



AGENDA
HEALTH & HUMAN SERVICES COMMITTEE
Monday, July 12, 2021 at 5:30PM
Live Stream Link: <https://youtu.be/V5cDUp3bafU>

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: June 14, 2021

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Brenda Wiemann (Office for the Aging) –

- OFA prioritizes outreach efforts for older adults and caregivers through the Aging Well column in the Citizen, through the Human Services Coalition (Catalyst Cayuga), Facebook, our website, the Senior News and Views and numerous press releases and ads for upcoming programs. This has resulted in over 109 items published since January 1st.
- Virtual programming continues with weekly Powerful Tools for Caregivers classes and the twice monthly Caregiver Coffee Hour. Medicare 101 is being offered both virtually and now in-person at the Fingerlakes Mall for the upcoming months.
- The congregate senior meal sites at Boyle and Stryker Apartment buildings have reopened and participation is gradually increasing.
- Farmer's Market Coupons for those 60 and over are being distributed at 10 sites throughout the county, with OFA staff providing drive-through service at 8 locations.

Kathleen Cuddy (Health) –

- Public Health: WIC move estimating mid-August
- Environmental : children's camps, HAB awareness, hydrilla
- Children with Special Health Care Needs
- Community Health: COVID-19: vaccination rates, creative clinic outreach sites, education re. prevention and not going to work/ school/daycare with symptoms, insurance recoupment for administration over \$70 G

Ray Bizzari (Mental Health/Social Services) –

Mental Health

- We conduct ongoing evaluations of our operations and service delivery methods via weekly leadership team meetings Staff input and problem solving capabilities has been impressive over my tenure here and it's difficult to quantify that value to the legislature or other stakeholders. The theory of a flat organizational structure and team leadership, regular supervision and support, projecting the decision-making process as values driven coupled with ethical leadership that puts the mission first and foremost has served the department well.
The leadership team recently identified what seems to be the best summation of the transformational work they've done over the years and I think it will resonate with the legislature. In 2011, the department employed 53 staff that delivered 11,000 units of service with a local share of \$1.7 million. Today, the department employs 50 staff that delivers over 30,000 units of service a year with no local share in clinic operations. We were able to recruit and retain an impressive team of medical providers and clinicians that provide accessible, evidence based treatments in a true open access model. Along the way, we were able to extract \$250,000 in state aid that was in clinic operations (replacing it with earned revenue) to fund mobile crisis, FFT, MST and peer supported respite. The departments has also accrued a healthy reserve.
- The clinic remains very busy, caseloads for both therapists and prescribers are higher than they've ever been and our visit count exceeds projections. We struggle to see patients as often as they need because of caseload size and the pace of new intakes. *We are addressing this issue and have implemented some strategies that we believe will be helpful.*
- Spikes in overdoses and suicide ideation/attempt/completions remains alarmingly high. *We consulted with OMH regarding suicide prevention efforts and have a plan for going forward. Concurrently, we plan to expand Mobile Crisis response to include a peer to respond to overdoses. Hopefully law enforcement will utilize this more in an effort to help reduce fatal overdoses and connect folks with life-saving treatment.*
- We anticipate the telephone waiver ending in 60 days.
- The Local Plan was submitted.

- The clinic's move into a more integrated treatment model is progressing with staff gaining competency through trainings and experience
- HEALing Communities Study moves into its second year of implementation and we will be disbursing funds that further support the targeted work.
- The adult, 4 bed peer supported respite program opened 7/1
- I am beginning to use my accruals in anticipation of retiring so will be out of the office most of July to start

Social Services

- New York State's Emergency Rental Assistance Program (ERAP) applications are still being taken by the state. Our community-based partners continue to assist county residents with applying for the funds. Approximately 500 Cayuga County residents have applied for ERAP funds so far.
- OTDA is continuing to allow the following waivers through close of business September 30, 2021:
 - Allowing Temporary Assistance (TA) eligibility interviews to be conducted by phone;
 - Allowing TA recertification interviews to be conducted by phone;
 - Allowing drug/alcohol and domestic violence screenings to be conducted over the phone;
 - Extending domestic violence waivers;
 - Enabling districts with local procedures or other processes that require frequent contact with individuals experiencing homelessness and residing in emergency housing to conduct these contacts via phone, with reduced frequency, as appropriate for the population.
- Clients who wish to utilize the waivers will be allowed to do so, and clients who wish to be seen in person have that option as well.
- Emergency housing numbers have been between 65 and 70 cases housed by the Department with approximately 20 of those cases being families.

RESOLUTIONS:

HEALTH:

- 7-21-HH-1 Authorizing the Cayuga County Legislature and the Public Health Director to accept funding for the ELC grant
- 7-21-HH-2 Authorizing the Cayuga County Legislature and the Public Health Director to fill an F/T E-I Service Coordinator Position
- 7-21-HH-3 Authorizing the Public Health Director to fill a Principal Typist position within the Health Department

HUMAN SERVICES:

- 7-21-HH-4 Authorizing the Chair of the Legislature and the Director of Community Services to Accept \$25,000 Funding from NYS OTDA and Enter Into a Contract with CAP
- 7-21-HH-5 Authorizing the Chair of the Legislature and the Director of Community Services to Enter into a Contract with Booker T. Washington Community Center Inc.
- 7-21-HH-6 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for additional services for the provision of Family Preservation Services, Enhanced Foster Care Support Services and Restorative Case Management
- 7-21-HH-7 Authorizing the Chair of the Legislature and the Director of Community Services to Contract with Community Action Programs Cayuga/Seneca (CAP) for Rapid Re-housing Case Management Services
- 7-21-HH-8 Authorizing the Director of Community Services to fill 4 Clerk (Seasonal) Positions in the HEAP Unit of the Department of Social Services.
- 7-21-HH-9 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, 2021 through April 30, 2022

MENTAL HEALTH:

- 7-21-HH-10 Authorize the filling of a vacant Account Clerk Typist position at the Cayuga County Mental Health Center due to a resignation

ADJOURNMENT: Monday, August 9, 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.

RESOLUTION NO. _____

7/27/21

HD ELC Grant Funding

Authorizing the Cayuga County Legislature and the Public Health Director to accept funding for the ELC grant

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

WHEREAS, The New York State Department of Health has allocated Cayuga County Health Department funding to enable school/districts in Cayuga County to establish COVID-19 screening testing programs to support and maintain in-person learning; and

WHEREAS, Cayuga County has been allocated \$2,096,451 thru NYS DOH and the funding amount is based upon the share of the State’s students who live in Cayuga County as well as the share of the State’s students who live in poverty in Cayuga County; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director and the Chair of the Cayuga County Legislature are authorized to enter into any contracts necessary to carry out the intent of the resolution to continue to respond to the COVID-19 emergency; and be it further

RESOLVED, that the Cayuga County Treasurer be authorized and directed to make all necessary journal and accounting entries to carry out the intent of this resolution and to amend the 2021 Budget in the following manner:

Increase Revenue Account #A40380 44850.....	\$2,096,451
Increase Appropriation Account #A40384 54000.....	\$2,096,451

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

Benjamin Vitale

Mark Strong

Tucker Whitman

Co. Atty: ___RJG___

RESOLUTION NO. _____ 7/27/21 HD request to fill E-I Service Coordinator Position

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

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

WHEREAS, the Early Intervention Service Coordinator position control #007030 (Grade 18) was vacated on 12/31/2020 due to a retirement and it is necessary to have someone who can fill the role of a EI Service Coordinator; and

WHEREAS, 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 2021 budget A40451 51001; and

WHEREAS, the Public Health Director wishes to 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 Public Health Director wishes to allow for an overlap between the newly hired position and the current temporary fill to allow for necessary training due to the significant volume of cases referred as well as to ensure the strictly regulated NYS timelines for service provision are met; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized to fill an Early Intervention Service Coordinator position in a manner that would allow the current temporary fill training time with new hire; 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

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Timothy Lattimore

Paul Pinckney

Heidi Nightengale

Benjamin Vitale

Mark Strong

Tucker Whitman

County 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	6/23/2021
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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	Public Health
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Job Title Being Requested (Exact Civil Service Title)	Early Intervention Service Coordinator
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Position Control Number	7030
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A40451 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	18
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Probationary Salary Amount	45,702
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Step 4 Amount (CSEA)	51,432
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Starting Salary for Position Requested	45,702
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Justification for Salary Requested	Outlined in Current contract for CSEA
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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?	provide service coordination for families of children with developmental delays and assist with an increase in 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?	2021 Health Department Budget
Department Head	Kathleen Cuddy
Date	6/23/2021
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	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Principal Typist
(Section Break)	

LHLippoldt Approved 6/23/2021

RESOLUTION NO. _____

7/27/21

HD Fill Principal Typist

Authorizing the Public Health Director to fill a Principal Typist position within the Health Department.

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

WHEREAS, there is a Principal Typist vacancy (position control #4939) in the Environmental Health Division of the Health Department since 2020; and

WHEREAS, the Principal Typist works in the septic program, rabies program and other various programs within the Environmental Health Division & this position is critical for maintaining the smooth and effective functioning of the Environmental Health Division in the Health Department and provides support for the Department as needed in other program areas; and

WHEREAS, the position has been previously approved and the funds have been forwarded to the 2021 budget; NOW, THEREFORE, BE IT

RESOLVED, that the Public Health Director be authorized and directed to fill the Principal Typist position in the Health Department 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

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

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Date	6/23/2021
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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	Public Health
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Job Title Being Requested (Exact Civil Service Title)	Principal Typist
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Position Control Number	4939
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A40101 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	13
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Probationary Salary Amount	41,060
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Step 4 Amount (CSEA)	45,505
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Starting Salary for Position Requested	41,060
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Justification for Salary Requested	Outlined in current CSEA contract
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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?	the Principal Typist works in the septic program, rabies program and other various programs within the Environmental Health Division & this position is critical for maintaining the smooth and effective functioning of the Environmental Health Division in the Health Department and provides support for the Department as needed in other program areas
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	36% State Aid
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	2021 Health Department budget
Department Head	Kathleen Cuddy
Date	6/23/2021
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	Megan Bell
Title of Person Submitting on Behalf of Department or Agency Head	Principal Typist
(Section Break)	

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LHLippoldt Approved 6/23/2021

RESOLUTION NO. _____

7/27/21

HS Accept Non-Residential DV Funding

Authorizing the Chair of the Legislature and the Director of Community Services to Accept \$25,000 Funding from NYS OTDA and Enter Into a Contract with CAP

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

WHEREAS, NYS Office of Temporary and Disability Assistance (OTDA) has advised Cayuga County Dept. of Social Services that their TANF SFY 2020-2021 Non-Residential Domestic Violence allocation is \$25,000; and

WHEREAS, this funding will be utilized to provide emergency services for TANF eligible victims of domestic violence and their families; and

WHEREAS, we have successfully contracted in the past with Community Action Programs Cayuga/Seneca (CAP) to implement this program; NOW, THEREFORE, BE IT

RESOLVED, that the Chair of the Legislature and the Director of Community Services be authorized to accept \$25,000 in additional funding from NYS OTDA and enter into a contract with Community Action Programs Cayuga/Seneca (CAP) to provide Emergency DV Services from July 1, 2020, through September 30, 2022, upon such form as may be approved by the County Attorney; and be it further

RESOLVED, that the Cayuga County Treasurer be authorized and directed to make the necessary journal and accounting entries to the Social Services 2021 Budget as follows:

Increase Revenue Account A60100 44610\$25,000
Increase Expenditure Account A60104 54059\$25,000

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

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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. _____

7/27/21

HS Booker T. Washington Community Center Inc. 2021

Authorizing the Chair of the Legislature and the Director of Community Services to Enter into a Contract with Booker T. Washington Community Center Inc.

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

WHEREAS, Cayuga County desires to contract with Booker T. Washington Community Center Inc. to provide summer day camp registrations for TANF eligible recipients; and

WHEREAS, these services are 100% reimbursed; NOW, THEREFORE, BE IT

RESOLVED, that the Chair of the Legislature and the Director of Community Services be authorized to enter into a contract with Booker T. Washington Community Center Inc. in the amount of \$7,500.00 for the term of June 1, 2021 – December 31, 2021 and upon such form as may be approved by the County Attorney; and be it further

RESOLVED, that the charges for these services be paid from the Department of Social Services 2021 Budget; and be it further

RESOLVED, that the County Treasurer is hereby authorized and directed to make such journal and accounting entries as may be necessary to carry out the intent of this Resolution.

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. _____

HS Cayuga Centers FPP, EFCS, RCM (REVISED)

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for additional services for the provision of Family Preservation Services, Enhanced Foster Care Support Services and Restorative Case Management

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

WHEREAS, the Department of Social Services is responsible for providing preventive services to forestall foster care placement; and

WHEREAS, the Family First legislation requires substantial efforts to keep children at home or with relatives, reduce congregate care placements and shorten foster care stays; and

WHEREAS, Cayuga Centers has provided a number of preventive services to families in Cayuga County including the Family Preservation Program focusing on high-risk CPS cases, Enhanced Foster Care Support services focusing on reducing/stabilizing foster care placements/increasing positive family functioning and Restorative Case Management focusing on high-risk adolescents/reducing detention or other out-of-home placements; and

WHEREAS, the Department of Social Services has successfully contracted with Cayuga Centers for a number of years and has a current contract for Family Preservation Services, Enhanced Foster Care Support Services and Restorative Case Management, and wishes to expand the provision of these services to help with the increasing needs of families due to COVID and the state requirements of Family First; and

WHEREAS, such services are reimbursed by the State at 62% net of Federal (preventive funding); and

WHEREAS, the Department of Social Services desires to contract with Cayuga Centers to provide these services; NOW, THEREFORE, BE IT

RESOLVED, that the Chair of the Legislature and the Director of Community Services are hereby authorized to enter into a contract with Cayuga Centers to provide these services for the contract period of August 1, 2021, through July 31, 2022 at a total county cost of \$280,385 and upon such form as may be approved by the County Attorney; AND BE IT FURTHER

RESOLVED, these services be paid from 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: __RJK__

RESOLUTION NO. _____

7/27/21 HS Cayuga/Seneca (CAP) Rapid Re-housing Case Mgmt 2021.rev

Authorizing the Chair of the Legislature and the Director of Community Services to Contract with Community Action Programs Cayuga/Seneca (CAP) for Rapid Re-housing Case Management 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 wishes to assist TANF families in moving towards self-sufficiency with 100% funding available through Flexible Funds for Family Services (FFFS); and

WHEREAS, the purpose of this contract is to assist TANF families experiencing housing emergencies; and

WHEREAS, this case management contract will also enable DSS to determine service needs to enhance employability, overcome barriers to self-sufficiency and promote family stability including rapid housing; NOW, THEREFORE, BE IT

RESOLVED, that the Chair of the Legislature and the Director of Community Services be authorized to contract with the Community Action Programs Cayuga/Seneca (CAP) for the period 8/1/21 – 7/31/22 for the provision of Rapid Re-Housing Case Management Services for our TANF families at an annual cost of \$72,651.00, upon such form as may be approved by the County Attorney; and be it further

RESOLVED, that expenses will be taken from account #A60604 54000 of the Department of Social Services’ Budget. This contract is 100% federally funded through Flexible Funds for Family Services (FFFS); and be it further

RESOLVED, that the County Treasurer is hereby authorized and directed to enter such journal and accounting entries necessary to carry out the intent of this resolution.

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. _____ 7/27/21 HS Fill 4 Clerk (Seasonal) Positions (HEAP Unit)

Authorizing the Director of Community Services to fill 4 Clerk (Seasonal) Positions in the HEAP Unit of the Department of Social Services.

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

WHEREAS, the HEAP Program is a mandated program that provides support for the heating needs of clients meeting certain guidelines; and

WHEREAS, there is a high volume of applications for assistance in the HEAP Unit and a need to review applications and issue payments in a timely manner; and

WHEREAS, in the past, the Department of Social Services has hired 4 (Seasonal) HEAP Clerks (PC# 7766, 7767, 7768, 7769) for the winter/heating season to cover this need; and

WHEREAS, the Department of Social Services is provided an annual HEAP allocation to cover the cost of the seasonal staff, which is federally reimbursed at 100 %; NOW, THEREFORE, BE IT

RESOLVED, that the Director of Community Services be authorized and directed to fill the 4 Clerk (Seasonal) Positions in the HEAP Unit of the Cayuga County Department of Social Services 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

Keith Batman, Chair

Michael Didio

Elane Daly

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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 6/25/2021

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) Clerk

Position Control Number 7766, 7767, 7768, 7769

Position Status Temporary

How long do you anticipate the temporary appointment to last? 3-6 months

Position Designation Part-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 Part II

Probationary Salary Amount \$17.19

Step 1 Amount (Part II) \$17.34

Starting Salary for Position Requested	\$17.34
Justification for Salary Requested	The hourly rate is pre-determined by the 2021 Compensation Plan Part II.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	The Clerks are hired for a seasonal appointment in order to facilitate the execution of the mandated DSS HEAP program.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100%
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	These are budgeted positions with 100% reimbursement.
Department Head	Ray Bizzari
Date	6/25/2021
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)

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Lhlippoldt Approved 6/25/2021

RESOLUTION NO. _____ 7/27/21 HS HEAP/Community Action Programs Cayuga/Seneca (CAP) 2021.rev

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, 2021 through April 30, 2022

BY: Elane Daly, Chairman of the Health & Human Service Committee
Keith Batman, 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, the Department 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 \$119,840.00 for the period 10/1/21 – 4/30/22, upon such form as may be approved by the County Attorney; and be it further

RESOLVED, that the Cayuga County Treasurer be authorized and directed to amend the County’s Social Services 2021 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

Keith Batman, Chair

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Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: RJG

Authorize the filling of a vacant Account Clerk Typist position at the Cayuga County Mental Health Center due to a resignation

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

WHEREAS, there will be a vacant full time Account Clerk Typist position, code 2109, at the Cayuga County Mental Health Center as the result of a resignation as of July 16, 2021; and

WHEREAS, this position serves a critical role in the front office at the Mental Health Center; and

WHEREAS, the position is reflected in the 2021 County Budget, line A43101 51001 salary account; now therefore, be it

RESOLVED, that the Director of Community Services be authorized and is hereby directed to fill one full time Account Clerk Typist (Grade 5) position 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 this authorization to fill will no longer be valid after January 27, 2022.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

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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 6/28/2021

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) Account Clerk Typist

Position Control Number 2109

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?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	5
Probationary Salary Amount	36122
Step 4 Amount (CSEA)	38826
Starting Salary for Position Requested	36122
Justification for Salary Requested	Currently in the 2021 CSEA Part 1 Plan
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Incumbent will be resigning as o 7/16/21. This is a critical position that works in the front office of the Mental Health Center.
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?	N/A
Department Head	Raymond Bizzari

Date 6/28/2021

Attestation I have been directed to submit on behalf of the authorized department or agency head

Name of Person Submitting Elizabeth Piwinski
on Behalf of Department or
Agency Head

Title of Person Submitting Administrative Assistant
on Behalf of Department or
Agency Head

(Section Break)

LHLippoldt 6/28/2021 Approved