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AGENDA
HEALTH & HUMAN SERVICES COMMITTEE
Thursday, September 10, 2020
Live Stream Link: https://youtu.be/dvzBusMTvtQ

CALL TO ORDER: By Hon. Elane Daly, Chair

MEMBERS: Legislators Keith Batman, Michael Didio, Tricia Kerr, Timothy Lattimore, Heidi Nightengale, and Charlie Ripley (Vice Chair)

MINUTES TO APPROVE: August 13, 2020

APPOINTMENTS:

DEPARTMENT UPDATES FOR COMMITTEE:

PRESENTATION: Monika Salvage, re: update on HEALing Communities Study

Brenda Wiemann (Office for the Aging) –

- Calls have begun for the Medicare Annual Enrollment period. Staff have 100% transitioned to a VPN access/shared computer drive to log, track and assign callers for remote work during this high-volume time period. Requests for in-person appointments are being saved for possible future public access to our office.
- CCOFA's bi-annual NYS Office for Aging Fiscal Assessment Report was received showing excellent work by our fiscal staff. CCOFA's Five-Year NYSOFA plan was approved. We will soon start work on the 2021 annual plan update.
- CCOFA is actively promoting the Census, voter registration and absentee ballot information through multiple avenues with existing and new clients.

Kathleen Cuddy (Health) –

- Update on COVID-19 activities including schools
- Other program updates

Ray Bizzari (Mental Health/Social Services) – No updates

RESOLUTIONS:

HEALTH:

9-20-HH-1 Authorizing the Health Department to enter into a contract with Birnie Bus for Transportation of Preschool Physically Handicapped Children

9-20-HH-2 Authorizing the Public Health Director to create and fill a Supervising Billing Specialist position in the Health Department

9-20-HH-3 Authorizing the Cayuga County Legislature and the Public Health Director to create & fill an F/TE-I Service Coordinator Position

9-20-HH-4 Authorizing the Chairman of the Legislature and the Public Health Director enter into contract with HRI (Working in Collaboration with NYSDOH) and accept funding for the time period of 07/01/2020 through 06/30/2022

9-20-HH-5 Authorizing the Chairman of the Legislature and the Public Health Director to accept additional funding under the Immunization Action Plan grant focused on Flu outreach

9-20-HH-6 Authorizing the Public Health to enter into contract and accept funding from NYS Health Foundation to utilize in the Health Department's COVID-19 response

9-20-HH-7 Authorizing the Cayuga County Legislature and the Public Health Director to Create &Fill a F/T E-I Service Coordinator Position to temporarily fill behind a medical leave of absence

9-20-HH-8 Authorizing the Public Health Director to collect bids, award a bid and complete required renovations on our Dill Street Clinic

HUMAN SERVICES:

9-20-HH-9 Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Services position and abolish a Sr. Typist, Transportation Aide (PT) and Casework Aide (PT) positions in the Department of Social Services

9-20-HH-10 Authorizing the County Legislature to create and the Director of Community Services to fill a Case Supervisor Grade B (Permanency Specialist) position in the Children & Family Services Unit

9-20-HH-11 Authorizing the Director of Community Services to Fill a Caseworker Vacancy in the Adult Protective Services Unit

9-20-HH-12 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Community Action Programs Cayuga/Seneca(CAP)to perform any outreach activities for this State Mandated HEAP Program (100% Federally Funded), for the period of October 1, 2020 through April 30, 2021

MENTAL HEALTH:

9-20-HH-13 Amending the Mental Health Center 2020 Budget to adjust for actual HEALing Grant money received

ADJOURNMENT: Thursday, October 8, 2020

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE'S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.

RESOLUTION _____ (9/22/2020) **HD Contract with Birnie Bus**

Authorizing the Health Department to enter into contract with Birinie Bus for Transportation of Preschool Physically Handicapped Children

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, it is necessary for the County of Cayuga to provide transportation for preschool physically handicapped children to and from various school sites; and

WHEREAS, the current transportation agreement expired on June 30, 2020; and

WHEREAS, Cayuga County has an authorized bid to contract with Birnie Bus for the purpose of transporting preschool children; and

WHEREAS, the contract stipulates an annual revision to adjust the compensation provided by Birnie Bus based upon changes to the consumer price index; and

WHEREAS, the CPI has increase 1.3% in 2020 there by the adjusted rates for transportation by Birnie Bus will be for the 2020-2021 school term:

Per van per day- $144.56
Per bus per day- $191.15 per trip
Per driver assistant per day- $62.81 per trip; now, therefore, be it

RESOLVED, that the Public Health Director be authorized to enter into contract with Birnie Bus to provide transportation for preschool physically handicapped children to and from various school sites in and out of the County for the term of July 1, 2020 through June 30, 2021; and be it further

RESOLVED, that the Public Health Director and the Chairman of the Legislature are authorized to enter into a contract with Birnie Bus for the provision of required transportation services.

Health & Human Services Committee	Ways & Means Committee
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty.:_____

RESOLUTION NO._____ 9/22/20 HD Create/Fill Supervising Billing Specialist

Authorizing the Public Health Director to create and fill a Supervising Billing Specialist position in the Health Department

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, there are additional billing functions associated with the Children with Special Healthcare Needs Program for the Health Department as well as the immunization and home visitation programs; and

WHEREAS, the Pre-School Special Education Program and the Early Intervention programs mandated by New York State are the most expensive programs administered and performed through the Health Department; and

WHEREAS, the Director of Public Health desires to create and fill one full-time public health supervising billing specialist position within the Public Health Department to provide greater supervision of the billing related functions and staff in order to continue to maximize our potential revenue; and

WHEREAS, the Civil Service Commission reviewed and approved the duties/classification of the full-time supervising billing specialist; and

WHEREAS, the money for this position can be found currently in the Health Department budget, NOW, THEREFORE BE IT;

RESOLVED, the Public Health Director be authorized and directed to create and fill the supervising billing specialist at a grade 19 and a principal account clerk to be vacated in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty.:_____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/28/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Public Health
Job Title Being Requested (Exact Civil Service Title)	Supervising Billing Specialist
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A40101 51000
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	19
Probationary Salary Amount	45,972

Step 4 Amount (CSEA)	51,547
Starting Salary for Position Requested	45,972
Justification for Salary Requested	Current Salary for the grade as outlined in the CSEA contract.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The Pre-School Special Education Program and the Early Intervention programs mandated by New York State are the most expensive programs administered and performed through the Health Department. The Director of Public Health desires to create and fill one full-time public health supervising billing specialist position within the Public Health Department to provide greater supervision of the billing related functions and staff in order to continue to maximize our potential revenue.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	at least 36% through State Aid but potentially higher than that
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Health Department Budget
Department Head	Kathleen Cuddy
Date	8/28/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head

Name of Person Submitting on Behalf of Department or Agency Head	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Principal Typist

(Section Break)

LHLippoldt Approved 8/31/2020

RESOLUTION NO. _____ 9/22/20 HD request to Create & fill E-I Service Coordinator Position

Authorizing the Cayuga County Legislature and the Public Health Director to create & fill an F/T E-I Service Coordinator Position

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Programs for Children with Special Healthcare needs of the Cayuga County Health Department are seeing an increase in volume; and

WHERAS, the Early Intervention Service Coordinator provides case management for children and their families eligible for Early Intervention services as per NYS regulation; and

WHEREAS, the Public Health Director wishes to create and fill an Early Intervention Service Coordinator position within the Programs for Children with Special Healthcare Needs division of the Health Department to provide service coordination for families of children with developmental delays and assist with an increase in volume; and

WHEREAS, the Early Intervention Service Coordinator position is funded in the Health Department's 2020 budget; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized to create & fill an Early Intervention Service Coordinator position; and be it further

RESOLVED, that the position be filled in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

County Atty.: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/28/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Public Health
Job Title Being Requested (Exact Civil Service Title)	Early Intervention Service Coordinator
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A40451 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	18
Probationary Salary Amount	44,527

Step 4 Amount (CSEA)	50,257
Starting Salary for Position Requested	44,527
Justification for Salary Requested	Part of the current CSEA comp plan
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Programs for Children with Special Healthcare needs of the Cayuga County Health Department are seeing an increase in volume. Early Intervention Service Coordinator provides case management for children and their families eligible for Early Intervention services as per NYS regulation. Public Health Director wishes to create and fill an Early Intervention Service Coordinator position within the Programs for Children with Special Healthcare Needs division of the Health Department to provide service coordination for families of children with developmental delays and assist with an increase in volume. Early Intervention Service Coordinator position is funded in the Health Department's 2020 budget.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Health Department Budget
Department Head	Kathleen Cuddy
Date	8/28/2020

Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Principal Typist
	(Section Break)

LHLippoldt Approve 9/1/2020

9-20-HH-4

RESOLUTION NO._____ 9/22/20 HD HRI Epidemiology COVID-19 Funding rev

Authorizing the Chairman of the Legislature and the Public Health Director enter into contract with HRI (Working in Collaboration with NYSDOH) and accept funding for the time period of 07/01/2020 through 06/30/2022

BY: Elane Daly, Chairman of the Health & Human Services Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, HRI (Health Research, Inc.) working in collaboration with NYSDOH wishes to contract with Cayuga County Health Department for the period of 7/1/2020 – 06/30/2022 for the amount of $303,733.00 to assist in COVID-19 related activities in Cayuga County; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into a contract with HRI in collaboration with the NYS Department of Health, to accept funding in the of $303,733.00 for the time period of 7/1/20-06/30/2022, to assist with COVID-19 Activities; and be it further

RESOLVED, that the Public Health Director be authorized to enter into any subcontracts necessary to carry out the goals of the grant, make purchases and accept any additional funding associated with the grant; and be it further

RESOLVED, that the Cayuga County Treasurer be authorized and directed to make all necessary journal and accounting entries to amend the Health Department's 2020 budget in the following manner:

Increase Revenue Account #A40370 43437……...$303,733.00
Increase Appropriation Account #A40374 54000……..$303, 733.00

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
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Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty: _____

9-20-HH-5

RESOLUTION NO._____ 9/22/20 HD Immunization Grant (IAP) 2020-2021 Additional Flu Funding

Authorizing the Chairman of the Legislature and the Public Health Director to accept additional funding under the Immunization Action Plan grant focused on Flu outreach.

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the New York State Department of Health has awarded a supplemental grant in the amount of $17,009 to the Cayuga County Health Department to focus on flu outreach for the 2020-2021 flu season; and

WHEREAS, the Health Department's 2020 Budget will have to be amended to accept this funding; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Public Health Director be allowed to accept the supplemental funding under the Immunization Action Plan state grant for the period of 4/1/2020-3/31/2021 to help with flu outreach, enter into any subcontracts necessary to carry out the goals of this grant and accept any additional funds relative to this program; and be it further

RESOLVED, that the Cayuga County Treasurer be authorized and directed to make all necessary journal and accounting entries to amend the Health Department's budget in each of the grant years in the amount awarded by the State for that term. For 2020 as follows:

Increase Revenue Account #A40150 43415……. $17,009
Increase Expenditure Account #40154 54000……..…. $17,009

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

County Attorney: _____

RESOLUTION NO._____ 9/22/20 HD Rural Health Departments' Response Efforts Grant

Authorizing the Public Health to enter into contract and accept funding from NYS Health Foundation to utilize in the Health Department's COVID-19 response.

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the NYS Health Foundation has awarded a grant to assist with compilation and distribution of COVID-19 kits to vulnerable members of the community; NOW, THEREFORE, BE IT

RESOLVED, the Public Health Director be authorized to accept the grant from NYS Health Foundation in the amount of $6,785 to be utilized in the Health Department's COVID-19 response; and be it further

RESOLVED, the Public Health Director be authorized to enter into contract with NYS Health Foundation for a term of 8/14/2020 through 12/31/2020; and be it further

RESOLVED, the Public Health Director be authorized to enter into any subcontracts to complete to the goals of the grant and accept any additional funding; and be it further

RESOLVED, that the County Treasurer be authorized and directed to amend the Health Department's 2020 Budget in the following manner:

Increase Expenditure Account #A40364 54000 ……..$6,785
Increase Revenue Account # A40360 43436 ……..$6,785

HEALTH & HUMAN SERVICES	WAYS AND MEANS
_____	_____
Elane Daly, Chairman	Christopher Petrus, Chairman
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty:_____

RESOLUTION NO._____ 9/22/20 HD request to create & fill temporary E-I Service Coordinator Position

Authorizing the Cayuga County Legislature and the Public Health Director to Create & Fill a F/T E-I Service Coordinator Position to temporarily fill behind a medical leave of absence

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, an Early Intervention Service Coordinator is on a temporary medical leave; and

WHERAS, the Early Intervention Service Coordinator provides case management for children and their families eligible for Early Intervention services as per NYS regulation; and

WHEREAS, the Early Intervention Service Coordinator position is funded in the Health Department's 2020 budget A40451 51001; and

WHEREAS, the Public Health Director wishes to temporarily fill the position due to the medical leave to assist with increased program volume; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized to temporarily fill the Early Intervention Service Coordinator position due to a medical leave; and be it further

RESOLVED, that the position be filled in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

County Atty.: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/28/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Public Health
Job Title Being Requested (Exact Civil Service Title)	Temporary Early Intervention Service Coordinator
Position Status	Temporary
How long do you anticipate the temporary appointment to last?	3-6 months
Position Designation	Full-Time
Budget Account Number	A40451 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes

Comp Plan Requested IS IN	CSEA
CSEA Grade	18
Probationary Salary Amount	45,972
Step 4 Amount (CSEA)	50,257
Starting Salary for Position Requested	45,972
Justification for Salary Requested	Current CSEA comp plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Early Intervention Service Coordinator is on a temporary medical leave. Early Intervention Service Coordinator provides case management for children and their families eligible for Early Intervention services as per NYS regulation. Early Intervention Service Coordinator position is funded in the Health Department's 2020 budget A40451 51001. Public Health Director wishes to temporarily fill the position due to the medical leave to assist with increased program volume.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Health Department Budget
Department Head	kathleen Cuddy

Date	8/28/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Principal Typist

(Section Break)

LHLippoldt Approve 8.31.20

Resolution No. _____ 9/22/20 HD Clinic Renovations

Authorizing the Public Health Director to collect bids, award a bid and complete required renovations on our Dill Street Clinic.

BY: Elane Daly, Chairman of the Health & Human Services Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Cayuga County Health Department Article 28 Diagnostic and Treatment Center is required by the New York State Department of Health to update its certificate of operation; and

WHEREAS, the last phase of this process required a licensed professional engineer or architect with knowledge of the New York State Article 28 rules and regulations for diagnostic and treatment centers to affirm the structure and layout of the clinic in compliance with NYS Regulation; and

WHEREAS, the Cayuga County Health Department has completed such review with Beardsley Architect and is now required to complete the work which includes separate ventilation for the clinic room and restroom alterations for ADA compliance to be in compliance with NYS Regulation; and

WHEREAS, the Public Health Director is working with building and grounds department to determine whether the work will be done by county employees or outside contractors, and if needed in conjunction with building and grounds will obtain quotes, enter into a contract with a contractor to complete the work and purchase materials and complete the work to be able to update our Certificate of Operation; and

WHEREAS, it is anticipated the cost will be covered using DSRIP funding; NOW THEREFORE BE IT,

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into a contract with a contractor to complete the required work in order to complete the Health Department's Certificate of Operation for the Diagnostic and Treatment clinic; and be it further

RESOLVED, that funds will come from the Professional Services account A40104 54074 of the Health Department budget in an amount not to exceed $20,000.

Health & Human Services Committee	Ways & Means Committee
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

RESOLUTION NO._____ 9/22/20 HS Create & Fill Supervisor of Family Services

Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Services position and abolish a Sr. Typist, Transportation Aide (PT) and Casework Aide (PT) positions in the Department of Social Services.

BY: Elane Daly, Chair of the Health & Human Service Committee
Christopher Petrus, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Supervisor of Family Services position in the Child Welfare Unit of Social Services; and

WHEREAS, this position is responsible for supervising Foster Care, Preventive, Permanency, Home-finding, 4E Eligibility, and Juvenile Justice Services in the Child Welfare Unit of Social Services; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of a Supervisor of Family Services in the competitive class, and classified it as such; and

WHEREAS, funding for the newly created Supervisor of Family Services position exists in the 2020 Department of Social Services budget with the abolishment of the following vacant funded positions a FT Sr. Typist (PC#4737), PT Transportation Aide (PC#7687), and PT Casework Aide (PC#8275) within the Department; NOW THEREFORE BE IT

RESOLVED, that the Cayuga County Legislature creates a Supervisor of Family Services position (Grade 33 of the CSEA Bargaining Unit) in the Children and Family Services Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the following positions be abolished, FT Sr. Typist (PC#4737), PT Transportation Aide (PC#7687), and PT Casework Aide (PC#8275); and be it further

RESOLVED, that the Director of Community Services fills the Supervisor of Family Services position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty:_____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/27/2020
Authorization To:	Create and Fill **

** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department

Do you anticipate this request to result in fill-behinds?	Yes
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Supervisor of Family Services
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	Yes
Position Control Number of Position Being Abolished	473776878275
Civil Service Title of Position Being Abolished	Sr. Typist, Transportation Aide, Casework Aide
Comp Plan Abolished Position Was Included In	CSEA
CSEA Grade of Abolished Position	8
Minimum/Probationary Salary for Abolished or Vacated Position	36,134

Maximum Salary for Abolished or Vacated Position	38,474
Is the abolished position currently filled?	No
When was the position vacated?	5/20
What was the salary at the time of separation for, the last person appointed to, the abolished position?	38,474
Is the salary of requested position in the current comp plan?	No
Comp Plan Requested Position WILL BE IN	CSEA
CSEA Grade	33
Probationary Salary Amount	66,139
Step 4 Amount (CSEA)	73,598
Starting Salary for Position Requested	66,139
Justification for Salary Requested	This is a union position so the salary is determined by the CSEA CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	This position is responsible for supervising Foster Care, Preventive, Permanency, Home-finding, 4E Eligibility, and Juvenile Justice Services in the Child Welfare Unit of Social Services. These are critical mandated services that have a significant fiscal impact on the county. This position would be responsible for supervision of 3 Grade B Supervisors, 2 Sr. Caseworkers, 9 Caseworkers, Principal Typist, Transportation Aide, and 2 Home finders.
How is this position funded?	Budget
Is this a reimbursed position?	Yes

How is this position reimbursed (percentage, dollar amount)?	62%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	The salary for this position is $66,139, and the money has already been budgeted in the 2020 DSS budget. We will abolish and un-fund 3 positions in order to transfer the money from those salary lines to this newly created position. The positions are as follows: FT Sr. Typist- budgeted at $38,474 PT Transportation Aide- budgeted at $16,231 PT Case Work Aide- budgeted at $16,907 The total budget for the abolished positions will be $77,612 The new position salary is $66,139 That will be a salary savings of $5,473 by creating the Supervisor of Family Services position and abolishing the three other positions.
Department Head	Ray Bizzari
Date	8/27/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor
	(Section Break)

Lhlippoldt 8/31/2020 approved

RESOLUTION NO. _____ 9/22/20 HS Create/Fill a Case Supervisor Grade B (Permanency Specialist)

Authorizing the County Legislature to create and the Director of Community Services to fill a Case Supervisor Grade B (Permanency Specialist) position in the Children & Family Services Unit

BY: Elane Daly, Chairman of the Health & Human Services Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Department conducted a review of the duties performed by staff, and determined the need for greater supervision in the area of child and youth permanency; and

WHEREAS, a New Position Duties Statement submitted to the Cayuga County Civil Service Commission was reviewed, and the Commission determined that the job responsibilities are in line with the job duties of Case Supervisor Grade B (Permanency Specialist) in the competitive class, and classified it as such; and

WHEREAS, filling the position will increase the attention given to providing permanency solutions for children and youth in care in an appropriate job title; and

WHEREAS, funding was placed in the 2020 DSS salary budget line A6010.1 during the budget process in anticipation of creating the Case Supervisor Grade B (Permanency Specialist); now therefore be it

RESOLVED, that the Cayuga County Legislature creates a Case Supervisor Grade B (Permanency Specialist) position (Grade 22 of the CSEA Bargaining Unit) in the Children and Family Services Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Community Services fills the Case Supervisor Grade B (Permanency Specialist) position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty:_____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/27/2020
Authorization To:	Create and Fill **
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	Yes
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Case Supervisor Grade B
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	22
Probationary Salary Amount	48,986
Step 4 Amount (CSEA)	55,393
Starting Salary for Position Requested	48,986

Justification for Salary Requested	This is a CSEA union position, so the starting salary is dictated by union contract. The new employee would start on the probationary step which is $48,986 and will advance steps as directed by CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The department conducted a review of the duties performed by staff and determined the need for greater supervision in the area of child and youth permanency because of the increase financial exposure to the county as a result of family first legislation. Civil Service Commission determined that the job responsibilities are in line with the job duties of Case Supervisor Grade B.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	62%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	This position was budgeted in the 2020 DSS budget in anticipation of creating and filling it in the first quarter of 2020. The position previously went through committee in March and was then puled because of the COVID pandemic. The reasons to fill the position remain the same, and the funding already exists in the budget.
Department Head	Ray Bizzari
Date	8/27/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Jennifer Marshall

Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

LHLippoldt Approved 8/31/2020

RESOLUTION NO. _____ 9/22/20 HS Fill Caseworker Adult Protective Services

Authorizing the Director of Community Services to Fill a Caseworker Vacancy in the Adult Protective Services Unit

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, there is a Caseworker vacancy in the Adult Protective Services Unit of Social Services (position #2278) due to a resignation; and

WHEREAS, the Department is required to be the safety net and provide adult protective services to those individuals unable to protect themselves; and

WHEREAS, this position is critical to having enough staff in the unit to manage the open adult protective cases and handle incoming referrals; and

WHEREAS, sufficient funding exists in the Social Services Department's 2020 budget to support this position, and the position is reimbursed at 62% Federal and State; NOW, THEREFORE BE IT

RESOLVED, that the Director of Community Services be authorized and directed to fill the vacated Caseworker position in the Adult Protective Services Unit, and any fill behind that may occur, in accordance with Civil Services Rules and Regulations and the policies of the County of Cayuga.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty:_____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	8/26/2020
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form *REQUIRED IF the title exists within the department*	
** New Position Duties Statement (NPDS) - Long Form *REQUIRED IF the title does NOT exist within the department*	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Caseworker
Position Control Number	2278
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	17

Probationary Salary Amount	43,558
Step 4 Amount (CSEA)	49,031
Starting Salary for Position Requested	43,558
Justification for Salary Requested	The salary is determined by the CSEA CBA.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	There is a Caseworker vacancy in the Adult Protective Services unit of the Department of Social Services. It is critically important to maintain the staffing level of Caseworkers in the department, as they provide a mandates services to the most vulnerable population of the county.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	62%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	There will be a neutral fiscal impact as this is a budgeted position.
Department Head	Ray Bizzari
Date	8/26/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of	Jennifer Marshall

Department or Agency Head	
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Specialist

(Section Break)

Approved 8/28/2020 LHLippoldt

RESOLUTION NO._____ 9/22/20 HS HEAP/Community Action Programs Cayuga/Seneca (CAP) 2020

Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Community Action Programs Cayuga/Seneca (CAP) to perform any outreach activities for this State Mandated HEAP Program (100% Federally Funded), for the period of October 1, 2020 through April 30, 2021

BY: Elane Daly, Chairman of the Health & Human Service Committee
Christopher Petrus, Chairman of the Ways & Means Committee

WHEREAS, the Low Income Home Energy Assistance Act of 1981 (Title XXVI of the Omnibus Budget Reconciliation Act) was signed into law to assist eligible households to meet the costs of home energy, said costs being 100% federally funded; and

WHEREAS, the State of New York will oversee the Low Income Home Energy Assistance Act of 1981 in accordance with the requirements of Section 2605 of said Act; and

WHEREAS, the Governor of the State of New York designated County Social Services Departments to carry out the purpose, functions and administration of the Low Income Energy Assistance Act of 1981 in the State of New York, which includes performing outreach activities; and

WHEREAS, in order to administer this program, it is necessary to contract with outside agencies to assume responsibility for outreach activities in connection with HEAP (which includes providing and manning outreach and intake sites for regular and emergency assistance) consistent with the State Plan and regulations; and

WHEREAS, Cayuga County desires to contract with Community Action Programs Cayuga/Seneca (CAP) to provide these services; and

WHEREAS, we will be receiving an administrative allocation to cover the total cost of the contract; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into a contract (100% federally funded) with Community Action Programs Cayuga/Seneca (CAP) in the amount of $111,525.00 for the period 10/1/20 – 4/30/21; and be it further

RESOLVED, that the Cayuga County Treasurer be authorized and directed to amend the County's Social Services 2020 Budget when the administrative allocation is received from the State; and make any necessary journal & accounting entries to reflect additional HEAP funding upon receipt of notification and documentation from the County's Social Services Department.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty:_____

9-20-HH-13

RESOLUTION NO._____ 09/22/2020 MH 2020 BUDADJ HEALING REV

Amending the Mental Health Center 2020 Budget to adjust for actual HEALing Grant money received

By: Elane Daly, Chair, Health and Human Services Committee, and
Christopher Petrus, Chair, Ways and Means Committee.

WHEREAS, Cayuga County was one of 16 counties selected in 2019 to participate in the NYS HEALing Communities Study (HCS) Grant; and

WHEREAS, the 2020 Mental Health Center budget was based on the grant money received in 2019; and

WHEREAS, the actual amount of the HEALing Communities Study grant money received for 2020 is $881,620.02 which is an increase of $690,320.02 from 2019; now, therefore, be it

RESOLVED, that the 2020 Mental Health budget be modified as follows:

Expenditures	**Increase**
A43604 54000 MH HEAL Grant	$690,320.02
Revenue	**Increase**
A43600 43075 MH HEAL Grant	$690,320.02

And be it further

RESOLVED, that the Cayuga County Treasurer be authorized to make the journal entries appropriate and necessary to implement this resolution.

Health & Human Services Committee	**Ways & Means Committee**
_____	_____
Elane Daly, Chair	Christopher Petrus, Chair
_____	_____
Keith Batman	Keith Batman
_____	_____
Michael Didio	Elane Daly
_____	_____
Tricia Kerr	Ryan Foley
_____	_____
Timothy Lattimore	Hans Pecher
_____	_____
Heidi Nightengale	Benjamin Vitale
_____	_____
Charlie Ripley	Tucker Whitman

Co. Atty:_____