



AGENDA
HEALTH & HUMAN SERVICES COMMITTEE
Monday, February 8, 2021 at 5:30PM
Live Stream Link: <https://youtu.be/Mn-w97tNILc>

CALL TO ORDER: By Hon. Elane Daly, Chair

MEMBERS: Legislators Michael Didio, Ryan Foley, Tricia Kerr, Timothy Lattimore, Heidi Nightengale (Vice Chair), and Mark Strong

MINUTES TO APPROVE: January 14, 2021

APPOINTMENTS:

Board of Health

Keith Batman, 160 Genesee St., Auburn, NY 13021, Term – 1/1/21 to 12/31/26

DEPARTMENT UPDATES FOR COMMITTEE:

Brenda Wiemann (Office for the Aging) –

- The OFA senior nutrition program provided over 75,000 meals for seniors in Cayuga County in 2020, about 4000 more than in 2019. Federal COVID funding covered the cost of the additional meals and related expenses.

Kathleen Cuddy (Health) – No updates

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

RESOLUTIONS:

OFA:

2-21-HH-1 Authorizing the Chair of the Cayuga County Legislature and the Director of the Office for the Aging to sign annual contracts with various subcontractors.

HEALTH:

2-21-HH-2 Authorization to create and fill a Supervising Public Health Administrator Position in the Public Health Department

2-21-HH-3 Authorizing the Chairman of the Legislature and the Public Health Director to Enter Into a Contract with Tim DiGiulio to Conduct Administrative Hearings for the Cayuga County Board of Health

2-21-HH-4 Authorizing the Chairman of the Legislature and the Public Health Director to renew the contract between Finger Lakes Dog Protection Agency, Inc. and the County of Cayuga

HUMAN SERVICES:

2-21-HH-5 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Children's Home of Wyoming Conference for the Recruitment, Training and Retention of Foster Parents

2-21-HH-6 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into Contracts with Cayuga County Employment & Training Department for Provision of Services

2-21-HH-7 Authorizing the Director of Community Services to Fill a Caseworker Vacancy in the Adult Protective Services Unit

2-21-HH-8 Authorizing the Director of Community Services to Fill a Caseworker Vacancy in the Child Protective Services Unit

- 2-21-HH-9 Authorizing the Director of Community Services to enter into a Support and Maintenance Agreement with Q-matic Corporation for maintenance of software installed in Intake Unit of Department of Social Services
- 2-21-HH-10 Authorizing the Chairman of the Legislature and Director of Community Services to enter into a Contract with Salvation Army Pathway of Hope for Case Management of TANF Clients (100% Funded)

MENTAL HEALTH:

- 2-21-HH-11 Amending the Mental Health Center 2021 contractual budget for HealthConnections interface
- 2-21-HH-12 **(TABLED last month)** Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Behavioral Health Services (CMH) position in the Cayuga County Department of Mental Health.
- 2-21-HH-13 **(TABLED last month)** Authorize the filling of one vacant full-time Health Home Care Manager position at the Mental Health Center.

ADJOURNMENT: Monday, March 8, 2021

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.

**COUNTY OF CAYUGA
REQUEST FOR APPOINTMENT FORM**

Requested Appointment To:

**Name of Recommended Appointee:
Address:**

This appointment is recommended by:

Length of Term: (Start date and End date, not just years)

New Term or Unexpired Term?	New Term	Unexpired Term
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Name of person previously in this position:

Is this a compensated position?	Yes	No
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Is this a new appointment or reappointment?	New appt.	Re-appt.
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If it is a reappointment, how long have they served?

Describe briefly the duties required of the proposed appointee.

Please provide a brief sketch of the proposed appointee(s) background (education, outside interests, etc.)

Authorizing the Chair of the Cayuga County Legislature and the Director of the Office for the Aging to sign annual contracts with various subcontractors.

BY: Elane Daly, Chair, Health & Human Services Committee, and
Keith Batman, Chair, Ways and Means Committee

WHEREAS, appropriations were approved in the County budget for the year 2021 for various subcontractors (A67724 54118) for the Cayuga County Office for the Aging, in return for which these subcontractors agree to perform certain services for the benefit of Senior Citizens of Cayuga County; now, therefore, be it

RESOLVED, that the Cayuga County Administrator and the Director of the County Office for the Aging are hereby authorized and directed to enter into contracts with the subcontractors listed below:

April 1, 2021 through March 31, 2022:

EISEP (Expanded In-Home Services for the Elderly) * Total of EISEP services not to exceed \$236,686

Home Instead Senior Care -	\$26.00/hour
Seniors Helping Seniors -	\$23.00/hour
Stafkings Healthcare Systems, Inc. -	\$24.50/hour

Self-Direct, Inc. (Response4Help) - \$24.95/mth-Medical Alert; \$34.95/mth-Telguard units
CSE (Community Services for the Elderly) & AAA (Area Agency on Aging Transportation)

Transportation Project, Inc. - Total \$63,000

CSE (Community Services for the Elderly) & CSI (Congregate Services Initiative)
Boyle Senior Center, Inc. - Total \$6,500

and be it further

RESOLVED, that the Chair of the Legislature and the Director of the Office for the Aging are authorized and directed to enter into contracts with the above referenced subcontractors in an amount not to exceed the above referenced sums.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: RJG

RESOLUTION NO. _____ 02/23/21 HD Create & Fill Sup. Public Health Admin

Authorization to create and fill a Supervising Public Health Administrator Position in the Public Health Department

BY: Hon. Elane Daly, Chair Health and Human Services
Hon. Keith Batman, Chair Ways and Means

WHEREAS, the Director of Public Health has received the resignation of a contracted senior staff member who has been instrumental in establishing and managing the COVID response team as well as other complex administrative functions; and

WHEREAS, it is crucial, in light of any resignation, to critically evaluate the staffing needs of the department, not just in midst of the COVID pandemic, but in the planning for future succession, and the departments' ability to provide mandated community health functions for the county residents; and

WHEREAS, it is equally important to be fiscally responsible when requesting authorization to make changes in staffing; and

WHEREAS, after an in-depth evaluation of staffing levels in each of the mandated areas, the Director of Public Health is requesting the authorization to create and fill a Supervising Public Health Administrator; and

WHEREAS, in order to fund the newly created Supervising Public Health Administrator position, the current funded, but vacant since July 2020, FT Public Health Nurse position will be un-funded in the Public Health Department 2021 Budget in the FT salary line 40101 51001: and

WHEREAS, resolution 08-21 authorized the filling of 3 senior level nurses in the Health Department, and

WHEREAS, it is the intent of the Public Health Director to maintain and not exceed the FT funded headcount of the Department of Public Health as authorized in the 2021 budget; 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 Supervising Public Health Administrator in the Competitive Class, and classified it as such; now therefore be it

RESOLVED, that resolution 08-21 hereby be amended to reduce the authorization to fill three senior level nurses to two senior level nurse positions; and be it further

RESOLVED, that the Cayuga County Legislature creates a Supervising Public Health Administrator position (Grade 33 of the CSEA Bargaining Unit) in the Department of Public Health with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that one senior level nurse position be unfunded effective with the appointment of the Supervising Public Health Administrator; and be it further

RESOLVED, that the newly created Supervising Public Health Administrator position be funded in the Public Health Department 2021 budget in the FT salary line 40101 51001; and be it further

RESOLVED, that the Public Health Director is hereby authorized to fill the Supervising Public Health Administrator position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga; and be it further

RESOLVED, that the County Treasure be authorized to make any appropriate journal entries in accordance with the execution of the intent of this resolution.

Health & Human Services Committee

Elane Daly, Chair

Michael Didio

Ryan Foley

Tricia Kerr

Tim Lattimore

Heidi Nightengale

Mark Strong

Co. Atty: _ RJG _____

Ways & Means Committee

Keith Batman, Chair

Elane Daly

Ryan Foley

Chris Petrus

Paul Pinckney

Ben Vitale

Tucker Whitman

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	2/2/2021
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	Public Health
Job Title Being Requested (Exact Civil Service Title)	Supervising Public Health Administrator
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	40101 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	33
Probationary Salary Amount	64,676
Step 4 Amount (CSEA)	71,978
Starting Salary for Position Requested	64,676

Justification for Salary Requested

The salary requested is the probationary step of a Grade 33 position in the CSEA bargaining unit. The Supervising Public Health Administrator position is in line with other Grade 33 positions in the CBA that require a master level education as well as supervisory experience not just over staff, but complex program areas.

The Health Department is requesting to fill the Supervising Public Health Administrator position instead of a Public Health Nurse, and the Public Health Nurse starting salary is \$65,026, therefore the Grade 33 CSEA position is comparable.

Does position include fringe benefits?

Yes

What is the justification for filling this position AND why is it important for your department?

There has been a recent resignation of a key contracted senior staff member who has been instrumental in establishing and managing the COVID 19 contact tracing response team as well as other complex administrative functions. This resignation prompted an in-depth look at the department as a whole, and the evaluation revealed a need for a supervisory leadership position to assume the senior staff member duties, as well as some of the duties of the Director. This position will allow for efforts to be made toward a succession plan for department leadership.

How is this position funded?

Budget

Is this a reimbursed position?

Yes

How is this position reimbursed (percentage, dollar amount)?

36%

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

It is vital to be fiscally responsible, therefore in order to fund this position, which is critical to the department, the position of Public Health Nurse will not be filled. Funding from the Public Health Nurse position will be utilized to pay for the Supervising Public Health Administrator position. The department will not increase its overall FT headcount.

The Public Health Nurse annual salary is \$65,026
The Supervising Public Health Administrator annual salary is

\$64,676

In addition, the Sr. Public Health Educator was budgeted at a Step 4 salary which is \$56,568

The fill behind would be hired at the probation step which is \$50,161

Therefore the creation of the Supervising Public Health Administrator will provide the health department with position that is needed now, and for the long term, and it's budget neutral.

Department Head	Kathleen Cuddy
Date	2/2/2021
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@dfa.state.ny.us
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

Authorizing the Chairman of the Legislature and the Public Health Director to Enter Into a Contract with Tim DiGiulio to Conduct Administrative Hearings for the Cayuga County Board of Health

BY: Elane Daly, Chairman of Health & Human Services Committee
Keith Batman, Chairman of Ways & Means Committee

WHEREAS, the Board of Health has reviewed credentials for Mr. Tim DiGiulio and has approved him as the Board of Health Hearing Officer; and

WHEREAS, Mr. DiGiulio’s contract will begin on January 1, 2021 and expire on December 31, 2021 at a rate of \$45.00 per hearing and an hourly rate of \$45.00 per hour for work performed outside of the actual hearing (i.e. research, decision preparation and correspondence review) and to renew this contract annually on January 1st unless amended or changed; and

WHEREAS, in the event a conflict of interest arises which would prevent Mr. DiGiulio from conducting a Hearing, the Health Department determined it to be necessary, in such an event, to contract with a person qualified to conduct Administrative Hearings on behalf of the Board of Health; NOW, THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to enter into a contract with Tim DiGiulio to conduct Administrative Hearings for the Cayuga County Board of Health and for a term commencing 1/1/21 and continuing through 12/31/21, at the rate of \$45 per hearing plus an hourly rate of \$45.00 per hour for work conducted outside of the actual hearing, such as drafting reports/orders/decisions, correspondence with relevant parties, conferring with legal counsel, etc., and that this contract shall be renewed annually unless amended or changed and shall be upon such form as the County Attorney may approve; and be it further

RESOLVED, that in the event a conflict of interest arises that would prevent Mr. DiGiulio from conducting a Hearing, the Board of Health is authorized to retain a person qualified and approved by the Board of Health to conduct Administrative Hearings, who shall be hired upon the same terms as Mr. DiGiulio; and be it further

RESOLVED, that these services be paid from Account #A40104 54172 of the 2021 Health Department Budget.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Timothy Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: __RJK__

RESOLUTION NO. _____ 2/23/21 HD Finger Lakes Dog Protection 2021

Authorizing the Chairman of the Legislature and the Public Health Director to renew the contract between Finger Lakes Dog Protection Agency, Inc. and the County of Cayuga

BY: Elane Daly, Chairman of the Health & Human Services Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, Finger Lakes Dog Protection Agency, Inc. has a contract with Cayuga County, to provide rabies and other designated vector borne viruses or diseases affecting animal control services including responding to calls to capture potentially rabid animals; euthanizing, preparing, and shipping animals for rabies or other designated vector-borne viruses or diseases testing; confining stray or biting cats and dogs for observation; and collecting, preparing, and shipping mosquitoes and other insects for testing as requested; and

WHEREAS, it is the desire of the Cayuga County Health Department to renew this contract for the period January 1, 2021 through December 31, 2021; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Public Health Director be authorized to renew the contract with Finger Lakes Dog Protection Agency, Inc. as follows:

- On-call rate \$25.63/day
- Hourly rate \$26.14/hr.
- Specimen preparation \$25.63 (except for bird preparation, \$12.80)
- Euthanasia \$16.65/prep
- Confinement of animals for 10-Day Confinement \$10.24/day
- Mileage will be contingent on the IRS Standard Rate
- 100% reimbursement for costs involved in shipping specimens
- Other assigned duties

and be it further

RESOLVED, that payment for these services be made from Account #A40104 54123, of the 2021 Health Department budget.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Timothy Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

County Atty.: _____ RJG _____

RESOLUTION NO. _____ 2/23/21 HS Children’s Home of Wyoming Conference Foster Parents 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Children’s Home of Wyoming Conference for the Recruitment, Training and Retention of Foster Parents

BY: Elane Daly, Chairman of the Health & Human Service Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, for a number of years the Department of Social Services (DSS) has contracted with a Voluntary Agency to assist DSS with recruiting, retaining and training foster parents.

WHEREAS, at the end of 2020 DSS engaged in the RFP (Request for Proposals) process in order to select a Voluntary Agency interested in partnering with DSS to provide recruitment, retention and training of foster parents.

WHEREAS, as a result of the RFP process, the Department of Social Services (DSS) would like to collaborate with Children’s Home of Wyoming Conference in an effort to recruit, train and retain foster parents serving particular groups of children and youth; and

WHEREAS, Children’s Home of Wyoming Conference leadership will work with the DSS leadership to develop an overall approach drawing on the mutual strengths of Children’s Home of Wyoming Conference and DSS in the recruitment and training of foster parents; and

WHEREAS, Children’s Home of Wyoming Conference will participate in the planning, and then will be responsible for, the delivery of community-outreach oriented recruitment activities and also will be involved in the MAPPS (Model Approach to Partnership in Parenting) Program, which is recommended by the Office of Children and Family Services as a pre-certification training program for prospective foster parents; and

WHEREAS, Children’s Home of Wyoming Conference will embed two Foster Family Specialists at DSS to provide home-finding services, foster care parent trainings, and home re-certifications in conjunction with DSS staff; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into an agreement with Children’s Home of Wyoming Conference for the recruitment, training and retention of foster parents for the period January 1, 2021, to December 31, 2021 at the cost of \$148,500; and be it further

RESOLVED, that these expenses be paid from account #60104 54059 of the 2021 Social Services Budget.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: ___RJG___

RESOLUTION NO. _____

2/23/21

HS Employment & Training 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into Contracts with Cayuga County Employment & Training Department for Provision of Services

BY: Elane Daly, Chairman of the Health & Human Service Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services has need to provide employment and training services to public assistance recipients to meet the obligations of the Work Requirement Program; and

WHEREAS, the Department of Social Services has successfully contracted with Cayuga County Employment and Training Department in the past for provision of these services; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into a contract with Cayuga County Employment and Training to provide employment and training services to public assistance recipients for a period 1/1/2021 to 12/31/2023 at a cost of \$128,000 annually; and be it further

RESOLVED, that the charges for these services be paid out of account #A60104 54189 of the 2021 Department of Social Services Budget.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: __RJG__

RESOLUTION NO. _____

2/23/21 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
Keith Batman, 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 retirement; 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 2021 budget to support this position, and the position is reimbursed at 62% Federal and State; NOW, THEREFORE BE IT

RESOLVED, that the Authorization to Fill is valid through July 28, 2021; and be it further

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

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: __RJG__

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	1/25/2021
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Authorization To:	Fill Only
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**** 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
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Cayuga County Department	Social Services
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Job Title Being Requested (Exact Civil Service Title)	Caseworker
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Position Control Number	2278
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	60101 51001
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Is a position being abolished to create the new position?	No
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Is the salary of requested position in the current comp plan?	Yes
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Comp Plan Requested IS IN	CSEA
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CSEA Grade	17
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Probationary Salary Amount	44,733
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Step 4 Amount (CSEA)	50,206
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Starting Salary for Position Requested	44,733
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Justification for Salary Requested	Salary is dictated by the CSEA CBA.
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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 a Caseworker in our Adult Protective Unit which provides mandated services to our most vulnerable population. This position is budgeted in the 2021 DSS budget, and is vacant due to a retirement.
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 is budgeted in the 2021 DSS budget as a Grade 17 Step 4, and we will be filling the position as a Grade 17 Probation Step, so it will provide some salary savings.
Department Head	Ray Bizzari
Date	1/25/2021
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)	

Email not displaying correctly? [View it in your browser.](#)

LHLippoldt Approved 1/26/2021

RESOLUTION NO. _____ 2/23/21 HS Fill Caseworker Child Protective Services

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

BY: Elane Daly, Chairman of the Health & Human Service Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, there is a Caseworker vacancy in the Child Protective Services Unit of Social Services (position #2228) due to a termination; and

WHEREAS, the Department is required to be the safety net and provide child 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 child protective cases and handle incoming referrals; and

WHEREAS, sufficient funding exists in the Social Services Department’s 2021 budget to support this position, and the position is reimbursed at 62% Federal and State; NOW, THEREFORE BE IT

RESOLVED, that the Authorization to Fill is valid through July 28, 2021; and be it further

RESOLVED, that the Director of Community Services be authorized and directed to fill the vacated Caseworker position in the Child 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

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: ___RJG___

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	1/26/2021
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Authorization To:	Fill Only
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**** 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
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Cayuga County Department	Social Services
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Job Title Being Requested (Exact Civil Service Title)	Caseworker
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Position Control Number	2228
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	60101 51001
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Is a position being abolished to create the new position?	No
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Is the salary of requested position in the current comp plan?	Yes
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Comp Plan Requested IS IN	CSEA
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CSEA Grade	17
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Probationary Salary Amount	44,733
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Step 4 Amount (CSEA)	50,206
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Starting Salary for Position Requested	44,733
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 providing critical mandated services for the vulnerable children and youth population of Cayuga 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?	This is a budgeted position in the 2021 DSS budget, so it will not have any additional impact to the budget for this year. In fact, it will have some salary savings because it has been unfilled since January 1st.
Department Head	Ray Bizzari
Date	1/26/2021
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 1/26/2021

RESOLUTION NO. _____

2/23/21

HS Q-matic Software Maintenance

Authorizing the Director of Community Services to enter into a Support and Maintenance Agreement with Q-matic Corporation for maintenance of software installed in Intake Unit of Department of Social Services

BY: Elane Daly, Chairman of the Health & Human Service Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, Department of Social Services purchased Q-matic software and system for use on 3rd floor in the intake area; and

WHEREAS, use of Q-matic software has been very beneficial in managing clients who come in for services in the intake area by improving customer service, expediting wait time, improving confidentiality and safety; and

WHEREAS, the Department of Social Services desires to continue using this software and system in the intake area to assist the clients coming in for services; NOW, THEREFORE, BE IT

RESOLVED, that the Director of Community Services be authorized to enter into a Support and Maintenance Agreement with Q-matic Corporation for maintenance of the software and system used in the intake area, for the period of February 1, 2021 to January 31, 2022, in the amount of \$1,231.54; and be it further

RESOLVED, that this agreement for services be paid from the Department of Social Services' 2021 Budget.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: __RJG__

RESOLUTION NO. _____ 2/23/21 HS Salvation Army Pathway of Hope TANF Case Management 2020

Authorizing the Chairman of the Legislature and Director of Community Services to enter into a Contract with Salvation Army Pathway of Hope for Case Management of TANF Clients (100% Funded)

BY: Elane Daly, Chairman of the Health and Human Services Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, the County, in an effort to support TANF families to achieve self-sufficiency, has a need to contract with someone to provide case management; and

WHEREAS, these services are used to assist sanctioned or at-risk families to overcome barriers so they can become engaged in appropriate work activities; and

WHEREAS, these services are 100% federally reimbursed through the flexible fund allocation; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into a contract with Salvation Army Pathway of Hope to provide Case Management Services for the period January 1, 2021 through December 31, 2021, in the amount of \$54,000.00; and be it further

RESOLVED, that the charges for these services be paid from Account #A60604 54000.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: ___ RJG ___

AMENDING THE MENTAL HEALTH CENTER 2021 CONTRACTUAL BUDGET FOR HEALTHECONNECTIONS INTERFACE

By: Elane Daly, Chair, Health and Human Services Committee, and Keith Batman, Chair, Ways and Means Committee.

WHEREAS, Cayuga County Mental Health desires to establish a custom HL& interface with the Regional Health Information Organization (RHIO) HealtheConnections in order to upload and download client information; and

WHEREAS, this expense should be charged against Computer Support line item 54019 in the Mental Health budget; and

WHEREAS, the Computer Support line item does not have enough funds to cover the cost of the interface, but there are sufficient funds in the line item Professional Services 54059; now, therefore, be it

RESOLVED, that the 2021 Mental Health budget be modified as follows:

Expenditures	Increase
A43104 54019 Computer Support	\$25,000
Expenditures	Decrease
A43104 54059 Professional Services	\$25,000

And be it further

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

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RESOLUTION NO. _____ 2/23/21 MH Create & Fill Supervisor of Family Behavioral Health Services (CMH) rev

Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Behavioral Health Services (CMH) position in the Cayuga County Department of Mental Health.

BY: Elane Daly, Chair of the Health & Human Service Committee
Keith Batman, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Supervisor of Family Behavioral Health Services in the Department of Mental Health to oversee and manage the community Family Access to Services Team; which provides a comprehensive approach to the care and well-being of families; 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 Behavioral Health Services (CMH) in the competitive class, and classified it as such; and

WHEREAS, this position was created in part to help effectively manage the elimination of the clinic director position by providing additional staff supervision consistent with NYS licensing requirements and is fully funded by state aid and has no budget impact ; and

WHEREAS, funding for the newly created Supervisor of Family Behavioral Health Services (CMH) position exists currently in the 2021 Department of Mental Health budget line A43101 5100 PC#5146; NOW THEREFORE BE IT

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

RESOLVED, that the staff social worker position will be abolished once the provisional appointment becomes permanent; and be it further

RESOLVED, that the Director of Community Services be authorized to fill the Supervisor of Family Behavioral Health Services (CMH) position, in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga, and this authorization is valid through December 31, 2021 in accordance with policy resolution 307-20.

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Ben Vitale

Mark Strong

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 12/8/2020

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 Mental Health

Job Title Being Requested (Exact Civil Service Title) Supervisor of Family Behavioral Health Services (CMH)

Position Status Permanent

Position Designation Full-Time

Budget Account Number A43101 51001

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? No

Comp Plan Requested CSEA
Position WILL BE IN

CSEA Grade 33

Probationary Salary Amount 64676

Step 4 Amount (CSEA) 71978

Starting Salary for Position Requested 69669

Justification for Salary Requested Provisional promotional appointment for a current staff member (pending application approval by Civil Service) who is currently at step 4 of a grade 30 Staff Social Worker. Per CSEA contract,

upon promotion, salary is raised to the nearest step of the new grade.

Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Supervisor of Family Behavioral Health Services is needed at the Mental Health Center to oversee and manage the FAST (Family Access to Services Team).
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?	The position is funded in the 2021 Mental Health budget.
Department Head	Raymond Bizzari
Date	12/8/2020
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	Liz Piwinski
Title of Person Submitting on Behalf of Department or Agency Head	Administrative Assistant

(Section Break)

LHLippoldt Approved 12/9/20

RESOLUTION NO. _____

(02/23/21)

MH HHCM 21

Authorize the filling of one vacant full-time Health Home Care Manager position at the Mental Health Center

By: Elane Daly, Chair, Health and Human Services Committee, and
Keith Batman, Chair, Ways and Means Committee.

WHEREAS, there is one vacant full-time Health Home Care Manager, code #008273, at the Cayuga County Mental Health Center account A43131 51001; and

WHEREAS, this position serves an important role in the continuum of mental health outpatient care for the residents of our community and is necessary to the operation of the Mental Health Center; and

WHEREAS, the position is funded through revenues generated by the Health Home Care Management Department; now therefore, be it

RESOLVED, that the Director of Community Services be authorized and is hereby directed to fill one full time Health Home Care Manager position and any fill behind that may occur in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

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

RESOLVED, that this authorization to fill will no longer be valid after December 31, 2021.

Health & Human Services Committee

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Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

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 11/25/2020

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 Mental Health

Job Title Being Requested (Exact Civil Service Title) Health Home Care Manager

Position Control Number 8273

Position Status Permanent

Position Designation Full-Time

Budget Account Number A43131 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 14

Probationary Salary Amount \$41,909

Step 4 Amount (CSEA) \$46,596

Starting Salary for Position Requested \$41,909

Justification for Salary Requested The salary for the position of Health Home Care Manager (grade 14) is set in the 2021 comp plan.

Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	We need this position to provide much needed care management services to the residents of Cayuga County.
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?	The position will be funded in the 2021 budget. This position generates revenue.
Department Head	Raymond Bizzari
Date	11/25/2020
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	Elizabeth Piwinski
Title of Person Submitting on Behalf of Department or Agency Head	Administrative Assistant
(Section Break)	

LHLippoldt Approved 11/25/2020