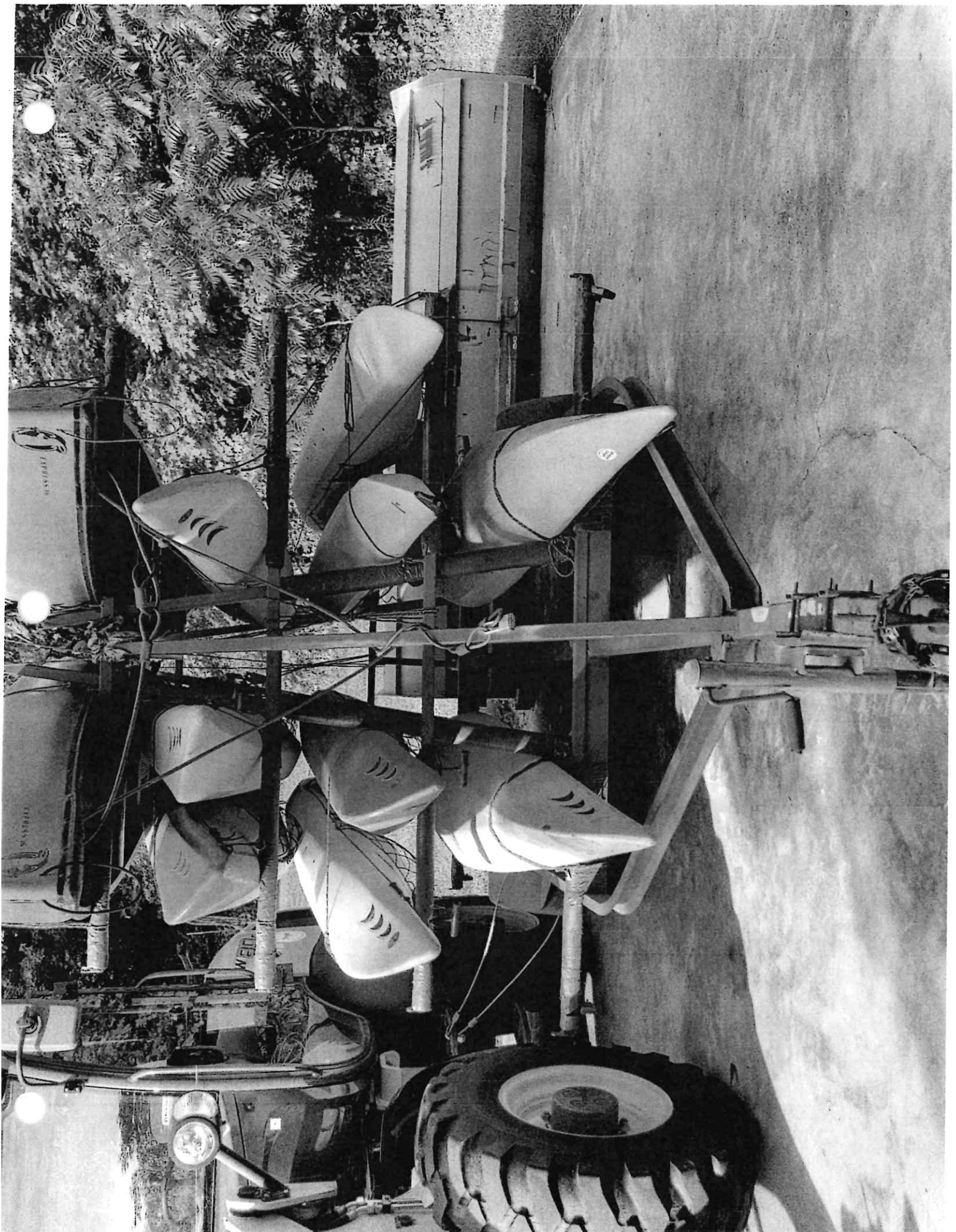
Informational Memorandum

Purpose: To accept a donation from Tailwater Lodge of 9 Prijon Calabria, 14-foot kayaks and trailer. The trailer holds 10 vessels.

Summary: The Tailwater lodge would like to donate 9 Prijon Calabria, 14-foot kayaks and trailer. They no longer have any need for the kayaks and trailer and would like to see they be used by local youth.

Recommended Action: The department recommends the County accept the donation of 9 Prijon Calabria, 14-foot kayaks and trailer.





RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF SOCIAL SERVICES TO ADJUST FEE SCHEDULE FOR INDIGENT BURIALS**

By Legislator Roy Reehil:

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

RESOLVED, that the Commissioner of Social Services be, and he hereby is, authorized to adjust the fee schedule for indigent burials as outlined in the attached Policy and Procedure document and informational memorandum effective October 1, 2022.

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: August 16, 2022

SUBJECT: Indigent Burial Reimbursement Rates

SUMMARY: In accordance with New York State Social Services Law Section 141 and the applicable provisions of the New York State Code Rules and Regulations, a local district must provide for a burial when a TA recipient or other indigent person dies leaving no funds or insurance sufficient to pay the cost and there are no relatives, friends, or other persons liable or willing to take responsibility for the burial expense.

Subject to partial reimbursement from state and federal governments, each local government sets a limit on the amount of money that can be spent on the burial of indigent persons within their district. Oswego County has not reviewed or increased their indigent burial rates since January 2007.

Commissioner Stacy Alvord and Director of Assistance Programs Gidget Stevens, recently met with members of the Funeral Directors Association from Dain-Cullinan, Nelson, and Harter funeral homes to discuss a request for increase in rates based on inflation rates being seen in costs on their end.

The chart below shows historical expenditures for indigent burials:

SUMMARY		
	# of Burials	Payment Amt
TOTALS 2018	192	470,340.76
TOTALS 2019	223	556,700.52
TOTALS 2020	216	516,980.57
TOTALS 2021	230	560,066.26
GRAND TOTAL		2,104,088.11

The chart below shows a description of the rates as approved in 2007 vs rates requested for 2022 going forward due to cost inflation over the past 15 years:

Service	2007 Rate	2022 Rate Eff. 10/1/2022	Change %
Direct Burial No Services	\$1900.00	\$1900.00	0%
Direct Cremation No Services	\$1275.00	\$1650.00	29%
Burial/Cremation With Services	\$1900.00	\$2400.00	26%
Stillborn	\$425.00	\$550.00	29%
Transportation Fee	\$1.75/mi	\$2.50/mi	42%
Concrete Rough Box	Up to \$550	Actual Cost	

RECOMMENDED

ACTION:

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the presented rates for indigent burials.



DRAFT
OSWEGO COUNTY DEPARTMENT OF SOCIAL SERVICES
INDIGENT BURIAL POLICY AND PROCEDURE
July 2022

In accordance with New York State Social Services Law Section 141 and the applicable provisions of the New York State Code Rules and Regulations, together with the provisions set forth for burial costs for indigent deceased persons established by the New York State Office of Temporary and Disability Assistance, Oswego County Department of Social Services (The Department) has established a limit on the amount of money the County is responsible for on the burial of indigent residents of Oswego County. The limits defined below constitute an "indigent burial"; and are limited to the agreed upon pay schedule as noted below.

Therefore, the department sets the following terms and conditions:

1. Burial Fees

Direct Burial – No Services	\$1,900.00
Burial With Services	\$2,400.00
Direct Cremation/Anatomical Donation – No Services	\$1,650.00
Cremation With Services	\$2,400.00
Stillborn	\$550.00

The above figures include all funeral related expenses except those specified separately in this policy. It is understood that the basic service requires the funeral director to provide, at a minimum, one two-hour period for calling hours either before the funeral services or the day before the funeral. In the event of circumstances that inhibit committal at the cemetery, the committal shall be deemed to have taken place at the funeral home on the day of the service. A request for further services can be included in the supplementation as outlined below.

Supplementation: Family or friends will be allowed to pay for a one level upgrade of approved casket, additional time for calling hours, obituaries, hairdresser, clergy, religious services, prayer or memorial cards, guest registers, a crucifix/cross, flowers, certified death certificate, cremation urns, cremation grave opening and urn vault charges. Relatives or friends assume responsibility for the entire cost of burial arrangements should they wish to arrange a more expensive funeral for the deceased than authorized by the Department.

2. Transportation Fee

The Department will reimburse the funeral director for mileage not to exceed 150 miles. The rate for the above-cited mileage shall be \$2.50 per mile.

3. Winter Vault Charge

Reimbursement will be for actual cost as billed to the funeral director. This fee will be paid directly to the funeral director upon receipt of billing.

4. Opening of Gravesite

Payment for the opening of a grave shall be actual costs, to include any charges for cemetery equipment/devices, and paid directly to the funeral director based upon current fee schedule provided or receipt of billing.

5. Purchase of Grave

When no lot has been pre-purchased, lot purchase must be within Oswego County or its immediate environs. Actual cost will be remitted. Receipt is required and must be attached to the bill. Cremation will preclude the purchase of a cemetery lot.

6. **Casket**

Payment for a casket up to \$900.00 or actual amount if less. Receipt is required and must be attached to the bill.

7. **Concrete Rough Box**

When required by the cemetery, Department will reimburse the funeral director actual cost for the purchase of a concrete vault.

8. **Memorial Stone or Urn**

The Department will make no payment for either a Memorial Stone or Urn.

9. **Recovery of Assets**

The funeral director is not responsible for the recovery of assets. In the event that there are personal assets of the deceased, and these assets are to be used to reduce the base amount allowed for burial under this agreement, recovery of such assets shall be the responsibility of the Department. Funeral bill will be paid without these assets being deducted from total.

10. **Special Circumstances**

Special circumstances wherein additional charges may be incurred must be reviewed with the Commissioner or his/her designee on a case-by-case basis for approval. Oversized caskets (Up to \$95.00 for demonstrated cost difference vs. normal as approved by DSS) and handling of decomposed bodies are examples of special circumstances and will be paid by the Department upon receipt from the funeral director for actual costs incurred.

11. **Burial Arrangements by Family**

No payment is allowable should relatives or friends wish to arrange a more expensive funeral for the deceased than allowed as an indigent burial as defined in this policy. The relative or friend must bear the full expense of all burial related costs in said circumstance. In this situation the relative or friend makes arrangements directly with the funeral director. The Department provides no reimbursement in this situation per NYS regulation.

PROCEDURES:

The Department will provide the funeral director with the following attached documents:

- Contact number – liaison to initiate process (see Funeral Director's Fact Sheet)
- Funeral Directors' Informational Fact Sheet
- Burial Claim Form

The funeral director may copy forms, or the funeral director may request a supply of forms.

Signed: _____
Commissioner

Date: _____

RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/EMPLOYMENT AND TRAINING TO PURCHASE
FURNITURE AND FOR INCREASE IN MEMBERSHIP DUES**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



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: August 16, 2022

SUBJECT: Operational expense changes resulting from integration of Local Workforce Development Board (LWDB) into Department of Social Services Division of Employment & Training

PURPOSE: Budget modification due to increased cost of Membership Dues and Furniture for newly acquired office space.

SUMMARY: With the integration of the LWDB into the Division of Employment & Training, new office space has been acquired and needs to be furnished to accommodate a new staff member.

The New York Association of Training and Employment Professionals (NYATEP) has increased their yearly membership dues. NYATEP is a membership based, 501c3 non-profit, intermediary that provides leadership, vision, and advocacy for a thriving workforce development network across New York State. The advocacy, knowledge, and continuous progress that NYATEP provides to support LWDB, and Directors is supportive of all E&T programs and services.

The Department respectfully requests acceptance of this budget modification to move \$15,000 for furniture and \$3,000 for membership dues from the former SUNY Oswego WDB contract line for the support of the continued operations of the Oswego County LWDB. The attached budget modification reflects this request. There is no local share attached to these funds.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the attached budget modification.

8/16/2022

DEPARTMENT HEAD

RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/MENTAL HYGIENE TO UTILIZE NYS AID TO INCREASE
MENTAL HYGIENE DIVISION WAGES**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



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: August 17, 2022

SUBJECT: Budget Modification to apply the 5.4% Cost of Living Adjustment (COLA), provided in the 2022-2023 New York State adopted budget and allocated to Oswego County via NYS OMH State Aid, to Mental Hygiene Division salaries and wages.

SUMMARY: This year's State budget strongly supports the mental hygiene system of care. The State budget includes a mental hygiene workforce recruitment and retention Cost of Living Adjustment (COLA) of 5.4% to increase wages for the human services workforce, effective April 1, 2022.

The 5.4% COLA increase is for eligible mental hygiene programs. It has been confirmed that the position titles within the Division are eligible to receive the COLA. Budget language includes the requirement for the Local Governmental Units (LGUs) to account for the use of these COLA funds, and the provision to authorize State Agency Commissioners to recoup funding not utilized consistent with this appropriation.

In April 2022, a Mental Hygiene Division budget modification was approved to accept and expend additional State Aid from NYS Office of Mental Health (OMH). The expense lines increased at that time were for contracts and miscellaneous support services (Other Supplies & Expenses).

This budget modification will decrease miscellaneous support services and increase salaries and wages effective September 19, 2022. Balance remaining will be applied to 2022 fringe and result in decrease in local share.

5.4% COLA funding is recurring. In 2023, the full amount of revenue will be applied to salaries and wages. The increase is 100% State funded. See attached table for specifics. Specific salary and wage amounts are subject to calculations and corrections by Human Resources.

**RECOMMENDED
ACTION:**

The Division respectfully requests budget modification approval to decrease Other Supplies & Expenses by \$11,596; increase 2022 salaries and wages effective September 19, 2022, by \$4,865; apply \$6,731 against 2022 fringe expenses included in the Mental Hygiene budget.

2022 COLA Funding Effective 4/1/2022 = \$11,596

	2022 Adopted Salary/Wage	5.4% COLA eff. 9/19/2022	Revised 2022 Salary/Wage
Director of Community Services	\$ 88,615.00	\$ 1,380.93	\$ 89,995.93
MH Services Coordinator	\$ 55,209.00	\$ 862.97	\$ 56,071.97
Communiyt Services Coordinator	\$ 50,778.00	\$ 790.97	\$ 51,568.97
Communiyt Services Coordinator	\$ 50,778.00	\$ 1,191.67	\$ 51,969.67
Sr Typist	\$ 40,932.00	\$ 637.59	\$ 41,569.59
TOTAL	\$ 286,312.00	\$ 4,864.13	\$ 291,176.13

2023 COLA Funding Annualized/Recurring = \$15,461

	2022 Adopted Salary/Wage	Annualized 5.4% COLA	2023 contractual increase	Projected 2023 Salary/Wage
Director of Community Services	\$ 88,615.00	\$ 93,400.21	tbd	\$ 93,400.21
MH Services Coordinator	\$ 55,209.00	\$ 58,190.29	3%	\$ 59,935.99
Communiyt Services Coordinator	\$ 50,778.00	\$ 53,520.01	3%	\$ 55,125.61
Communiyt Services Coordinator	\$ 50,778.00	\$ 53,520.01	3%	\$ 55,125.61
Sr Typist	\$ 40,932.00	\$ 43,142.33	3%	\$ 44,436.60
TOTAL	\$ 286,312.00	\$ 301,772.85		\$ 308,024.03

2022 BUDGET
8/17/2022

COUNTY TREASURER	DATE
PERSONNEL DIRECTOR	DATE
COUNTY ADMINISTRATOR	DATE
DEPARTMENT HEAD	DATE

RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING CREATION OF THREE POSITIONS IN THE
DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

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

RESOLVED, the Social Services Commissioner has identified the need to add three (3) Social Welfare Examiner positions within the Medicaid and Housing units, and be it

RESOLVED, that three (3) Social Welfare Examiners, Grade eight (8) in the CSEA Local 838 be created, and be it

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: August 12, 2022

SUBJECT: Creation of three (3) Social Welfare Examiner positions

SUMMARY: The Department of Social Services requests the creation of three Social Welfare Examiner positions; two positions in our Medicaid team, and one position in our housing team.

MEDICAID

Recent changes to Medicaid eligibility limits contained in the Governors 2023 budget along with the unwinding of the COVID waivers is expected to result in a large increase in need within the Medicaid program.

In an effort to ensure that NYS residents remained insured for the duration of the Federal Public Health Emergency (PHE) – households in receipt of NYS Health Insurance – otherwise known as Medicaid – have not been required to recertify for benefits or report any changes that have occurred in their household that may have resulted in a negative change to their Medicaid coverage. The PHE is expected to end effective 12/31/2022 which will require the agency to review, recertify and redetermine eligibility on the current active caseload of 9,474 cases.

In addition to the unwinding of the PHE, the Governors 2023 budget includes an increase to the Medicaid income eligibility guidelines for cases at the local district to 138% of the Federal Poverty Level. The current income guidelines for a single individual in this population is \$934 and effective 01/01/2023 this will be raised to \$1583 resulting in an expected surge of applications for the Medicaid program.

The recruitment and training for a Social Welfare Examiner takes, at minimum, 1 year before a worker is fully able to manage a caseload on their own, so we are requesting these positions to be filled immediately to help prepare for the change's forthcoming.

HOUSING

Social Service Regulations mandate that Local Departments of Social Services provide Temporary Housing Assistance (THA) to eligible homeless families or individuals to meet an immediate need for shelter. The Assistance Programs Division currently has 4 Social Welfare Examiners designated to address and meet this need when presented.

From the years 2019 – 2021, Oswego County served on average 635 individuals annually. To date in 2022 (Jan – Jul) we have already served 573 individuals which is almost equal to total amounts from previous years.

With the lifting of the Eviction Moratorium on January 15, 2022, the average amount of homeless individuals we are seeing monthly has increased by approximately 64%.

In addition to the increasing numbers, the requirements for assessing, monitoring, and managing homeless individuals until they are placed into permanent housing has also become more time consuming. A high percentage of the individuals have been recently incarcerated, are registered sex offenders, have a substance use disorder or mental/behavioral health diagnosis. The needs of this population continue to grow, and the designated 4 Examiners currently are unable to keep pace with the needs of the community for these services.

The recruitment and training for a Social Welfare Examiner takes, at minimum, 1 year before a worker is fully able to manage a caseload on their own so we are requesting these positions to be filled immediately to help prepare for the change's forthcoming.

EVICTON MORATORIUM LIFTED 1/15/2022 which caused an increase in the need for services:

2021	Total Served/Singles		2022	Total Served/Singles
July	116/66		January	144/102
August	98/62		February	144/104
September	120/73		March	177/106
October	125/74		April	205/114
November	123/80		May	190/90
December	135/92		June	190/97
			July	194/96
Monthly Avg	120			177

Homeless Numbers	
2019	696 total <ul style="list-style-type: none"> • 331 Single Individuals
2020	558 total <ul style="list-style-type: none"> • 316 Single Individuals
2021	651 total <ul style="list-style-type: none"> • 403 Single Individuals
2022 (January 1-July 29)	573 total <ul style="list-style-type: none"> • 335 Single Individuals

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the addition of three Social Welfare Examiner positions.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Social Services

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner

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: 75 Fringe Reimbursed: ☒ Yes ☐ No

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

The Social Welfare Examiner is responsible for assessing, managing and monitoring all households/individuals who present to the agency as homeless. Over the past 3 years we have seen a significant increase in not only the numbers in this population but also the need based on individuals being released from incarceration, substance use disorder and mental/behavioral health concerns.

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 DEPARTMENT OF PERSONNEL

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
Assistance Programs

LOCATION OF POSITION
Mexico

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

Title requested: *Social Welfare Examine)*

PERCENT OF WORK TIME	
40%	<i>Interviews applicants for Temporary Housing Assistance to identify their eligibility for various programs. Assesses client barriers and/or needs to determine referrals needed for services intervention or other programs..</i>
20%	<i>Reviews and evaluates certification forms by examining and verifying supporting documents, confirms applicant's income and resources to determine categorical eligibility. Explains all aspects of client responsibility and eligibility to clients.</i>
20%	<i>Follows up weekly with client to review housing search logs and Independent Living Plans to set goals for ongoing stability.</i>
10%	<i>Works with hotel/motel owners, shelters and landlords to assist in placing homeless individuals temporarily as well as moving them to a permanent housing status.</i>
10%	<i>Prepares and computes client need statements or budgets according to state and federal guidelines and enters the data into the Welfare Management System</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
Latie Meyer	Senior Social Welfare Examiner	Direct
Jackie Robinson	Principal Social Welfare Examienr	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
None		

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
Teresa Lazarek	SWE	Mexico
Alexis LaLone	SWE	Mexico
Monica Yerdon	SWE	Mexico

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

Education: ☒ High School grad years
☒ College 2 years, with specialization in any
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *Two years experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance, or a similar program operating under established criteria for eligibility.*

Essential knowledge, skills and abilities: *Working knowledge of federal, state and local social service laws/programs as they affect eligibility for financial assistance; community resources; interviewing techniques; communicate clearly; work with difficult clients; work with people in crisis in a supportive manner; obtain facts in a structured interview; analyze/use facts in determining eligibility*

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:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Social Services

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner (2)

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):

The Social Welfare Examiner is responsible for determining the eligibility for Medicaid. The complexity of Medicaid has resulted from the addition of multiple eligibility options. The local district remains responsible for eligibility determinations on our most vulnerable populations including aged, disabled and individuals requiring Nursing Home care. With upcoming changes to the Medicaid income guidelines along with the unwinding of the Public Health Emergency we expect to see a large increase of eligible individuals 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 DEPARTMENT OF PERSONNEL

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
Assistance Programs

LOCATION OF POSITION
Mexico

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

Title requested: *Social Welfare Examiner (2)*

PERCENT OF
WORK TIME

30%	<i>Interviews clients and applicants for medical assistance to identify their eligibility for various medicaid programs. Assesses client problems and/or needs to determine referrals needed for services intervention or other programs.</i>
20%	<i>Reviews and evaluates certification forms by examining and verifying supporting documents, confirms applicant's income and resources to determine categorical eligibility. Explains all aspects of client responsibility and eligibility to clients.</i>
20%	<i>Prepares and computes client need statements or budgets according to state and federal guidelines and enters the data into the Welfare Management System</i>
20%	<i>Makes redeterminations of eligibility according to Medicaid rules</i>
10%	<i>Assists applicants and recipients with managed care questions to ensure medicaid individuals sign up for managed care organizations that includes their doctors</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
Ileen Moody	Senior Social Welfare Examiner	Direct

Julie Barry	Principal Social Welfare Examiner	Direct
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4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
None		

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
Elaine Samson	Social Welfare Examiner	Mexico
Casey Diehl	Social Welfare Examiner	Mexico
Sue Knopp	Social Welfare Examiner	Mexico

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

Education: ☒ High School grad years

☒ College 2 years, with specialization in any

☐ Other _____ years, with specialization in _____

Experience (list amount and type): *Two years experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance, or a similar program operating under established criteria for eligibility.*

Essential knowledge, skills and abilities: *Working knowledge of federal, state and local social service laws/programs as they affect eligibility for financial assistance; community resources; interviewing techniques; communicate clearly; work with difficult clients; work with people in crisis in a supportive manner; obtain facts in a structured interview; analyze/use facts in determining eligibility*

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:

RESOLUTION NO.

September 15, 2022

**RESOLUTION AUTHORIZING CREATION OF FIVE POSITIONS
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) Senior Caseworker position and four (4) Caseworker positions to launch the Sobriety Treatment and Recovery Team effective 10/1/2022, and be it

RESOLVED, that one (1) Senior Caseworker, Grade 12 in CSEA Local 838 be created, and be it

RESOLVED, that four (4) Caseworkers, Grade 11 in CSEA Local 838 be created, and be it

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

Date: August 17, 2022
To: Roy Reehil, Chairman of the Human Services Committee
Oswego County Legislature
From: Stacy Alvord, Commissioner
RE: Request Funding for Sobriety Treatment and Recovery Teams

Opioid Use Disorder (OUD) significantly impacts many parents in Oswego County and their capacity to provide safe care to their children. Foster care placements and State Central Registry reports involving OUD rose steadily over the past decade. About 50% of current cases in child welfare are impacted by substance misuse and addiction as well as other co-occurring substance use and mental health conditions.

The landmark bipartisan Family First Prevention Services Act of 2018 represented the most significant reform to federal child welfare policy in decades. Family First includes historic reforms to help keep children safely with their families and avoid the traumatic experience of entering foster care, emphasizes the importance of children growing up in families, and helps ensure children are placed in the least restrictive, most family-like setting appropriate to their special needs when foster care is needed. Family First calls on states to radically rethink their approach to child protection and family support, and full implementation of the law will be a years-long process.

OCDSS recognized the need for evidence-based programs to be eligible to draw federal funding for Prevention programs. Title IV E federal funding provides 50% reimbursement, historically for foster care expenses, and now provides for evidenced-based Prevention programs. NYS Office of Child and Family Services (OCFS) has yet to have a federally approved plan but anticipates having an eligibility and claiming process in place in the near future.

OCDSS developed a plan in 2020 / 2021 to launch four initiatives to target families impacted by OUD and co-occurring substance use disorder or mental health (SUD/MH) conditions. Oswego County Department of Social Services has worked for over two years to plan for the implementation of this federal legislation.

Sobriety Treatment and Recovery Team (START)

START is an evidence-based program and targets high risk parents with OUD / SUD and other co-occurring conditions with at least one child under the age of 6 years. **OCDSS seeks to begin START on October 1, 2022.**

See attachment "Overview START" which was been distributed previously to the Human Services Committee.

OCDSS seeks to prevent the placement of children with a plan of safe care. Should there be a need for an out of home placement, START provides the intensity to shorten the stay of children in a relative or foster care placement.

OCDSS is receiving training and technical assistance by a national agency, Children and Family Futures (CFF). CFF is working with Services management to develop this new program. A Request For Proposals was released by Oswego County Purchasing to host Family Mentors, key members of the START team. OCDSS seeks to contract with the sole proposer – Farnham Family Services.

The most significant and escalating cost for OCDSS is foster care. As the "Overview START" attachment evidences, research shows that for every dollar invested in START, \$2.22 is saved in foster care.

OCDSS has submitted a proposal for use of the Opioid Settlement funding for the local share of START. Until this funding is decided upon, we seek to fund START with open ended Preventive Services NYS funding at 62% with a local share from the general fund of 38%.

It is planned that by 2024 / 2025 START will be credentialed through CFF, be included in NYS OCFS FFPSA plan to federal HHS, and will begin to draw 50% federal funding for the cost of START net 38% local share.

Leveraging these stable funding streams along with local share cost savings as a result of reduced foster care placements will allow sustainability.

OCDSS seeks 5 new positions:

START personnel is needed at OCDSS. We seek to launch one team on October 1, 2022, with one Senior Caseworker position and four Caseworkers. Documents requesting these as new positions are included in this packet. Each caseworker will partner with one Farnham Family Mentor. Each dyad will be assigned eight (8) cases. The Senior Caseworker will supervise and direct the day-to-day activities of the dyad. There will be a maximum of 32 families served by START at any given time. Families will receive services for an average of 9 – 12 months.

Funding needed:

DSS Personnel

Title New Positions	Hourly wage	Annual	Total Wage Cost	Fringe @ 54.88%*	Local share @ 38%
Sr. Caseworker (1)	\$32.04	\$58,319	\$58,319	\$32,006	\$22,161
Caseworkers (4)	\$27.64	\$50,300	\$201,199	\$110,418	\$76,456

**Fringe is in HR Budget and paid through Cost Allocation Plan annually – this is a cost estimate in order for transparency on all costs associated with START.*

Total Wage Cost	Local share @ 38%
\$240,295	\$91,312

Start Up Costs – For 11 positions (7 DSS positions and 5 Farnham positions)

- Equipment (Laptops with docking stations, monitors, iPads, iPad mobile subscriptions, iPhone mobile / data plans, bags / cases for equipment and mouse/keyboard combo) \$27,028
- Office Furniture – For Cubicles / Chairs / Chair mats \$85,000

Total - \$112,028

LOCAL SHARE REQUIRED for Equipment & Office Furniture = \$42,570

Farnham Family Services – See 5-year Budget in Contract for details.

Total Annual Cost Year 1 - \$414,291

LOCAL SHARE REQUIRED for Farnham Contract = \$157,430

TOTAL SOBRIETY AND RECOVERY TREATMENT TEAMS START UP AND FIRST YEAR COSTS = \$766,614

TOTAL LOCAL SHARE REQUIRED = \$291,313.58

NYS OCFS 62/38 Preventive Services Revenue = \$475,300

OCDSS is seeking \$766,614 of which a local share of \$291,313 is required to launch the Sobriety Treatment and Recovery Team (START) program as of October 1, 2022. OCDSS has proposed using Opioid Settlement funding due to this program targeting parents with a substance use disorder.



Oswego County START Overview

Sobriety Treatment and Recovery Teams (START) is a specialized child welfare service delivery model that has been shown, when implemented with fidelity, to improve outcomes for children and families affected by parental substance use and child maltreatment. The model uses a variety of strategies to promote collaboration and systems-level change within and between child welfare agencies, substance use and mental health (MH) treatment providers, the judicial system, and other family-serving entities.

IMPLEMENTATION PARTNERS:

The Department of Social Services (DSS) is responsible for directing the implementation, including collaboration with partners, and evaluation of the START Program in Oswego County. Technical assistance (TA) on implementation and evaluation is provided by Children and Family Futures (CFF).

Oswego is the first county in New York State to implement the National START Model. Services are planned to begin in 2023.

START GOALS:

The model aims to mitigate systems issues that result in barriers to families being able to access services in a timely manner. It requires an approach to service delivery that involves cross-system collaboration and flexibility to meet the unique needs of this population. The practices of the START model align with strategies considered to be effective for families affected by parental substance use disorders (SUD) and child maltreatment. The goals of START include:

1. Ensuring child safety and well-being
2. Preventing and/or decreasing out-of-home placements
3. Increasing parental recovery
4. Increasing parenting capacity and family stability
5. Reducing repeat maltreatment
6. Improving system capacity for addressing parental substance use and child maltreatment

HISTORY:

START has a long history of effectiveness. Originating in 1989 in Toledo, Ohio as the Alcohol and Drug Addiction Protection Team (ADAPT), the program migrated to Cleveland, Ohio and evolved in its development as START in the late 1990s. Beginning in 2007, under the leadership of model purveyor, Tina Willauer, START expanded and underwent rigorous evaluation efforts in Kentucky, made possible by federal support through the Regional Partnership Grant (RPG) program. The model has since been replicated and scaled to meet the diverse needs and policies of both rural and urban jurisdictions within public and privatized child welfare systems in Ohio, Maryland, North Carolina, West Virginia, and Kansas. (Note: START has also been piloted in Georgia, Indiana, and New York City.)

OUTCOMES:

Mothers who participated in START achieved sobriety at nearly twice the rate of mothers treated without START (66% vs. 37%). Children in families served by START were half as likely to be placed in state custody as compared with children in a matched control group (21% vs. 42% percent). This outcome also results in cost-effectiveness—for every \$1.00 spent on START, Kentucky potentially avoided spending \$2.22 on foster care. At case closure, more than 75% of children in START remained with or were reunified with their parents.¹

Recurrence of child abuse and neglect six months after case closure was lower in START than in non-START cases (4.2% vs. 11.3%).² At 12 months post-intervention, more children in START remained free from both out-of-home placement and recurrence of child abuse/neglect as compared to children served in treatment as usual (68.5% vs. 56%).³ At 12 months post-intervention, more Black children in START remained free of out-of-home placement and child abuse or neglect than Black children in treatment as usual (80.6% vs. 56%).⁴

NATIONAL START MODEL ESSENTIAL COMPONENTS:

1. *Child Welfare Based*: START is initiated by and based in child welfare for families with both parental substance use and child maltreatment.
2. *Collaboration with Partners*: A strong collaborative partnership with treatment providers for SUD, co-occurring MH, and other family serving entities is required to develop a coordinated system-of-care.
3. *Family Mentor*: Family mentors are people in long-term recovery from a SUD with experiences that sensitize them to child welfare.
4. *The START Dyad*: One family mentor is paired with one child welfare worker to form a dyad.
5. *Program Evaluation*: Local and state START jurisdictions must be engaged in continuous quality improvement guided by program evaluation data.
6. *The START Timeline*: START adheres to a rapid timeline that ensures early identification of eligible families after the initial child welfare report and quick access and early retention in SUD/MH treatment services.
7. *Minimum Work Guidelines*: Child welfare staff must meet the START Minimum Work Guidelines (MWGs) that represent a more intensive approach to service delivery than traditional child welfare practice.
8. *Substance Use and MH Disorder Treatment*: Treatment providers use current best practices and evidence-supported interventions in SUD and co-occurring MH and trauma treatment.
9. *Shared Decision-Making*: START must use shared decision-making with families, child welfare staff, and service providers.
10. *Unifying Families*: START keeps children safely with their parents or family whenever possible or reunifies the family when parental recovery is stable and safety factors have been remediated.
11. *Family-Centered Intervention*: START views the family as the client and focus of the entire team and aims to promote a nurturing parent-child relationship and improved parenting capacity.

START IN OSWEGO COUNTY

- START supervisors and caseworkers are DSS employees. Family mentors (individuals in long-term recovery) are contract employees who will be trained and function as DSS staff.
- Treatment providers will be invited to partner with DSS to provide quick access to substance use and co-occurring MH/trauma assessments and treatment services. Communication protocols will be developed among partners to ensure families receive needed services while maintaining child safety.
- While not all cases will be court active, those that are may require additional court oversight to reinforce successful behaviors.

TRAINING AND TECHNICAL ASSISTANCE (TTA):

Implementation requires a commitment to a multi-year effort to achieve fidelity to the START Model. Consultation and TA will be provided by the National START TTA Program at CFF. For more information, see <https://www.cffutures.org/start/>.

OSWEGO COUNTY START CONTACT INFORMATION:

Please contact Sara Finley, Director of Services at sara.finley@oswegocounty.com, or by phone at 315-963-5399, for additional information regarding Oswego County START.

¹ Huebner, R. A., Willauer, T., & Posze, L. (2012). The impact of sobriety treatment and recovery teams (START) on family outcomes. *Families in Society: The Journal of Contemporary Social Services*, 93(3), 196-203.

² Huebner, R., Hall, M.T., Posze, L., Willauer, T., and Young, N.Y. (2017). Serving families with child maltreatment and substance use disorders: A decade of learning. *Journal of Family Social Work*, 20(4), 288-305. <https://doi.org/10.1080/10522158.2017.1348110>

³ Huebner, R. A., Hall, M. T., Walton, M. T., Smead, E., Willauer, T., & Posze, L. (2021). The Sobriety Treatment and Recovery Teams program for families with parental substance use: Comparison of child welfare outcomes through 12 months post-intervention. *Child Abuse and Neglect*, 120, 105260. <https://doi.org/10.1016/j.chiabu.2021.105260>

⁴ Huebner, R.A., Willauer, T., Hall, M. T., Smead, E., Poole, V., Hibbeler, P.G., & Posze, L. (2021). Comparative outcomes for Black children served by the Sobriety Treatment and Recovery Teams program for child welfare families with parental substance abuse and child maltreatment. *Journal of Substance Abuse Treatment*. 108563. <https://doi.org/10.1016/j.jsat.2021.108563>

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Senior Caseworker

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$27.05 Grade: 12

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

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

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

DSS plans to implement the Sobriety Treatment and Recovery Teams (START) initiative this Fall to address the needs of families with children age 0-5 that are affected by substance use disorder and child abuse/neglect. This evidence-based program seeks to keep children at home during parent(s)' substance use treatment or to minimize the length of stay for the children in foster care. The model involves pushing into the family with intensive services provided by the Caseworkers and contracted Family Mentors and involving the extended family in a group decision-making practice that maximizes parental motivation and investment in behavior change. The Senior Caseworker is essential to the coordination of all START supports and facilitating the collaboration to gain early access to all necessary treatments/resources.

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

B. RECLASSIFICATION REQUEST

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

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

4. Requested Title: _____

5. Requested Salary: _____

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

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

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

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

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

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

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

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

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

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

DIVISION, UNIT, OR WORK SECTION
Services

LOCATION OF POSITION
Mexico

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

Title requested: *Senior Caseworker*

PERCENT OF WORK TIME	
30%	<i>Provides supervision to the START caseworker and family mentor (FM) delivering day-to-day guidance on child welfare case components, peer support services, and completion of Minimum Work Guidelines (MWGs).</i>
30%	<i>Provides oversight and support of the START dyad (Caseworker & Family Mentor).</i>
30%	<i>Administers and assures compliance with all child welfare-related county, human resource and governmental policies, rules and statutes including those covered by local, state, and federal laws specific to the START team.</i>
5%	<i>Initiate and facilitate staff meetings and conferences to plan, analyze, and evaluate services</i>
20%	<i>Initiate and facilitate shared decision-making meetings, holding expedited shared decision-making meetings as needed for any "crisis" (e.g., a return to use, change in treatment, etc.), to prevent removal, reunification, permanency change, transition in placement, and 30 days prior to case closure</i>
5%	<i>Uses clinical judgement and team consultation to direct the increase or modify the intensity of service delivery based on current needs of START families.</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
BD	Case Supervisor B	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Caseworker (X4)	Direct
TBD	Contracted Family Mentors (X4)	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
Richard Balch	Senior Caseworker	Mexico
Paul LaBarge	Senior Caseworker	Mexico

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

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

Experience (list amount and type): *Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and four (4) years of experience in social casework or human service counseling*

Essential knowledge, skills and abilities: *Knowledge of principles & practices of social casework; federal, State, & local social service laws and programs; community resources & programs; interviewing techniques; causes & characteristics of social & behavioral problems; principles & practices of supervision; communicate effectively, both orally & in writing; advise clients & staff in the areas of economic, social, emotional, and vocational problems; develop and implement a service plan for clients; implement and direct specialized agent*

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

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: Caseworker - 4 positions

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$24.23 Grade: 11

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

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

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

DSS plans to implement the Sobriety Treatment and Recovery Teams (START) initiative this Fall to address the needs of families with children age 0-5 that are affected by substance use disorder and child abuse/neglect. This evidence-based program seeks to keep children at home during parent(s)' substance use treatment or to minimize the length of stay for the children in foster care. The model involves pushing into the family with intensive services provided by the Caseworkers and contracted Family Mentors and involving the extended family in a group decision-making practice that maximizes parental motivation and investment in behavior change. The Caseworker is essential to the provision of intensive services to families in conjunction with the contract Family Mentor and assisting with the Family Group Decision-Making model of practice.

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

B. RECLASSIFICATION REQUEST

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

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

4. Requested Title: _____

5. Requested Salary: _____

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

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

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

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

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

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

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

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

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

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

DIVISION, UNIT, OR WORK SECTION

Services

LOCATION OF POSITION

Mexico

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

Title requested: *Caseworker*

**PERCENT OF
WORK TIME**

20%

Assess the ongoing risk and safety of children within families where there is concern for the co-occurrence of child abuse and/or neglect and parental Substance Use Disorders

25%

Develop and monitor service plans with families and provide or refer for services based on identified needs, including intensive case management and support in conjunction with Family Mentor.

5%

Participate staff meetings and conferences to plan, analyze, and evaluate services

10%

Participate in shared decision-making meetings, including expedited meetings as needed for any "crisis" (e.g., a return to use, change in treatment, etc.), to prevent removal, reunification, permanency change, transition in placement, and 30 days prior to case closure

20%

Weekly face-to-face with parent for 60 days; two of the weekly contacts per month will occur in the home with parent and child(ren) present. Attempt contact with non-household/non-primary parent(s) weekly for the first 60 days as needs are being assessed.

10%

Ensure minimum of once per week visitation/family time between parents and children who have been removed from their birth family.

10%

Regular maintenance of case record. Obtain and update all needed releases of information for support services. Request weekly written updates on progress in SUD treatment. Request other service provider updates and record them monthly.

(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	Senior Caseworker	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
N/A		Direct
		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
Lisa Gerth	Caseworker	Mexico
Shannon Horning	Caseworker	Mexico
Kylie Carvey	Caseworker	Mexico

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

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

Experience (list amount and type): *Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree*

Essential knowledge, skills and abilities: *Knowledge of principles & practices of social casework; federal, State, & local social service laws and programs; community resources & programs; interviewing techniques; causes & characteristics of social & behavioral problems; communicate effectively, both orally & in writing; advise clients in the areas of economic, social, emotional, and vocational problems; develop and implement a service plan for clients; exercise good judgment; obtain facts through observation, interview, and investigation*

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

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: _____

2022 Budget
8/17/2022

COMMITTEE SIGNATURES DATE

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

September 15, 2022

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 22-DSS-001 – FAMILY MENTORS**

By Legislator Roy Reehil:

WHEREAS, the County issued a request for proposal for a vendor to provide Family Mentors; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 22-DSS-001) from multiple qualified firms to provide Family Mentors and

WHEREAS, the Oswego County Department of Social Services and Oswego County Purchasing Department have reviewed the proposal received and determined the proposal from Farnham, Inc., 283 West 2nd Street, Oswego, NY 13126, meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Service Committee that the County of Oswego awards the professional service contract for providing Family Mentors, to Farnham, Inc., 283 West 2nd Street, Oswego, NY 13126 to not exceed the cost of \$124,855 annually year 1, \$414,291 annually year 2, \$428,866 annually year 3, \$444,008 annually year 4, \$459,742 annually year 5, and be it further

RESOLVED that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY PURCHASING

46 E Bridge Street, Oswego NY 13126
 Phone (315)326-6050 Fax (315)349-8237
 Email: Holly.Carpenter@OswegoCounty.Com

RFP 22-DSS-001 – FAMILY MENTORS

Name of Company	Location	2022-23 Project Cost	Required Documentation PRCS/PIS/SHC/NCC/RFC				
Farnham Family Services	283 W 2 nd Street, Suite 200 Oswego, NY 13126	\$414,291	X	X	X	X	X

SHC=Sexual Harassment Certification; PRCS=Proposer Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-Collusion Certification; RFC= Resolution for Corporations

Solicitation Process: RFP 22-DSS-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on April 1, 2022. It was also sent directly to the following vendors:

- Catholic Charities of Oswego Co.
- Farnham Family Services
- Hillside Children's Center
- Huntington Family Centers
- Liberty Resources
- Oswego County Opportunities
- Oswego Salvation Army
- Northern Regional Center
- Prevention Network

Number of Responses: One (1)

<p>Farnham Family Services</p>	<p><u>Pro</u></p> <ul style="list-style-type: none"> • Long history of providing substance use treatment in Oswego County • Rapid access to treatment model • Provides training necessary for peer certification • Clinical participation in Family Group Meetings • Trainings available on trauma 101, MH first aid, science of addiction and recovery - all helpful for Caseworkers and Family Mentors <p><u>Con</u></p> <ul style="list-style-type: none"> • Need time to hire and train Family Mentors
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Proposals Reviewed By: Sara Finley, Marti Babcock, Rachael Pelow, and Missy Verdoliva

Evaluation Summary: The evaluation committee reviewed the one submitted proposal and recommends awarding the contract to Farnham Family Services.

Recommended Actions: Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Purchasing Department recommends awarding the contract.

Veterans Services Agency Committee Update

<u>Veteran Interaction</u>	
Phone	54
Email	8
In-Person	49
Fax	5
Mail	9
Unspecified	6
Total Veteran Interactions	131

<u>Tasks Performed During Veteran Interactions</u>	
Added New person	13
Created Actions	55
Created Forms	86
Submitted Forms	40
Uploaded Files	162
Entered Decisions	1
Entered Interactions	125
Total Tasks Performed	482

The information above is pulled from VetPro which is the program our office uses to file and track veteran claims. According to VetPro we've interacted with 131 veterans/dependents and performed 482 trackable tasks. What these number do not show are the phone, email, and in-person interactions our office has with veterans and their dependents where we provide claim information, direct the individual to another agency in cases where we do not provide the service they are looking for, and interaction with funeral homes, cemeteries, and assisted living agencies.

We have recently hired a new Veterans Services Assistant named Horton Fox, who starts September 6th. Mr. Fox took a pay cut when he accepted the position. His retention is dependent on the reclassification resolution for this position being passed by the legislation.

Mr. Horton Fox is a veteran and a former paramedic. He has served several communities in the state of New York and has dealt with all walks of life. His work experience has consisted of compassion, dedication to his patients, and the ability to work under stressful condition. I believe that his work and life experience, compassion for the injured and helpless, and heart felt pride in his military service will be a great asset to the Veterans Services Agency, serving our community as a Veterans Services Officer.