



AGENDA
HEALTH & HUMAN SERVICES COMMITTEE
Thursday, January 14, 2021 at 5:30PM
Live Stream Link: https://youtu.be/Q8X_tapLu2Q

CALL TO ORDER: By Hon. Elane Daly, Chair

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

MINUTES TO APPROVE: December 3, 2020

APPOINTMENTS:

OFA Advisory Committee

Beverly Centers, 172 E Genesee St., Auburn, NY 13021 Term - 1/1/21-12/31/26

DEPARTMENT UPDATES FOR COMMITTEE:

Brenda Wiemann (Office for the Aging) – no updates

CCOFA has been offered additional office space at the Boyle Apartment building due to the closure of RSVP. This represents an opportunity to have all CCOFA staff together which has and continues to be the goal. Following a tour, I am waiting on clarification from Christopher Community as to whether the space could meet the need for 5 HIPPA complaint spaces, and accommodate all 7 CCOFA staff currently at COB. Once this information is received, I expect to be able to share cost estimates and bring the details to the HHS committee for further discussion.

Kathleen Cuddy (Health) –

- Update on COVID testing
- Update on COVID vaccination
- Other

Ray Bizzari (Mental Health/Social Services) –

- Eviction Moratorium extended to May 1
- FFFS/Code Blue/STSJP plans all approved by OCFS/OTDA
- SAMHSA released another round of System of Care grants and we're applying again
- We received another round of funding (70k) for the CPS embedded behavioral health specialist
- The Medicaid weekly share payment beginning 3rd week in January will be reduced by approximately \$30k. You may remember this payment was reduced last year and this is an additional reduction
- We are keeping up on the vaccine rollout. OMH/OASAS pushing information out on priority populations but no information yet from OTDA/OCFS
- We continue to push out funding via the HEALing Communities study
- No word yet on the status of CY OMH/OASAS local and regional State Aid
- Assertive Community Treatment Team to start 1/1/21. We've made several referrals
- DePaul continue to work on the Port Byron housing project and is applying again. The project renovates the old high school, creating affordable housing opportunities for folks with MH/SA disabilities and frail elderly and also creates satellite service opportunities for the underserved north end of the county
- We've managed to keep homeless numbers around 50 households. There's been a shift to an increase in families experiencing homelessness

RESOLUTIONS:

HUMAN SERVICES:

- 1-21-HH-1 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities to Provide SSI Maximization for Safety Net Assistance (SNA) and Temporary Assistance to Needy Families (TANF)
- 1-21-HH-2 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities of the Finger Lakes to Provide Supervised Visitation Services for Clients Referred to them by the Department of Social Services
- 1-21-HH-3 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.
- 1-21-HH-4 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.
- 1-21-HH-5 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for provision of four respite beds
- 1-21-HH-6 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the Provision of Supervision & Monitoring Services
- 1-21-HH-7 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Counseling Services, Inc. for the Provision of Employment Experience for Public Assistance Recipients
- 1-21-HH-8 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into Contracts for Day Care Services
- 1-21-HH-9 Authorizing the Director of Community Services to Fill (2) Human Services Examiner Positions in the Department of Social Services
- 1-21-HH-10 Authorizing the Director of Community Services to Fill a Full-Time Clerk Vacancy in the Medicaid Unit in Social Services
- 1-21-HH-11 Authorizing the Director of Community Services to Fill a Sr. Typist Position in the Department of Social Services

MENTAL HEALTH:

- 1-21-HH-12 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.
- 1-21-HH-13 Authorize the filling of one vacant full-time Health Home Care Manager position at the Mental Health Center
- 1-21-HH-14 Authorizing the Chair of the Cayuga County Legislature and the Director of Community Services to create and fill a Staff Social Worker (CMH) at the Mental Health Center

ADJOURNMENT: Thursday, February 11, 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.)

RESOLUTION NO. _____ 1/26/21 HS Catholic Charities SSI Maximization 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities to Provide SSI Maximization for Safety Net Assistance (SNA) and Temporary Assistance to Needy Families (TANF)

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

WHEREAS, counties across NYS have been encouraged to develop strategies to assist Public Assistance individuals (SNA and TANF) who appear eligible to move to SSI approval; and

WHEREAS, these contracts have been successful in helping a number of individuals navigate the application process and move off Public Assistance to SSI benefits; and

WHEREAS, there is a direct reduction in local share benefits paid by the County when SSI is approved; 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 Catholic Charities to provide SSI Maximization for SNA and TANF clients for the period January 1, 2021 through December 31, 2021 in the amount of \$23,863 for SNA and \$12,293 for TANF ; and be it further

RESOLVED, that these services be paid for from TANF Account #A60604 54000 and SNA Account #A60104 54059 of 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: _____

RESOLUTION NO. _____ 1/26/21 HS Catholic Charities Supervised Visitations 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities of the Finger Lakes to Provide Supervised Visitation Services for Clients Referred to them by the Department of Social Services

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

WHEREAS, Cayuga County Department of Social Services must provide for supervised visitation services for families who have children in Foster Care; and

WHEREAS, we have seen an increase in young children coming into Foster Care and an increase in the number of court-ordered supervised visits being ordered; and

WHEREAS, the Department desires to contract with Catholic Charities of the Finger Lakes to provide observation of parent and child interactions for scheduled supervised visits as assigned by the Department; and

WHEREAS, Catholic Charities would work cooperatively with the Department to arrange a schedule that is appropriate to the needs of the child, the parent, and other key participants that accommodate the transportation needs of parties involved; and

WHEREAS, as a result of this service, Catholic Charities would provide the Department with a comprehensive, written report detailing observations including the arrival time of participants, the condition of the visitation site, the extent to which the parents interacted and engaged the child, the appropriateness of interaction between the participants and other general observations; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services enter into a contract with Catholic Charities of the Finger Lakes for the period January 1, 2021 to December 31, 2021, for the provision of supervised visitation services at the following rates:

Standard Unit of Service (60 min.).....\$43.00

Special Billing Considerations:

- o Sessions that exceed 60 min. will be calculated based on the length of time.
- o Visitations outside of Cayuga County where travel time exceeds 30 minutes: Catholic Charities will add an additional \$21/hr. travel time billed in quarter hour increments.
- o When routine conversations with DSS case workers regarding visits extend beyond 15 min., they will be billed as a case conference at \$21/hr. billed in quarter hour increments.

and; be it further

RESOLVED, that these services be paid from Account #A60104 54059 of the 2021 Department of Social Services' Budget.

Health & Human Services Committee

Ways & Means Committee

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Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

1/26/21 HS Cayuga Centers FPP, FSP, EFPSP, SC

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.

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

WHEREAS, the Department of Social Services is responsible for providing preventive services to forestall foster care placement and the Department of Mental Health is responsible for providing services that support children and families; and

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

WHEREAS, Cayuga Centers provides the following services that meets those needs:

- Family Preservation Program
- Family Support Program
- Enhanced Foster Parent Support Program
- Safe Care

and

WHEREAS, such services are reimbursed by the State at 62% net of Federal, by 100% MH State Aid and now by Medicaid and Cayuga County has worked to blend funding streams to create a more sustainable funding model; and

WHEREAS, the combined budget for these programs is \$572,772 with a county share of \$385,220 with Cayuga Centers assuming the balance of \$187,552; and

WHEREAS, the Department of Social Services desires to contract with Cayuga Centers to provide these services that are in the 2021 budget; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Centers to provide these services for the contract period of January 1, 2021, through December 31, 2021 at a total cost of \$385,220.00.

Health & Human Services Committee

Ways & Means Committee

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Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

1/26/2021

HS Cayuga Centers MST FFT 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.

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 the Department of Mental Health is responsible for providing services that support children and families; and

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

WHEREAS, Cayuga Centers provides the following services that meets those needs:

- Functional Family Therapy
- Multi-Systemic Therapy

and

WHEREAS, such services are reimbursed by the State at 62% net of Federal, by 100% MH State Aid and now by Medicaid and Cayuga County has worked to blend funding streams to create a more sustainable funding model; and

WHEREAS, the combined budget for these programs is \$604,455 with a county share of \$315,000 with Cayuga Centers assuming the balance of \$289,445; and

WHEREAS, the Department of Mental Health desires to contract with Cayuga Centers to provide these services that are in the 2021 budget; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Centers to provide these services for the contract period of January 1, 2021, through December 31, 2021 at a total cost of \$315,000.00.

Health & Human Services Committee

Ways & Means Committee

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Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

1/26/21 HS Cayuga Centers Respite Beds 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for provision of four respite beds

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

WHEREAS, the Department of Social Services wishes to purchase four respite beds as an alternative to detention to help manage the Foster Care population and to have a resource for Raise the Age adolescents; and

WHEREAS, the Department of Social Services desires to contract with Cayuga Centers for provision of said respite beds; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Centers for the period of January 1, 2021 through December 31, 2021, in the total amount of \$292,000; 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

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Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

1/26/21 HS Cayuga Centers Supervision & Monitoring Services 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the Provision of Supervision & Monitoring 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 desires to contract with Cayuga Centers to provide preventive services to forestall foster care and detention placement; and

WHEREAS, the Department of Social Services has in the past successfully contracted with different agencies towards that end to provide Supervision & Monitoring Services and are reimbursed by the State at 62%; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Centers to provide the above services for the contract period January 1, 2021 through December 31, 2021 at the cost of \$207,765.00; and be it further

RESOLVED, that these services be paid from Account #A60704 54185 of the Department of Social Services' 2021 Budget.

Health & Human Services Committee

Ways & Means Committee

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Keith Batman, Chair

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Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____ 1/26/21 HS Cayuga Counseling Work Experience Contract 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Counseling Services, Inc. for the Provision of Employment Experience for Public Assistance Recipients

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

WHEREAS, the Department of Social Services must provide an employment experience to recipients of Public Assistance Benefits; and

WHEREAS, NYSOTDA has notified Departments of Social Services in New York State that the Districts must provide work experience to Public Assistance recipients for the purpose of maintaining these benefits; and

WHEREAS, the Department of Social Services desires to contract with Cayuga Counseling Services to provide employment experiences for these populations consistent with NYS OTDA and Federal regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature and the Director of Community Services be allowed to enter into a contract with Cayuga Counseling Services, Inc. to provide these services for the period of January 1, 2021, thru December 31, 2021, in the amount of \$43,700.00 and upon such form as approved by the County Attorney.

Health & Human Services Committee

Ways & Means Committee

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Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____

1/26/21

HS Day Care Centers 2021

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into Contracts for Day Care 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 is required to provide day care services for eligible county residents; and

WHEREAS, these services are reimbursed by the Federal Day Care Block Grant; NOW, THEREFORE, BE IT

RESOLVED, that the Chairman of the Legislature and the Director of Community Services be authorized to enter into contracts with the following agencies and other day care agencies as needed and upon such forms as may be approved by the County Attorney:

- | | |
|---|---|
| Red Creek ABCD | Creative Environment Day School |
| Early Childhood Center | Ithaca Community Childcare Center |
| J-E Country Kids Daycare | Oswego County Opportunities |
| Cayuga Community College Child Care Center | YMCA/YWEIU |
| Cayuga Onondaga BOCES Day Care Center | Learn as You Grow Child Care Center |
| Little Lukes | Marcellus Presbyterian Childcare Center |
| Spring Street Community Care and Recreation | E. John Gavras Center |

To be renewed annually beginning January 1, 2021 – December 31, 2021, at a rate up to the fair market rate for Cayuga County as determined periodically by the New York State Office of Children and Family Services; and be it further

RESOLVED, that the charges for these services be paid from account #A60554 – 54000 of the 2021 Department of Social Services Budget.

Health & Human Services Committee

Ways & Means Committee

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Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: _____

RESOLUTION NO. _____ 1/26/21 HS Fill HS Examiner (2)

Authorizing the Director of Community Services to Fill (2) Human Services Examiner Positions in the Department of Social Services

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

WHEREAS, there are two Human Services Examiner vacancies (position control #6028 and #5173) in the Department of Social Services, due to retirements; and

WHEREAS, these positions are necessary for the effective and efficient operation of the Department of Social Services; and

WHEREAS, these positions are at least 62% state and federally funded; and

WHEREAS, sufficient funding exists in the 2021 Social Services' Budget to support these positions; NOW, THEREFORE, BE IT

RESOLVED, that the Authorization to Fill is valid through July 26, 2021; and be it further

RESOLVED, that the Director of Community Services be authorized to fill the Human Services Examiner vacancies in the Department of Social Services and any fill behinds that may occur, in a manner consistent with the rules and regulations of the County of Cayuga and the Cayuga County Civil Service Commission.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

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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 12/17/2020

Authorization To: Fill Only

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

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

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

Cayuga County Department Social Services

Job Title Being Requested (Exact Civil Service Title) Human Services Examiner

Position Control Number PC# 6028 and PC#5173

Position Status Permanent

Position Designation Full-Time

Budget Account Number 60101 51001

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

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN CSEA

CSEA Grade	10
Probationary Salary Amount	\$38,652
Step 4 Amount (CSEA)	\$42,414
Starting Salary for Position Requested	\$38,652
Justification for Salary Requested	This is a CSEA 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?	These positions are critical to the operation in that they are on the front lines of providing clients to access to mandated services.
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?	These positions are mandated and budgeted for in the 2021 DSS department budget.
Department Head	Ray Bizzari
Date	12/17/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head

Name of Person Submitting Jennifer Marshall
on Behalf of Department or
Agency Head

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

(Section Break)

LHLippoldt Approved 12/17/2020

Authorization to Create/Fill

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Date 12/17/2020

Authorization To: Fill Only

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

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

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

Cayuga County Department Social Services

Job Title Being Requested (Exact Civil Service Title) Human Services Examiner

Position Control Number **PC# 6028** and PC#5173

Position Status Permanent

Position Designation Full-Time

Budget Account Number 60101 51001

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

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN CSEA

CSEA Grade	10
Probationary Salary Amount	\$38,652
Step 4 Amount (CSEA)	\$42,414
Starting Salary for Position Requested	\$38,652
Justification for Salary Requested	This is a CSEA 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?	These positions are critical to the operation in that they are on the front lines of providing clients to access to mandated services.
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?	These positions are mandated and budgeted for in the 2021 DSS department budget.
Department Head	Ray Bizzari
Date	12/17/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head

Name of Person Submitting Jennifer Marshall
on Behalf of Department or
Agency Head

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

(Section Break)

LHLippoldt Approved 12/17/2020

RESOLUTION NO. _____ 1/26/21 HS Fill Clerk Medicaid Unit

Authorizing the Director of Community Services to Fill a Full-Time Clerk Vacancy in the Medicaid Unit in Social Services

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

WHEREAS, there is an anticipated Clerk vacancy Grade 3, Position Control #2236 in the Medicaid Unit of Social Services due to a retirement effective December 31, 2020; and

WHEREAS, this position is necessary for the effective and efficient operation of the Medicaid Unit; and

WHEREAS, this position is 100% state and federally funded; and

WHEREAS, funding for this position is included within the 2021 Social Services budget; NOW, THEREFORE, BE IT

RESOLVED, that the Authorization to Fill is valid through July 26, 2021; and be it further

RESOLVED, that the Director of Community Services be authorized and directed to fill the Clerk position in the Medicaid Unit of Social Services and any fill behind that may occur, in a manner consistent with the rules and regulations of the Cayuga County Civil Service Commission and the policies of the County of Cayuga.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

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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	12/29/2020
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department	
** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Clerk
Position Control Number	2236
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	3
Probationary Salary Amount	35,012
Step 4 Amount (CSEA)	37,462

Starting Salary for Position Requested	35,012
Justification for Salary Requested	Salary is predetermined 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 fills a crucial role in supporting mandates services in the department of Social Services. This is a budgeted position, teh current employee retires on 12/31/20.
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, and does receive reimbursement- state and federal.
Department Head	Ray Bizzari
Date	12/29/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

Lhlippoldt Approved 12/30/20

RESOLUTION NO. _____

1/26/21

HS Fill Sr. Typist

Authorizing the Director of Community Services to Fill a Sr. Typist Position in the Department of Social Services

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

WHEREAS, there is a Sr. Typist vacancy (position control #2023) in the Department of Social Services, due to a retirement; and

WHEREAS, this position is necessary for the effective and efficient operation of the Department of Social Services; and

WHEREAS, this position is at least 62% state and federally funded; and

WHEREAS, sufficient funding exists in the 2021 Social Services' Budget to support this position; NOW, THEREFORE, BE IT

RESOLVED, that the Authorization to Fill is valid through July 26, 2021; and be it further

RESOLVED, that the Director of Community Services be authorized to fill the Sr. Typist vacancy in the Department of Social Services and any fill behinds that may occur, in a manner consistent with the rules and regulations of the County of Cayuga and the Cayuga County Civil Service Commission.

Health & Human Services Committee

Ways & Means Committee

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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	12/29/2020
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department	
** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Social Services
Job Title Being Requested (Exact Civil Service Title)	Sr. Typist
Position Control Number	2023
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	60101 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	8
Probationary Salary Amount	37,309
Step 4 Amount (CSEA)	40,579

Starting Salary for Position Requested	37,309
Justification for Salary Requested	This is the probationary step salary of a Grade 8 position in 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 fills a crucial role in supporting mandates services in the department of Social Services. This is a budgeted position, the current employee retires 12/31/20.
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, and does receive reimbursement- State and Federal
Department Head	Ray Bizzari
Date	12/29/2020
Attestation	I have been directed to submit on behalf of the authorized department or agency head
Name of Person Submitting on Behalf of Department or Agency Head	Jennifer Marshall
Title of Person Submitting on Behalf of Department or Agency Head	Staff Development Supervisor

(Section Break)

LHLippoldt Approved 12/30/2020

RESOLUTION NO. _____ 1/26/2021 MH Create & Fill Supervisor of Family Behavioral Health Services (CMH)

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, 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 51001 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 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.

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: _____

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. _____

(01/26/21)

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

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: _____

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

RESOLUTION NO.

01/26/21

MH SSW Create/Fill 21

Authorizing the Chair of the Cayuga County Legislature and the Director of Community Services to create and fill a Staff Social Worker (CMH) at the Mental Health Center

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

WHEREAS, the Mental Health Center has a need for an additional full-time Staff Social Worker (CMH) in its Clinic Program to serve the residents of our community who suffer from mental illness; and

WHEREAS, an additional Staff Social Worker (CMH) position is funded in the 2021 Mental Health budget account A43101 51000; and

WHEREAS, a Staff Social Worker (CMH) generates fee for service revenue in excess of the total cost of the position; now, therefore, be it

RESOLVED, that one (1) full-time Staff Social Worker (CMH) position be created and placed within Part I of the Cayuga County Compensation Plan under Community Mental Health at a pay grade 30; and be it further

RESOLVED, that the Director of Community Services be authorized and directed to fill the full-time position of Staff Social Worker (CMH) 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

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: _____

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	11/24/2020
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)	Staff Social Worker (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?	Yes
Comp Plan Requested IS IN	CSEA
CSEA Grade	30
Probationary Salary Amount	\$60,410
Step 4 Amount (CSEA)	\$67,413
Starting Salary for Position Requested	\$60,410

Justification for Salary Requested	The salary is included in the 2021 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?	To provide services to Cayuga County residents with a mental illness; and the position is budgeted for in 2021.
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?	Staff Social Worker (CMH) will start off at the probationary step and move up according to Civil Services rules. This position generates revenue.
Department Head	Raymond Bizzari
Date	11/24/2020
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 for 1/2021 based on salary