



**AGENDA**  
**HEALTH & HUMAN SERVICES COMMITTEE**  
**Thursday, July 13, 2023 at 5:30PM**  
**Live Stream Link:** [https://www.youtube.com/watch?v=\\_JuV68rhho0](https://www.youtube.com/watch?v=_JuV68rhho0)

**CALL TO ORDER:** By Hon. Elane Daly, Chair

**MEMBERS:** Legislators Christina Calarco, Michael Didio, Aileen McNabb-Coleman, Brian Muldrow, Heidi Nightengale (Vice Chair), and Lydia Patti Ruffini

**MINUTES TO APPROVE:** June 8, 2023

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Kathleen Cuddy (Health) –**

Health Department highlights July 2023:

- Special summertime vaccination clinics scheduled and booked in July and August for back to school students in grades K-12 for required vaccinations
- Education on how to help prevent mosquito and tick bites provided through media sites
- Healthy Neighborhoods program staff are canvassing eligible neighborhoods and making home safety visits
- The Lead Poisoning Prevention program hosted a successful and well attended EPA accredited Lead Renovation, Repair and Painting Training course on June 27, 2023. The course certifies people trained in lead safe work techniques. A very beneficial course for property owners, a money saver for landlords by increasing the number of contractors certified for work with Lead painted homes.
- The Lead Poisoning Prevention Program is also partnering with our county Foster Care Program offer lead risk home assessments. Additionally an educational mailing to offer a home assessment will be sent to clients meeting demographic and housing criteria that may put them at greater risk for lead poisoning.
- Children with Special Health Care Needs program staff continue to work with PlaySpace and families to provide special theme nights for families to enjoy the PlaySpace and learn more from a licensed professional about how to work with their child/ren regarding speech, physical, occupational therapy or special educational ideas.
- The initial portion of the McGuinness portal for Pre School provider billing portal submission began July 1<sup>st</sup>.
- Environmental Health Staff are particularly busy this time of year assisting children's camps with attaining their permits, special food events, swimming pool openings and attending to rabies calls this time of year.
- WIC has gone back to in person monthly clinic sites in Cato and Moravia. Farmers Markey coupons are available to participants. WIC staff have partnered with Cornell Cooperative Extension and the markets for a few special events where Farmer Market coupons are issued onsite, a facilitated tour of the market is provided and a demonstration of cooking with in-season foods are provided.
- Accounting staff are submitting our quarterly state aid documentation, vouchers and budget modifications for grants, billing for vaccination and the ongoing Early Intervention and Preschool Education as they are year round programs.
- Our Department continues to work on recruiting for employment vacancies. At the time of this submission the following are vacant position we are looking to fill:
  - Director of Nursing/ Community Health Services
  - Junior Accountant
  - Senior Public Health Educator
  - Nutritionist/ Certified Professional Authority at WIC
  - Early Intervention Service Coordinator/s

**Lauren Walsh (Community Services) –**

- Clinic: Fully staffed as of 7/10/23 for the first time in over

**Christine Bianco (Social Services) – No updates**

**Brenda Wiemann (Office for the Aging) – No updates**

**Debra Dennis (Youth Bureau) – No updates**

## RESOLUTIONS:

### HEALTH:

- 7-23-HH-1 Authorizing the Cayuga County Legislature and the Public Health Director to create and fill a part-time Public Health Nurse position within the WIC Program
- 7-23-HH-2 **(Revised 7/12/23)** Authorizing the Cayuga County Legislature and the Public Health Director to fill a WIC Nutritionist
- 7-23-HH-3 **(Revised 7/11/23)** Authorizing the Cayuga County Legislature and the Public Health Director and the County Attorney's Office to enter into a contract with Bond Schenck and King Law Firm for assistance on legal work

### SOCIAL SERVICES:

- 7-23-HH-4 Authorizing the Cayuga County Legislature and the Commissioner of Social Services to accept \$25,000 funding from NYS OTDA and enter into a contract with CAP
- 7-23-HH-5 Authorize Co-operation agreement between Department of Social Services and County Attorney's Office for Legal Services
- 7-23-HH-6 Authorizing the Cayuga County Legislature and the Commissioner of Social Services to contract with multiple service agencies (listed) for the provision of Child Welfare Placement Services
- 7-23-HH-7 Authorizing the Cayuga County Legislature and the Commissioner of Social Services to contract with Community Action Programs Cayuga/Seneca (CAP) for Rapid Re-housing Case Management Services
- 7-23-HH-8 **(Revised 7/11/23)** Authorizing the Cayuga County Legislature and the Commissioner of Social Services to fill a Director of Fiscal Management (DSS) position and abolish a Director of Administrative Service position in the Department of Social Services
- 7-23-HH-9 Authorizing the Commissioner of Social Services to fill (4) Clerk (Seasonal) Positions in the HEAP Unit of the Department of Social Services
- 7-23-HH-10 Authorizing the Commissioner of Social Services to fill a Sr. Caseworker vacancy in the Adult Protective Services Unit

### MENTAL HEALTH:

- 7-23-HH-11 Amending the Mental Health 2023 budget to adjust State Aid Funding for contract agencies
- 7-23-HH-12 Authorizing the Chair of the Cayuga County Legislature and the Director of Community Services to accept grant funding from OMH for Dialectical Behavioral Therapy Certification

### OFA:

- 7-23-HH-13 Authorization to adjust OFA budget due to unexpected changes in department needs
- 7-23-HH-14 Authorization to fill one (1) Full-Time Aging Services Assistant Position in the Office for the Aging due to a vacancy

### YOUTH BUREAU:

- 7-23-HH-15 Authorizing the Chair of the Cayuga County Legislature and the Director of Youth Bureau to execute agreements with various agencies to provide Youth Development Services

### ADJOURNMENT: Thursday, August 10, 2023 at 5:30PM

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. \_\_\_\_\_ 7-25-23            HD Create-Fill PT Public Health Nurse at WICrev**

Authorizing the Cayuga County Legislature and the Public Health Director to create and fill a part-time Public Health Nurse position within the WIC Program.

BY:    Elane Daly, Chairman of the Health & Human Service Committee  
      Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS the federally funded Women, Infant and Children’s Program (WIC) identifies the positions and qualifications for the WIC program, which Cayuga County must be compliant with; and

WHEREAS the WIC department has had on-going vacant positions for nutrition work which can be performed by a public health nurse according to WIC regulations; and

WHEREAS, a part time, WIC Public Health Nurse will be able to support essential WIC Program nutrition education with participants on an as needed basis to support the program; and

WHEREAS the PT Public Health Nurse position is 100% reimbursed under the WIC grant; now therefore be it

RESOLVED, that the Cayuga County Legislature is authorized to create the position of part-time Public Health Nurse, and that the position be placed in Part II of the Compensation plan at a pay rate of \$30.17-\$30.32 per hour; and be it further

RESOLVED, that the Public Health Director be authorized and directed to fill the fully funded part-time Public Health Nurse at the WIC Program, and be it further

RESOLVED, that the position be filled, along with any fill behinds that may occur, in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, this authorization to fill is valid through December 31, 2023 in accordance with policy resolution 307-20.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Wednesday, June 28, 2023 4:05 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

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

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Date	6/28/2023
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Authorization To:	Create and Fill **
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**\*\* New Position Duties Statement (NPDS) - Short Form  
*REQUIRED IF the title exists within the department***

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

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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)	PT Public Health Nurse
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Position Status	Permanent
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Position Designation	Part-Time
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Budget Account Number	A40821 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	Part II
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Probationary Salary Amount	\$30.17
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Step 1 Amount (Part II)	\$30.32
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Starting Salary for Position Requested	\$30.17
Justification for Salary Requested	Outlined in the current Part II Compensation Plan
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	Due to significant vacancies in the WIC Program this position will provide need support with high risk participants
How is this position funded?	Grant
Identify the Grant	WIC Program Grant
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	100% grant funded
Department Head	Kathleen Cuddy
Date	6/28/2023
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	Administrative Assistant
(Section Break)	

Approved 06-28-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

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

RESOLUTION NO. \_\_\_\_\_

7/25/23

HD Fill WIC Nutritionist.rev2

**Authorizing the Cayuga County Legislature and the Public Health Director to fill a WIC Nutritionist position.**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS the federally funded Women, Infant and Children's Program (WIC) identifies the positions and qualifications for the WIC program, which Cayuga County must be compliant with; and

WHEREAS the WIC department has a vacant Nutritionist position, grade 17 in the CSEA Bargaining Unit (position control #007605) due to a resignation; and

WHEREAS, the Public Health Director wishes to fill the vacant WIC-Nutritionist, which is a position that meets the WIC program requirements; and

WHEREAS, the Nutritionist position is 100% reimbursed under the WIC grant; and

WHEREAS, the Nutritionist position can be difficult to find qualified candidates in the current job market and therefore the Public Health Director plans on recruiting for the Nutritionist position and if that is not successful then to recruit for the position of Competent Professional Authority, with the intent that ultimately only one position will be filled; now therefore be it

RESOLVED, that the Public Health Director be authorized and directed to fill the fully funded WIC- Nutritionist position at a grade 17 in the CSEA Bargaining Unit, and be it further

RESOLVED, that if after 4 weeks of advertising there are no qualified candidates for the Nutritionist position the Cayuga County Legislature is authorized to create the position of WIC- Competent Professional Authority (CPA) and that position be placed in the CSEA Bargaining Unit, at a grade of 17; and be it further

RESOLVED, that the Public Health Director be authorized and directed to fill the fully funded WIC- Competent Professional Authority (CPA) grade 17 in the CSEA Bargaining Unit; and be it further

RESOLVED, that the position be filled as either a Nutritionist or a Competent Professional Authority, along with any fill behinds that may occur, in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga; and be it further

RESOLVED, this authorization to fill is valid through December 31, 2023 in accordance with policy resolution 307-20.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Wednesday, June 28, 2023 3:49 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

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

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Date 6/28/2023

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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***

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

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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) Nutritionist

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Position Control Number 007605

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number A40821 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	<del>40,198</del>	\$48,998
Step 4 Amount (CSEA)	<del>51,383</del>	\$54,638
Starting Salary for Position Requested	<del>46,108</del>	\$48,998
Justification for Salary Requested	Outlined in the current CSEA compensation plan	
Does position include fringe benefits?	Yes	
What is the justification for filling this position AND why is it important for your department?	It is a required position for the WIC Program Grant	
How is this position funded?	Grant	
Identify the Grant	WIC Program Grant	
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	100% Grant Funded	
Department Head	Kathleen Cuddy	
Date	6/28/2023	
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	Administrative Assistant	

(Section Break)

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Approved 07-07-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator



RESOLUTION NO. \_\_\_\_\_ 7-25-23

HD Outside Counsel Assistance rev1

**Authorizing the Chairman of the Legislature, the Public Health Director and the County Attorney’s Office to enter into a contract with Bond Schenck and King Law Firm for assistance on legal work.**

BY: Elane Daly, Chairman of the Health & Human Services Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, the Health Department has an ongoing need for legal assistance with carrying out Board of Health orders, and

WHEREAS, the County Attorney’s office is not always available to assist in a timely manner with these orders; and

WHEREAS, Bond, Schenck and King Law Firm is able to assist the County in these legal matters for an hourly rate of \$295.00 for a partner working and \$185.00 for an associate working to provide legal assistance up to a total amount not to exceed \$10,000; now, therefore, be it

RESOLVED, that the Chairman of the Legislature, the Public Health Director and the County Attorney’s Office be authorized to enter into a contract with Bond Schenck and King Law Firm for assistance with agreed upon outstanding Board of Health orders and upon such form as may be approved by the County Attorney; and be it also

RESOLVED, that the Public Health Director be authorized to pay for these services from the following Health Department budget lines:

Professional Services.....A40104 54059

**Authorizing the Chairman of the Legislature and the Commissioner of Social 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  
Hans Pecher, 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 2022-2023 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 Chairman of the Legislature and the Commissioner of Social 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 October 1, 2022, through September 30, 2023; and be it further

RESOLVED, that the Cayuga County Finance Director be authorized and directed to make the necessary journal and accounting entries to the Social Services 2023 Budget as follows:

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

and any other entries appropriate and necessary to implement this resolution.

RESOLUTION NO. \_\_\_\_\_ 7/25/23

HS Authorizing Agmt Between DSS And County Atty.rev1

**AUTHORIZE CO-OPERATION AGREEMENT BETWEEN DEPARTMENT OF SOCIAL SERVICES  
AND COUNTY ATTORNEY'S OFFICE FOR LEGAL SERVICES**

By: Hon. Elane Daly, Chair of the Health and Human Services Committee  
Hon. Hans Pecher, Chair of the Ways and Means Committee

**WHEREAS**, pursuant to § 397 of the Social Services Law, Cayuga the County Department of Social Services (the "Department") is responsible for investigating complaints of child abuse and neglect, safeguard the child's welfare and stabilize the family wherever possible and bring such cases as deemed necessary before the family court for adjudication and to institute proceedings in a court of competent jurisdiction against a parent or adult for neglect or abuse of a child and is also responsible for voluntary placements, foster care review, and extensions of placements (collectively, "family court matters")

**WHEREAS**, under Section 454 of the Federal Social Security Act, Section 111 (h), 352, and 352 (a) of the Social Services Law of the State of New York, and the rules and regulations promulgated by the NY State Department of Social Services; the Department is responsible through its Child Support Enforcement Unit for the establishment of paternity, locating of absent parents, and the enforcement and collection of support from legally responsible relatives for persons applying for or receiving Aid to Dependent Children (hereinafter collectively referred to as "child support matters"); and

**WHEREAS**, the Department has heretofore hired attorneys who were employees of the Department who were responsible for appearing in family court and support court on behalf of the Department and represented the Department in the above referenced proceedings; and

**WHEREAS**, the Department recently has experienced the departure of all of its employed attorneys through resignations and it is necessary and essential for the Department to obtain legal representation in connection with such matters; and

**WHEREAS**, pursuant to Family Court Act § 535, in the absence of having legal counsel employed by the Department, the County Attorney is responsible for representing the Department in all matters prosecuted under the Family Court Act; and

**WHEREAS**, it is necessary and appropriate that the parties hereto enter into one or more written agreements setting forth their respective duties and responsibilities to provide such services; and

**NOW, THEREFORE, BE IT RESOLVED** as follows:

Section 1. That the Cayuga County Legislature hereby authorizes a Cooperation Agreement by and between the Department of Social Services and the Cayuga County Attorney whereby the County Attorney shall provide legal representation to the Department relating to (i) family court matters and (ii) child support matters.

Section 2. That the Cooperation Agreement(s) shall further provide for reimbursement to the County Attorney's Office for the pro-rata cost of providing such legal representation.

Section 3. That the term of this Cooperation Agreement shall commence effective June 1, 2023 continue through and including December 31, 2024, unless terminated earlier.

Section 4. That the Chair of the Cayuga County Legislature, along with the Commissioner of Social Services and the County Attorney be and the same are hereby authorized to make, execute, seal and deliver such documents, agreements and instruments as may be necessary to fulfill the intent of this resolution.

Section 5. That the Department of Finance is hereby authorized and directed to make such journal entries as may be necessary to carry out the intent of this Resolution.

Section 6. That the within Resolution shall take effect immediately.

RESOLUTION NO. \_\_\_\_\_ 7/25/23

HS Child Welfare Placement Services 2023

**Authorizing the Chairman of the Legislature and the Commissioner of Social Services to Contract with Multiple Service Agencies (Listed) for the Provision of Child Welfare Placement Services**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services is required to provide appropriate “child placement services” for children placed in foster care and at times this includes placement in a residential treatment center (RTC); and

WHEREAS, the Department of Social Services has successfully contracted with the listed agencies to provide these services in the past; and

WHEREAS, the RTC per diem rate schedule is established and set by NYS Department of Social Services; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Commissioner of Social Services be authorized to enter into contracts for the time of July 1, 2023 – June 30, 2028 with the following agencies and any new providers that may come forward:

Cayuga Centers  
Children’s Home of Wyoming Conference  
Elmcrest Children’s Center  
William George Agency  
Glove House  
Catholic Charities of Onondaga County  
Family Focus

Hillside Children’s Center  
House of the Good Shepard  
Toomey Residential & Comm. Service  
Lincoln Hall  
Catholic Charities of Chemung-Schuyler County  
Catholic Charities of Albany County

and be it further

RESOLVED, that payment for these services at the current state approved rates be charged to account #A61234 54000, account #A61094 54000, and account #A61194 54000 of the Social Services Budget.

**7-23-HH-7**

**RESOLUTION NO. \_\_\_\_\_ 7/25/23 HS Contract CAP Rapid Re-housing Case Mgmt**

**Authorizing the Chairman of the Legislature and the Commissioner of Social 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  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, the Department has available 100% funds to assist TANF families in moving to self-sufficiency; and

WHEREAS, the focus of this contract is our TANF caseload experiencing housing emergencies; and

WHEREAS, it is our hope, with this case management contract to determine service needs to enhance employability, overcome barriers to self-sufficiency and promote family stability including rapid housing; and

WHEREAS, since we will be focusing our efforts on TANF families, we can use our flexible fund allocation to cover the cost of this contract; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Commissioner of Social Services be authorized to contract with the Community Action Programs Cayuga/Seneca (CAP) for the period 8/1/23 – 7/31/24 for the provision of Rapid Re-Housing Case Management Services for our TANF families at an annual cost of \$80,527.00; and be it further

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

**RESOLUTION NO. \_\_\_\_\_ 7/25/23 HS Create & Fill Director of Fiscal Management (DSS) rev**

**Authorizing the Legislature to create and the Commissioner of Social Services to fill a Director of Fiscal Management (DSS) position and abolish a Director of Administrative Services position in the Department of Social Services.**

BY: Elane Daly, Chair of the Health & Human Service Committee  
Hans Pecher, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Director of Fiscal Management position in the Department of Social Services; and

WHEREAS, this position is responsible for the financial planning and accounting practices of the Department of Social Services including budgeting, claiming and the direct supervision of the DSS accounting unit staff; 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 Director of Fiscal Management in the competitive class, and classified it as such; and

WHEREAS, funding for the newly created Director of Fiscal Management exists in the 2023 Department of Social Services budget line 60101 51001 with the abolishment of the Director of Administrative Services (PC#3902), position within the Department; NOW THEREFORE BE IT

RESOLVED, that the Cayuga County Legislature creates a Director of Fiscal Management (Grade 6 of the Cayuga County Part IV Compensation Plan) position in the Accounting Unit of the Department of Social Services with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Director of Administrative Services (PC#3902) be abolished with the filling of the Director of Fiscal Management position; and be it further

RESOLVED, that the Commissioner of Social Services fills the Director of Fiscal Management position, and any fill behinds in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Tuesday, June 27, 2023 6:15 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

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

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Date	6/27/2023
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Authorization To:	Create and Fill **
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**\*\* New Position Duties Statement (NPDS) - Short Form  
*REQUIRED IF the title exists within the department***

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

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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)	Director of Fiscal Management (DSS)
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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?	Yes
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Position Control Number of Position Being Abolished	3902
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Civil Service Title of Position Being Abolished	Director of Administrative Services (DSS)
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Comp Plan Abolished Position Was Included In	Part IV
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Part IV Grade of Abolished Position	5
Minimum/Probationary Salary for Abolished or Vacated Position	67,386
Maximum Salary for Abolished or Vacated Position	77,700
Is the abolished position currently filled?	No
When was the position vacated?	January 2023
What was the salary at the time of separation for, the last person appointed to, the abolished position?	79,221 + 2,000 longevity- Funded \$81,221
Is the salary of requested position in the current comp plan?	No
Comp Plan Requested Position WILL BE IN	Part IV
Part IV Grade	6
Minimum Salary (Part IV)	73,168
Base/Current Salary (Part IV)	84,367
Starting Salary for Position Requested	84,367
Justification for Salary Requested	Requesting that the position be considered for a salary in Grade 6 <del>or Grade 7</del> because the position will be adding the responsibilities of the DSS budget.
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 crucial to the department of social services as the largest mandated department of Cayuga County government with the largest budget. This position is responsible for the day to day fiscal operations of the department, including state claiming for reimbursement which



directly affects the overall county budget and local tax payer dollars. This person oversees the DSS Accounting unit, which is also the largest accounting unit of the County.

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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 Director of Administrative Services position has been budgeted for the year 2023 and has been vacant since January 6th, so there is money in the current budget to pay for an increased salary for this new position. There is also reimbursement for this position at 62%.
Department Head	Christine Bianco
Date	6/27/2023
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	Deputy Director of Social Services

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(Section Break)

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Approved 07-07-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

**Authorizing the Commissioner of Social 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  
Hans Pecher, 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 Authorization to Fill is valid through December 31, 2023, per resolution No. 307-20; and be it further

RESOLVED, that the Commissioner of Social 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.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Monday, June 26, 2023 1:20 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### 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	6/26/2023
Authorization To:	Fill Only
<b>** New Position Duties Statement (NPDS) - Short Form <i>REQUIRED IF the title exists within the department</i></b>	
<b>** New Position Duties Statement (NPDS) - Long Form <i>REQUIRED IF the title does NOT exist within the department</i></b>	
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 (Seasonal)
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	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	Part II
Probationary Salary Amount	19.64
Step 1 Amount (Part II)	19.79
Starting Salary for Position Requested	19.64
Justification for Salary Requested	The salary is dictated by the Cayuga County Compensation Plan, and will be adjusted with any future increases given to NB.
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	These are seasonal positions that are necessary for administration of the mandated 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 100% reimbursed positions.
Department Head	Christine Bianco
Date	6/26/2023
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	Deputy Director of Social Services

Approved 6-26-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

(Section Break)

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RESOLUTION \_\_\_\_\_ 7/25/23

HS Fill Sr. Caseworker Adult Protective Services

**Authorizing the Commissioner of Social Services to Fill a Sr. Caseworker Vacancy in the Adult Protective Services Unit**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
Hans Pecher, Chairman of the Ways & Means Committee

WHEREAS, there is a Sr. Caseworker vacancy in the Adult Protective Services Unit of Social Services (position # 2152) 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 responsible for supervising other caseworkers, as well as managing a caseload of open adult protective cases, which are mandated services; and

WHEREAS, this position is critical to having adequate 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 2023 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 December 31, 2023, per resolution No. 307-20; and be it further

RESOLVED, that the Commissioner of Social Services be authorized and directed to fill the vacated Sr. 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.

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Monday, June 19, 2023 9:39 AM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

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

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Date 6/19/2023

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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***

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

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Do you anticipate this request to result in fill-behinds? Yes

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Cayuga County Department Social Services

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Job Title Being Requested (Exact Civil Service Title) Senior Caseworker

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Position Control Number 2152

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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 19

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Probationary Salary Amount	<del>48,329 2022 Salary</del>	\$51,129
Step 4 Amount (CSEA)	<del>54,135 2022 Salary</del>	\$57,235
Starting Salary for Position Requested	<del>48,329</del>	\$51,129
Justification for Salary Requested	The salary is determined by the CSEA CBA. The Senior Caseworker position is a Grade 19. <del>The salary amounts indicated are the 2022 rates. The rate will change for 2023 when the new approved compensation plan is released.</del>	
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 Senior level Caseworker in our APS Unit, which is responsible for providing mandated services to vulnerable adults in our community. This position works closely with the Grade B Supervisor to oversee and support the staff. This position also has the responsibility of a caseload of clients.	
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 within the DSS 2023 budget, and is reimbursed at 62%.	
Department Head	Christine Bianco	
Date	6/19/2023	
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	Deputy Director of Social Services	

Approved 06-27-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator



(Section Break)

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**Amending the Mental Health 2023 Budget to adjust State Aid funding for Contract Agencies**

By: Elane Daly, Chair, Health and Human Services Committee, and  
Hans Pecher, Chair, Ways and Means Committee.

**WHEREAS**, the Cayuga County Mental Health Center receives 100 percent Federal and State Aid funding for programs to serve adults, children, and families with disability who reside in Cayuga County; and

**WHEREAS**, additional 2023 State Aid has been allocated to several contract agencies requiring adjustment to the County Budget for 2023; and

**WHEREAS**, these 100% State funds were not anticipated in the 2023 budget and it is now necessary to reflect those dollars to allow the County to make payments to those agencies; now, therefore, be it

**RESOLVED**, that the 2023 budget be modified as follows:

Increase	A43430 43495	State Aid - MH- Cayuga Counseling	Revenue by	\$2,202.00
Increase	A43434 54000	Contractual Expenses	Expense by	\$2,202.00
Increase	A43460 43497	State Aid - MH- Unity House	Revenue by	\$12,333.00
Increase	A43464 54000	Contractual Expenses	Expense by	\$12,333.00
Increase	A43410 43509	State Aid-MH-Nick's Ride	Revenue by	\$1,875.00
Increase	A43414 54000	Contractual Expenses	Expense by	\$1,875.00
Increase	A43450 43514	State Aid-MH-Liberty Resources	Revenue by	\$23,995.00
Increase	A43454 54000	Contractual Expenses	Expense by	\$23,995.00
Increase	A43470 43503	State Aid-MH-Cayuga Centers	Revenue by	\$7,348.00
Increase	A43474 54000	Contractual Expenses	Expense by	\$7,348.00
Increase	A43480 43504	State Aid-MH-Contact	Revenue by	\$1,060.00
Increase	A43484 54000	Contractual Expenses	Expense by	\$1,060.00
Increase	A43500 43492	State Aid-CHAD OASAS	Revenue by	\$13,324.00
Increase	A43504 54315	Contractual Expenses	Expense by	\$13,324.00
Increase	A43500 43501	State Aid - Unity House OASAS	Revenue by	\$11,059.00
Increase	A43504 54316	Contractual Expenses	Expense by	\$11,059.00

And be it further

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

7-23-HH-12

RESOLUTION NO. \_\_\_\_\_ 7/25/23 MH Accept OMH Funds DBT Cert

**AUTHORIZING THE CHAIR OF THE CAYUGA COUNTY LEGISLATURE AND THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT GRANT FUNDING FROM OMH FOR DIALECTICAL BEHAVIORAL THERAPY CERTIFICATION**

BY: Elane Daly, Chairman of the Health & Human Service Committee  
Hans Pecher, Chairman of the Ways & Means Committee

**WHEREAS**, the Cayuga County Community Mental Health Center was awarded grant funding from OMH in the amount of \$170,000 to be used for Sustaining Evidence-Based Practice for Children and Youth; and

**WHEREAS**, the CCCMHC has been committed to providing Dialectical Behavioral therapy to youth and families since 2016. Over the past 6 years, CCCMHC has provided intensive DBT training to 17 full-time staff social workers through Behavioral Tech, A Linehan Training Company; and

**WHEREAS**, the OMH funding will cover the cost of certification through DBT-LBC for the 17 intensively trained social workers who are currently providing DBT treatment to youth and families in Cayuga County; and

**WHEREAS**, it is necessary to amend the 2023 Mental Health budget in order to accept this funding; now, therefore be it

**RESOLVED**, that the Director of Finance be authorized and directed to amend the 2023 Mental Health budget in the following manner and make the necessary journal and accounting entries to accept these funds:

Increase Revenue Account A43100 43508 State Aid-MH Grants by \$170,000  
Increase Expense Account A43104 54015 Grant Expenditures by \$170,000

and be it further

**RESOLVED**, that the Chair of the Legislature and the Director of Community Services be authorized to enter into any contracts necessary to carry out the goals of described funding upon such forms as may be approved by the County Attorney.

RESOLUTION NO. \_\_\_\_\_ 7/25/23 OFA Adjust Budget 23

**Authorization to adjust OFA budget due to unexpected changes in department needs**

BY: Elane Daly, Chair, Health & Human Services Committee, and  
Hans Pecher, Ways and Means Committee

WHEREAS, the Office for the Aging has had unexpected changes in expenses this year; and

WHEREAS, due to Federal Older Americans Act and NYS Office for the Aging funding there are available funds in certain budget lines that can be moved to cover these unforeseen expenses; now therefore be it

RESOLVED, that the Office for the Aging be authorized to make changes in the following budget lines: additional funding from NYSOFA and the 2021 budget be modified as follows:

Decrease A67722-52100	Trackable Equipment	\$36,000
Increase A67724-54074	Department Expense	\$36,000
Decrease A67721-51001	Salaries FT	\$27,900
Decrease A67721 5801	Soc Sec	\$ 2,100
Increase A67724 54059	Professional Expense	\$30,000

And be it further

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

**RESOLUTION NO.** \_\_\_\_\_ **7/25/23**    **OFA Fill Aging Services Asst**

**AUTHORIZATION TO FILL ONE (1) FULL-TIME AGING SERVICES ASSISTANT POSITION IN THE OFFICE FOR THE AGING DUE TO A VACANCY.**

BY: Elane Daly, Chair, Health & Human Services Committee, and  
Hans Pecher, Chair, Ways and Means Committee.

WHEREAS, there is one (1) vacant Aging Services Assistant funded position (PC#8944) in the Office for the Aging; and

WHEREAS, this skilled position is critical as the Office for the Aging is increasingly required to provide more complex data collection, information processing, intake, outreach, publicity, program monitoring, needs assessments, registries and many other tasks requiring significant technology knowledge and professional skill for a growing senior population, and;

WHEREAS, this position is budgeted annually with Older American Act and NYS Office for the Aging funding and exists in line A67721-51001 of the 2023 OFA budget; now therefore be it

RESOLVED, that the Director of the Office for the Aging be authorized to fill one (1) full time position for an Aging Services Assistant; and be it further

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

**Diann Ferris**

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**From:** noreply@cayugacounty.us  
**Sent:** Wednesday, June 28, 2023 5:43 PM  
**To:** Diann Ferris; Denise Prieto  
**Subject:** Online Form Submittal: Authorization to Create/Fill

### Authorization to Create/Fill

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

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Date 6/28/2023

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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**

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

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Do you anticipate this request to result in fill-behinds? No

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Cayuga County Department Office for the Aging

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Job Title Being Requested (Exact Civil Service Title) Aging Services Assistant

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Position Control Number 8944

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Position Status Permanent

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Position Designation Full-Time

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Budget Account Number A67721-51001

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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 14

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Probationary Salary Amount	\$46,082
Step 4 Amount (CSEA)	\$50,910
Starting Salary for Position Requested	\$46,082
Justification for Salary Requested	Per CSEA Compensation Plan grade 14
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 integral to our ability to meet the deliverables required by our Older American Ac funding. The variety of duties carried out by this position is critical to the functioning of the office, to the productivity of the department, and to our ability to provide the best service to the community.
How is this position funded?	Budget
Is this a reimbursed position?	Yes
How is this position reimbursed (percentage, dollar amount)?	100% reimbursed through state and federal funding
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Fully budgeted for 2023 with funding for this position typically renewed annually
Department Head	Brenda Wiemann
Date	6/28/2023
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

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Approved 6-29-23

*Diann Ferris*

Diann Ferris  
Human Resources Administrator

RESOLUTION NO. \_\_\_\_\_ 7/24/23

YB Execute Agreements

**Authorize the Chair of the Cayuga County Legislature and Director of the Youth Bureau to Execute Agreements with Various Agencies to Provide Youth Development Services.**

By: Elane Daly, Chair, Health and Human Services Committee  
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, the County of Cayuga is eligible for Youth Development Delinquency funds from the New York State Office of Children and Family Services, and

WHEREAS, the Cayuga County Youth Bureau had approved the proposed services and budget for 2023 for the following agencies in the amounts stated contingent upon approval of funding from OOCFS; and

WHEREAS, the Youth Bureau has been notified that OCFS has authorized the funding and said monies have been received in the Cayuga County 2023 budget; now therefore be it

RESOLVED, that the Chairman of the County Legislature and Director of the Youth Bureau be and the same are hereby authorized to execute agreements with the agencies set forth below for the term January 1, 2023 through September 30, 2023 and upon such forms as may be approved by the County Attorney.

Meridian, Ira, Cato (MIC) Summer Program: \$7,735

Perform 4 Purpose: \$4,262

Auburn Music Boosters: \$12,000

REV Theatre: \$6,000

Booker T. Washington Center: Summer Camp Program: \$14,000

Cayuga County Youth Bureau: \$10,000

Booker T. Washington Center: Sports and Education: \$7,000

Auburn YMCA Sports and Education: \$7,513

Salvation Army Sports and Education: \$5,000