



Health & Human Services Committee

Committee Meeting

~ Minutes ~

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

Thursday, February 8, 2024

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:12 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived	Departed
Christopher Newell	Cortland County, NY	Committee Member	Present		12:20 PM
Douglas Bentley	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Chair	Present		
Cathy Bischoff	Cortland County, NY	Committee Member	Present		
William McGovern	Cortland County, NY	Committee Member	Present		
Reed Cleland	Cortland County, NY	Committee Member	Present		
Keith VanGorder	Cortland County, NY	Committee Vice-Chair	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present		
Karl Bush	ClearPath		Present		
Tom Tedesco	Cortland County, NY	Director of Veterans Services	Present		
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present		
Pearl Reed-Klein	Cortland County, NY	Director of the Area Agency on Aging	Present		
Rebecca Main	Cortland County, NY	Public Health Program Manager	Present		
Nicole Anjeski	Cortland County, NY	Public Health Director	Present		
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present		
Brian Moore	Cortland County, NY	Deputy Commissioner of Social Services	Present		
Allison Veintimilla	Cortland County, NY	Deputy Commissioner of Social Services	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		

Sandra Price	Cortland County, NY	Board Member	Present		
Katee Padbury	Cortland County, NY	Health Department	Remote		
Kevin Fitch	Cortland County, NY	Ex-Officio Member/Chair of the Legislature	Remote		
Nicole Compton	Cortland County, NY	Secretary to the County Attorney	Remote		
Donald Chu	Cortland County, NY	Resident	Remote		
Margaret Mellott	Cortland Standard	Reporter	Remote		

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Jan 11, 2024 11:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Reed Cleland, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement Medical Consultant and Abolish Medical Advisor Position - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/22/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO. 53-24

Authorize Agreement Medical Consultant and Abolish Medical Advisor Position - Health Department

WHEREAS, the Cortland County Health Department is required by provisions under New York State Public Health Law that a local health department with a Public Health Director must have a Medical Consultant; AND

WHEREAS, the needs of the Health Department will be better served by abolishing one (1) position of Medical Advisor (off scale Management Compensation Plan), and terminating contract no. 138-22 (Resolution no. 180-22) Medical Consultant for Tuberculosis Control Activities, and contracting with a Medical Consultant having tuberculosis control activities incorporated into the responsibilities of the Medical Consultant; AND

WHEREAS, licensed physician, Douglas D. MacQueen, MD, of 108 Besemer Hill Rd, Ithaca, New York 14850, is knowledgeable and up-to-date with current public health requirements; AND

WHEREAS, a fee of \$3,050 per month will be paid to the contractor; AND

WHEREAS, the 2024 budget will need to be amended as follows:

		Current	Inc/(Dec)	Balance
A40105.51010.4000	Personal Services	\$29,900	\$(10,000)	\$19,900
A40105.58020.4000	Personal Services	\$51,661	\$(15,000)	\$36,661
A40105.54815.4000	Contracted Agencies	\$-0-	\$30,500	\$30,500
A40115.54815.4037	Contracted Agencies	\$ 6,600	\$(5,500)	\$1,100

; AND

WHEREAS, the term for this agreement shall be from March 1, 2024 through February 28, 2026, with the right to renew by the parties for 2 year terms, up to 3 renewals total; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Medical Advisor (off scale Management Compensation Plan) be and hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that the 2024 budget be amended as follows:

		Current	Inc/(Dec)	Balance
A40105.51010.4000	Personal Services	\$29,900	\$(10,000)	\$19,900
A40105.58020.4000	Personal Services	\$51,661	\$(15,000)	\$36,661
A40105.54815.4000	Contracted Agencies	\$-0-	\$30,500	\$30,500
A40115.54815.4037	Contracted Agencies	\$ 6,600	\$(5,500)	\$1,100

RESOLVED, that the Cortland County Administrator and the Public Health Director, upon review and approval by the County Attorney or designee, are authorized to execute agreements for the provision Medical Consultant activities with Douglas D. MacQueen, MD, of 108 Besemer Hill Rd., Ithaca, NY 14850, for the period March 1, 2024 through February 28, 2026; AND BE IT FURTHER

RESOLVED, amendments to the contract during the term and renewals will be considered on an as needed basis.

AGENDA ITEM NO. 2 – Abolish One Position of Principal Account Clerk and One Position of Speech Language Pathologist/Create One Position of Programs Coordinator - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/22/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO. 54-24

Abolish One Position of Principal Account Clerk and One Position of Speech Language Pathologist/Create One Position of Programs Coordinator - Health Department

WHEREAS, the needs of the Health Department will be better served by abolishing one (1) full time Principal Account Clerk position and one Speech Language Pathologist (per diem) position and creating one (1) full time Programs Coordinator position; AND

WHEREAS, the Health and Human Services Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Principal Account Clerk (Grade 13, CSEA, \$21.5585-27.2876/HR, competitive class, full time with benefits) and one (1) position of Speech Language

Pathologist (Grade 28, CSEA, \$37.2145-47.1041/HR, competitive, per diem, up to 17 hr/wk) be and hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Programs Coordinator (Grade 11, Management Compensation Plan, \$53,514-71,227, competitive class, full time with benefits) be created with permission to fill effective February 23, 2024 at 12:01 am.

AGENDA ITEM NO. 3 – 2024 Budget Modification - Code Blue/MMIS/Family Assistance - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/22/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO. 56-24

2024 Budget Modification - Code Blue/MMIS/Family Assistance - Department of Social Services

WHEREAS, the 2024 County Budget requires modifications due to information obtained late in the planning cycle; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

Increase:

Expense:

A60105.54800.4696	Code Blue	\$50,560.00
-------------------	-----------	-------------

Revenue:

A601043.43689.4696	Code Blue	\$50,560.00
--------------------	-----------	-------------

Increase:

Expense:

A60105.56102	MMIS	\$176,224.00
--------------	------	--------------

Decrease:

Expense:

A60105.56109	Family Assistance	\$176,224.00
--------------	-------------------	--------------

AGENDA ITEM NO. 4 – Abolish One Position of Mental Health Practitioner (Part Time)/ Increase Hours Two Mental Health Practitioners - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/22/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO. 55-24

Abolish One Position of Mental Health Practitioner (Part Time)/ Increase Hours Two Mental Health Practitioners - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one part time position of Mental Health Practitioner and increasing the hours for two Mental Health Practitioner positions; AND

WHEREAS, the Health and Human Services Committee recommends the abolition and increase in hours of these positions; NOW THEREFORE BE IT

RESOLVED, that one part time position of Mental Health Practitioner (Management, off-scale, \$70.2312/hour, competitive, up to 17 hours per week) hereby is abolished effective February 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that two positions of Mental Health Practitioner (Management, off-scale, \$70.2312/hour, competitive, full time with benefits) be increased from 35 hours to 40 hours per week effective February 23, 2024 at 12:01 am.

Discussion Items

1. Overview of the Department of Social Services

RESULT:	COMPLETED
----------------	------------------

Monthly Reports

1. Department of Social Services 4Th Quarter 2023 Statistics

RESULT:	COMPLETED
----------------	------------------

2. February Report - Health Department

RESULT:	COMPLETED
----------------	------------------

Adjournment

The meeting was closed at 12:33 PM



Health & Human Services Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Thursday, January 11, 2024

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:11 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived	Departed
Christopher Newell	Cortland County, NY	Committee Member	Present		
Douglas Bentley	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Chair	Present		
Cathy Bischoff	Cortland County, NY	Committee Member	Present		
William McGovern	Cortland County, NY	Committee Member	Present		
Reed Cleland	Cortland County, NY	Committee Member	Present		
Keith VanGorder	Cortland County, NY	Committee Vice-Chair	Present		
Kevin Fitch	Cortland County, NY	Ex-Officio Member/Chair of the Legislature	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present		
Rebecca Main	Cortland County, NY	Public Health Program Manager	Present		
Nicole Anjeski	Cortland County, NY	Public Health Director	Present		
Pearl Reed-Klein	Cortland County, NY	Director of the Area Agency on Aging	Present		
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present		
Tom Tedesco	Cortland County, NY	Director of Veterans Services	Present		
Kristen Beard	Cortland County, NY	Child Advocacy Center Coordinator	Present		
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Sandra Price	Cortland County,	Board Member	Present		

Minutes Acceptance: Minutes of Jan 11, 2024 11:00 AM (Minutes Approval)

	NY				
Margaret Mellott	Cortland Standard	Reporter	Remote		
Carlita Withers	Cortland County, NY	Assistant Accountant	Remote		
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Remote		
Amy Buggs	Cortland County, NY	Grants Administrator	Remote		11:25 AM

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Dec 5, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

Resolutions

AGENDA ITEM NO. 1 – Reappoint Community Services Board and Subcommittee Members - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/25/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Reappoint Community Services Board and Subcommittee Members - Mental Health Department

WHEREAS, the Bylaws of the Cortland County Community Services Board (CSB), Article 3, Section 1 states that membership of the organization shall consist of (15) fifteen members appointed by the Cortland County Legislature, and Article 7, Section 1 states that the membership of the Mental Health (MH), Developmental Disability (DD) and Chemical Dependence (CD) Subcommittees shall consist of nine (9) members appointed by the Cortland County Legislature; AND

WHEREAS, the term of each member of the Board and Subcommittees shall be four years except when completing the term created by a member resignation or death; AND

WHEREAS, members may serve for a maximum of two consecutive terms unless no recruitment is available; NOW THEREFORE BE IT

RESOLVED, that the following members be and hereby reappoint to the Cortland County Community Services Board and three Subcommittees for second terms beginning February 2024 and ending December 31, 2027.

REAPPOINT SECOND TERM (TERM EXPIRATION 12/31/2027):

Community Services Board (CSB)

Julie Partigianoni

5365 Fairlane Rd, Homer NY 13077 - Certified Peer

Timothy Lockwood

Professional

721 Lime Hollow Rd., Cortland NY 13045 - Agency Executive

Chemical Dependence Subcommittee (CD)

Timothy Lockwood

721 Lime Hollow Rd., Cortland, NY 13045 - Agency Executive

Jackie Leaf

189 Green Lake Rd., Little York Lake, NY 13087 - Coalition

Director

Nicholas Lynch

54 Greenbush St., Cortland NY 13045 - Law Enforcement

Development Disability Subcommittee (DD):

Renee Hettich

25 Floral Ave., Cortland NY 13045 - Parent, Advocate

Gwendolyn Barbato

10 Circle Dr., Cortland NY 13045 - School System, Special Ed

Mental Health Subcommittee (MH)

Julie Partigianoni

5365 Fairlane Rd., Homer NY - Certified Peer Professional

Cristol Benedict

31 Burgett Dr., Homer, NY 13077 - Parent/Family

Amanda Hudson

3914 Highland Rd., Cortland, NY 13045 - School SEC

Mental Health Subcommittee (MH)

Jeanette Dippo

2444 Ridge Rd., McGraw, NY 13101 - Parent/Family

AGENDA ITEM NO. 2 – Appoint Members of Community Services Board and Chemical Dependence Subcommittee - Mental Health

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/25/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE**RESOLUTION NO.**

**Appoint Members of Community Services Board and Chemical Dependence Subcommittee -
Mental Health**

WHEREAS, the By-Laws of the Cortland County Community Services Board (CSB), Article 3, Section 1 states that the membership of the organization shall consist of fifteen (15) members, AND Article 7, Section 1 states that membership of the Mental Health (MH), Developmental Disability (DD) and Chemical Dependence (CD) Subcommittees shall consist of nine (9) members appointed by the Cortland County Legislature; AND

WHEREAS, there is a need to fill a Legislative representative position on the Community Services Board and an ex-officio position liaison on the Chemical Dependence Subcommittee; NOW THEREFORE BE IT

RESOLVED that the following appointments be made:

NAME/ADDRESS**TERM EXP**

Minutes Acceptance: Minutes of Jan 11, 2024 11:00 AM (Minutes Approval)

Appoint to Community Services Board:

Douglas Bentley
128 Groton Avenue
Cortland NY 13045

12/31/2027

Appoint Liaison to Chemical Dependence Subcommittee:

Douglas Bentley
128 Groton Avenue
Cortland NY 13045

12/31/2027

AGENDA ITEM NO. 3 – Appoint Member - Cortland County Board of Health

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/25/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Appoint Member - Cortland County Board of Health

WHEREAS, there is a vacancy on the Cortland County Board of Health to be filled with the current Chair of the Health and Human Services Committee, or their designee; NOW THEREFORE BE IT

RESOLVED, that Ronald VanDee of 7 Taylor Street, Cortland, New York 13045, be and hereby is appointed to the Cortland County Board of Health for a term to expire December 31, 2025.

AGENDA ITEM NO. 4 – Appointment of Youth Board Members - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/25/2024 6:00 PM
MOVER:	William McGovern, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Appointment of Youth Board Members - Health Department

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, the term of the legislative representatives expired on December 31, 2023; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed as members of the Cortland County Youth Board, to serve without compensation for a term beginning immediately and ending December 31, 2025:

Minutes Acceptance: Minutes of Jan 11, 2024 11:00 AM (Minutes Approval)

NAME/REPRESENTING	ADDRESS
Doug Bentley, County Legislator	128 Groton Ave. Cortland, NY 13045
Reed Cleland, County Legislator	18 Nixon Ave. Homer, NY 13077

AGENDA ITEM NO. 5 – Appoint Members - Older Americans Act Advisory Council

RESULT: **APPROVED [UNANIMOUS]**

Next: 1/25/2024 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Reed Cleland, Committee Member

AYES: Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Appoint Members - Older Americans Act Advisory Council

WHEREAS, the By-Laws of the Older Americans Act Advisory Council of the Cortland County Area Agency on Aging state membership shall be 15-25 voting members with at least fifty percent of the membership to be at least sixty years of age that represent target group seniors according to the Older Americans Act of 1965, as amended, and shall also include representatives of health care provider organizations, including veterans and supportive services provider organizations, be broadly representative of all aspects of the county, and include local elected official and the general public; AND

WHEREAS, Article 4, Section 4, states the term shall be for three years, or appointed to complete a term of a person who has resigned, the new person's length of term is defined as the period of the original member's term, with a maximum of two consecutive terms; NOW THEREFORE BE IT

RESOLVED that the following appointments be appointed/reaffirmed:

Name	Capacity	Term Number	Term Expiration
Jan Dempsey	Community Member	2 nd Term	12/31/2026
Mary Ellen Bloodgood	Community Member	2 nd Term	12/31/2026
Jane Hall	Community Member	1 st Term	12/31/2026
Karen Knauerhase	Community Member	1 st Term	12/30/2026
Chris Newell	Cortland County Legislator	n/a	12/31/2027

AGENDA ITEM NO. 6 – Amend Resolution No. 229-22 - Lease Agreement with 91-101 Main Street LLC - Workforce Development

RESULT: **APPROVED [UNANIMOUS]**

Next: 1/16/2024 9:00 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Amend Resolution No. 229-22 - Lease Agreement with 91-101 Main Street LLC - Workforce Development

Minutes Acceptance: Minutes of Jan 11, 2024 11:00 AM (Minutes Approval)

WHEREAS, the Cortland County Legislature adopted Resolution No. 229-22 authorizing a lease agreement with 91-101 Main Street, LLC from December 1, 2022 to November 30, 2024; AND

WHEREAS, Resolution No. 229-22 included the authorization of a 1.5% annual increase in rent; AND

WHEREAS, the annual increase in rent was negotiated to 3% and not reflected in the resolution; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 229 be and hereby is amended to allow for an annual increase of 3% percent over the preceding year's rent in the lease agreement with 91-101 Main Street, LLC from December 1, 2022 to November 30, 2024.

Discussion Items

1. Department of Social Services Resource Fair

RESULT:	COMPLETED
----------------	------------------

Monthly Reports

1. January 2024 Report - Health Department

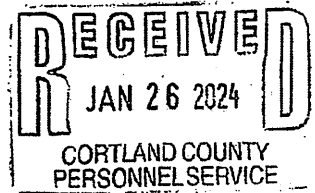
RESULT:	COMPLETED
----------------	------------------

Adjournment

The meeting was closed at 12:06 PM



Personnel Change Justification Form



Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Programs Coordinator Abolish Principal Account Clerk and Per Diem SLP

Bargaining Unit: Management Contract

Purpose and Background:

This is a responsible administrative position involving the application of management principles, workflows and efficiencies and policies to the operation of the Health Department. This position assists the Director, Deputy Director, and division Supervisors of the Health Department in the management and oversight of programs and staff. An employee in this position manages and reviews current systems and procedures, and recommends additions and/or changes that will have a positive impact upon the department's budget, staff and program efficiencies, accounting and overall departmental operation. The work also involves responsibility for planning and directing systems analysis, design, and implementation of electronic data projects and software. Considerable latitude is allowed in carrying out the primary directives of the organization. Assignments are received verbally or in writing from Supervisors, Deputy Director, and/or Director. Work is reviewed through internal discussions, written reports and review of operational results. Supervision is exercised over a number of professional and clerical personnel. Please see attached for job duties and requirements.

Fiscal Impact: ☒ County Funded 64 % ☒ Grant Funded 36 % Grant Exp. Date Article 6 funding-no end date

Current Grade/Salary of Position: Grade N/A Salary Range \$ N/A

Requested Grade/Salary of Position: Grade 11 Salary Range \$ \$53,514-71,227

Annual Increase: \$ _____ County Share: \$ 34,249 # of Positions Affected: 3 (1 new/2 abolish)

Goals:

Please see attached document for job duties and requirements.

Operational Impact:

This position more accurately reflects the level of skills necessary for the work being done at the health department today. We are required to use increasingly complicated technology and a variety of computer software programs to meet the regulatory requirements of our programs. Given this, we are ensuring that our health department positions align with the work we are doing in 2024 and should not only be trying to hire into positions that reflected the work being done 10 or 20 years ago. This position will ensure accurate oversight of our support staff positions, enhance our compliance program particularly as it relates to Early Intervention and PreK where we have significant regulatory responsibilities that include Medicaid billing requirements and ensure we can carry on the work started by one of our Public Health Fellows that allowed us to be more accurate and more efficient with the use of technology. This position does not affect the 2024 budget, no additional funds are required for this position, and will be starting 3/1/24.

Requested By:

Nicole Ajajicki
Signature of Requesting Department Head

Jan 26, 2024

Date

Personnel Officer Approval

Zamir Zaman
Signature of Personnel Officer

1/26/24
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Robert Kay
Signature of County Administrator

1/29/2024
Date

Statutory Committee Approval

Robert Kay
Signature of Committee Chair after Committee Vote

2-8-24
Date

Programs Coordinator – Health Department (Management)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible administrative position involving the application of management principles, workflows and efficiencies and policies to the operation of the Health Department. This position assists the Director, Deputy Director, and division Supervisors of the Health Department in the management and oversight of programs and staff.

An employee in this class manages and reviews current systems and procedures, and recommends additions and/or changes that will have a positive impact upon the department's budget, staff and program efficiencies, accounting and overall departmental operation. The work also involves responsibility for planning and directing systems analysis, design, and implementation of electronic data projects and software. Considerable latitude is allowed in carrying out the primary directives of the organization. Assignments are received verbally or in writing from Supervisors, Deputy Director, and/or Director. Work is reviewed through internal discussions, written reports and review of operational results. Supervision is exercised over a number of professional and clerical personnel.

TYPICAL WORK ACTIVITIES

Workflows

Evaluates, develops, implements, oversees and revises systems, practices and administrative policies to provide for the efficient operation of the department to attain desired outcomes and program objectives;

Identifies key department inefficiencies and assists in the development of strategies and implementation plans to address them; Establishes production procedures and controls to insure adequate volume and accuracy in operations;

Maintains continuity in the analysis of activities, documentation of information and data, and follows up to improve quality of care and completion of new processes implementation

Works with staff and vendors to define/develop the architecture necessary to automate current work flow and processes; Manages and coordinates the implementation and initial and ongoing staff training for the electronic record project and other Department wide initiatives;

Administers, initiates and manages workgroups and assigned projects conducting process mapping and work flow analyses

Supervises work groups and projects aimed at improving Departmental efficiency and customer service; Leads special projects and/or workgroups, brainstorms best solutions, collaborates with internal and external staff, and plans timelines and meeting coordination;

Technology

Provides technical advice and assistance to department staff in identification and solution of a variety of data processes and technical problems. Provide training on office operation, with emphasis on computer-related usage and database maintenance

Surveys the existing automated and manual systems within a user department prior to the design of a new automated system. Determines need for new or additional equipment and recommends type and/or capacity and assist in the coordination and technology for all necessary training for staff.

Is responsible for and participates direct contact with department users concerning in design of a new computerized system or redesign of an existing system. Trains, oversees and participates in the programming and documentation of current and new computer applications

Designs or edits forms, flow charts, schedules, operational instructions and procedures. May be required to edit and update a variety of web pages.

May write specifications or interview vendors to discuss product lines, quality levels and product availability based on requests for supplies, services and equipment;

Directs the operation of the filing, storing and managing of records utilizing all current and future technologies (both manual and computerized);

Compliance

Interprets and implements laws and regulations governing the provision of program services

Assist in the performance of departmental or procedural audits through supervision of compilation of information and through review of specific program records

Assist in the development and implementation of performance standards for quality assurance control and conducts periodic program reviews for quality assurance control; Assists in monitoring agency operations to ensure compliance with Federal, State and local regulatory guidelines;

Oversees the electronic record internal processes, such as work flow and documentation, ensuring the meeting of all HIPAA, Compliance and State regulations;

Assist in the communication with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations.

Researches state and federal regulations and interacts with regulatory agencies to clarify requirements or to discuss potential deficiencies

General Admin

Provides assistance in the daily direction and communication to employees on program technologies, workflows, and processes.

Supports the Department in accreditation, strategic planning, and quality improvement and performance management.

Attends staff and other departmental and committee meetings affecting the quality assurance program and attempts to explain and resolve problems and activities related to monitoring and resolution of quality

Assists in the development, review, assessment of policies and procedures within Health Department guidelines, and recommends changes in program organization, methods and procedures, as required; as well as economic projections which can impact on the administration of the department;

Works with supervisor and or coordinators on the development of long range plans, policies and procedures. Works closely with other members of a small administrative team for the purpose of short and long term planning and general agency operation.

Prepares reports, forms, vouchers, work orders, and specialized documents from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting

Coordinates activities between separate units to ensure uniform application of standards;

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the modern principles and practices of management techniques, methods and procedures.

Good knowledge of the principles and practices of public administration with emphasis on effective organization, administration and management;

Good knowledge of current public health issues, problems and concerns existing in the community.

Good knowledge of the principles and practices of budget preparation and administration.

Good knowledge of Agency program operations, goals and objectives.

Ability to effectively plan, assign and supervise the work of staff in a manner conducive to full performance and high morale. Ability to direct and supervise the work of others; Ability to analyze and resolve complex problems;

Comprehensive knowledge of systems analysis with special emphasis in project management, user relations, data gathering techniques, written and oral communications, and management information systems.

Thorough knowledge of current electronic data processing equipment involving its utilization and potential. Ability to establish and maintain essential records and files; Ability to operate a computer terminal and other related office equipment;

Good knowledge of software facilities such as data communications, data base management and system documentation. Good knowledge of data processing techniques and their applications;

Good knowledge of the functions of local government and of the character of relationships between departments and between public and private agencies;

Ability to secure facts through observation, interview and investigation, and to analyze and evaluate information secured;

Ability to evaluate and prepare reports with recommendations concerning human service programs, delivery of service, and the impact on participants; Ability to plan and coordinate activities to improve and integrate services offered to the general public;

Ability to establish and maintain effective working relationships; Ability to establish and maintain cooperative working relationships with citizens, public officials, and associates; Ability to empathize with the characteristics, needs and problems of the clients of the program;

Ability to read, write, speak, understand, and communicate sufficiently to perform the duties of this position; Ability to express oneself clearly and concisely both orally and in writing; Ability to communicate effectively both orally and in writing and prepare accurate and informative reports and correspondence;

Ability to prepare records and reports, compile statistics, and analyze data; Ability to analyze and evaluate pertinent data, identify problem areas, and provide suitable solutions;

Ability to negotiate and monitor program compliance;

Ability to organize assigned work and develop effective work methods;

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in public health, public administration or a closely related field **and** one (1) year of professional-level work experience, or its part-time equivalent, in public administration or public health; or,

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with any Bachelor's degree **and** two (2) years of professional-level work experience, or its part-time equivalent, in public administration or public health.



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create 2 MH Pract. increase to 40hrs Abolish Part Time MH Practitioner (NPP)

Bargaining Unit: Management (off-scale)

Purpose and Background:

Abolish the Part Time MH Practitioner (NPP) title.
Increase from 35hrs to 40hrs/week the two (2) FT MH Practitioners (NPP) titles.
Budget neutral.
Extra hours for clients in need and will be revenue generated.

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded 100 % Grant Exp. Date On-going Revenue

Current Grade/Salary of Position: Grade offsc Salary Range \$ \$70.2312/hr

Requested Grade/Salary of Position: Grade offsc Salary Range \$ \$70.2312/hr

Annual Increase: \$ 18,400/yr County Share: \$ zero # of Positions Affected: 2

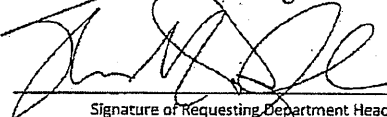
Goals:

Increase total hours for medical and prescribing clinical staff available to our clients in need.
Increased hours will increase billing revenue.
Increase to 40 hours will increase total annual salary; making this position comparable to other regional positions. Increase MH Dept. ability to fill and retain this high demand healthcare position and avoid vacancy.
Abolishing the PT MH Practitioner title will make this budget neutral.

Operational Impact:

Positive impact for increased availability to our clients.
Positive impact for retention of staff by making the hours and compensation comparable and competitive to region.
Maintain budget neutral - MH Dept. budget will absorb increase in compensation - no negative impact to 2024 budget. Extra revenue will also be generated.

Requested By:


Signature of Requesting Department Head

1/26/24
Date

Personnel Officer Approval


Signature of Personnel Officer

1/24/24
Date

County Administrator Budget Impact Statement:

County Administrator Approval


Signature of County Administrator

1/29/2024
Date

Statutory Committee Approval


Signature of Committee Chair after Committee Vote

2-8-24
Date

DEPARTMENT OF SOCIAL SERVICES

An Overview

February 2024

VISION: TO ELIMINATE POVERTY AND FAMILY VIOLENCE IN CORTLAND COUNTY

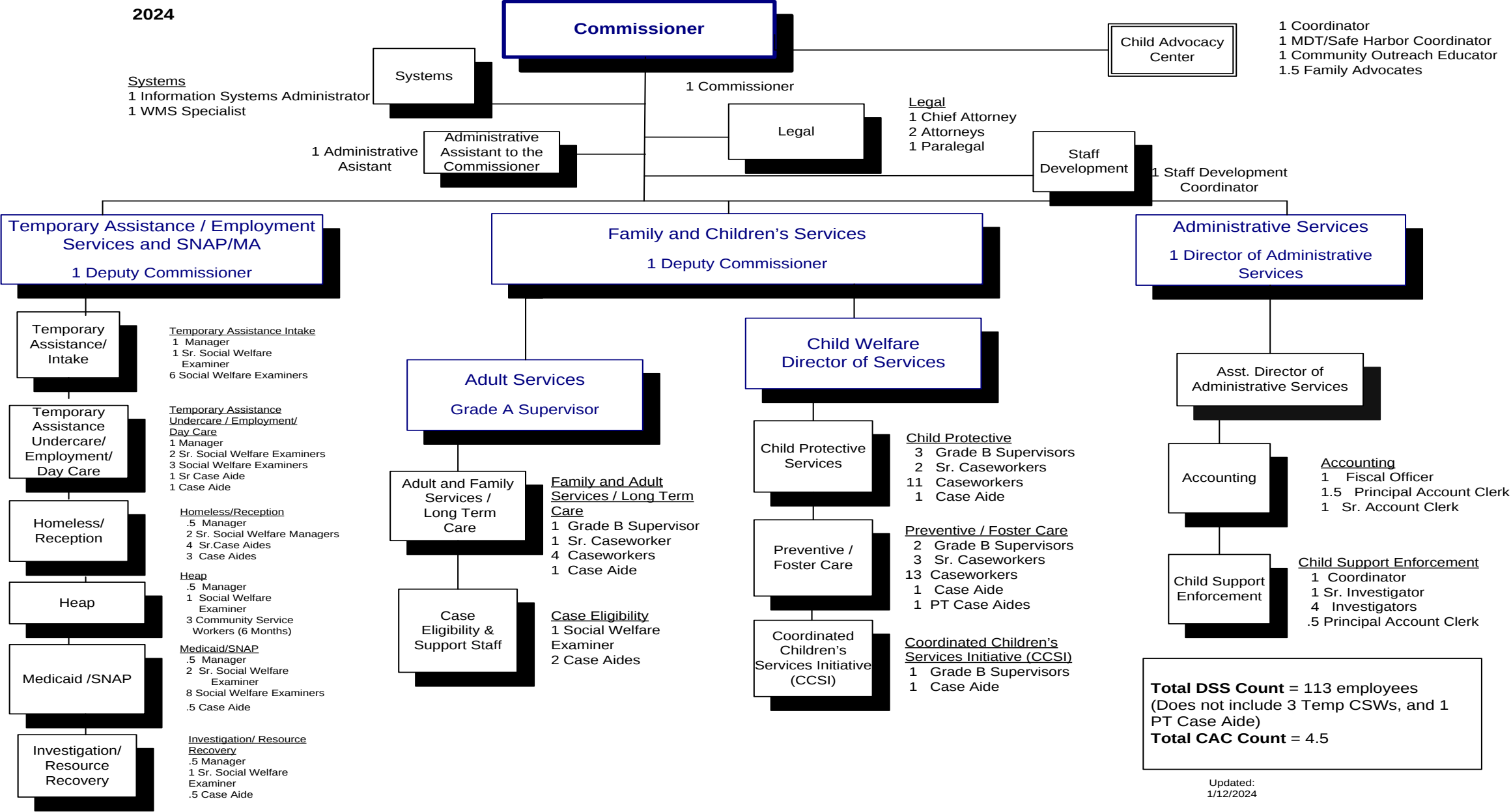
MISSION: Our mission is to accurately and efficiently provide benefits and services to the people of Cortland County in a respectful and responsive manner that protects the vulnerable, encourages self-sufficiency and promotes dignity.

Who We Are:

- 113 full-time DSS positions
 - Added 1 Gr. A Supervisor position at start of 2023
 - Added 1 Sr. Case Aide position mid-2023
 - 1 part-time position
 - 3 temporary positions
- Budget of \$37,124,741 – up \$4,087,669 over 2023
- Divisions
 - Administrative Services Division
 - Income Maintenance Division
 - Services Division
 - Child Advocacy Center – as of 1/1/23 (4 FT, 1 PT positions)

Cortland County Department of Social Services

2024



ADMINISTRATIVE DIVISION

- Management – 7 member team
 - Commissioner
 - 2 Deputy Commissioners
 - 1 Director of Administrative Services
 - 1 Director of Services
 - 1 Assistant Director of Administrative Services
 - 1 Administrative Assistant
- Accounting – 4 employees (includes Child Support accounting)
- Reception – 5 employees in Public Reception and 3 in Administrative Reception
- Legal Services – 1 Chief Attorney, 2 Attorneys and 1 Paralegal
 - Child Welfare
 - Child Support
 - Fair-hearings, Resource Recovery, and guardianship cases
- Systems – 2 employees



Income Maintenance Division

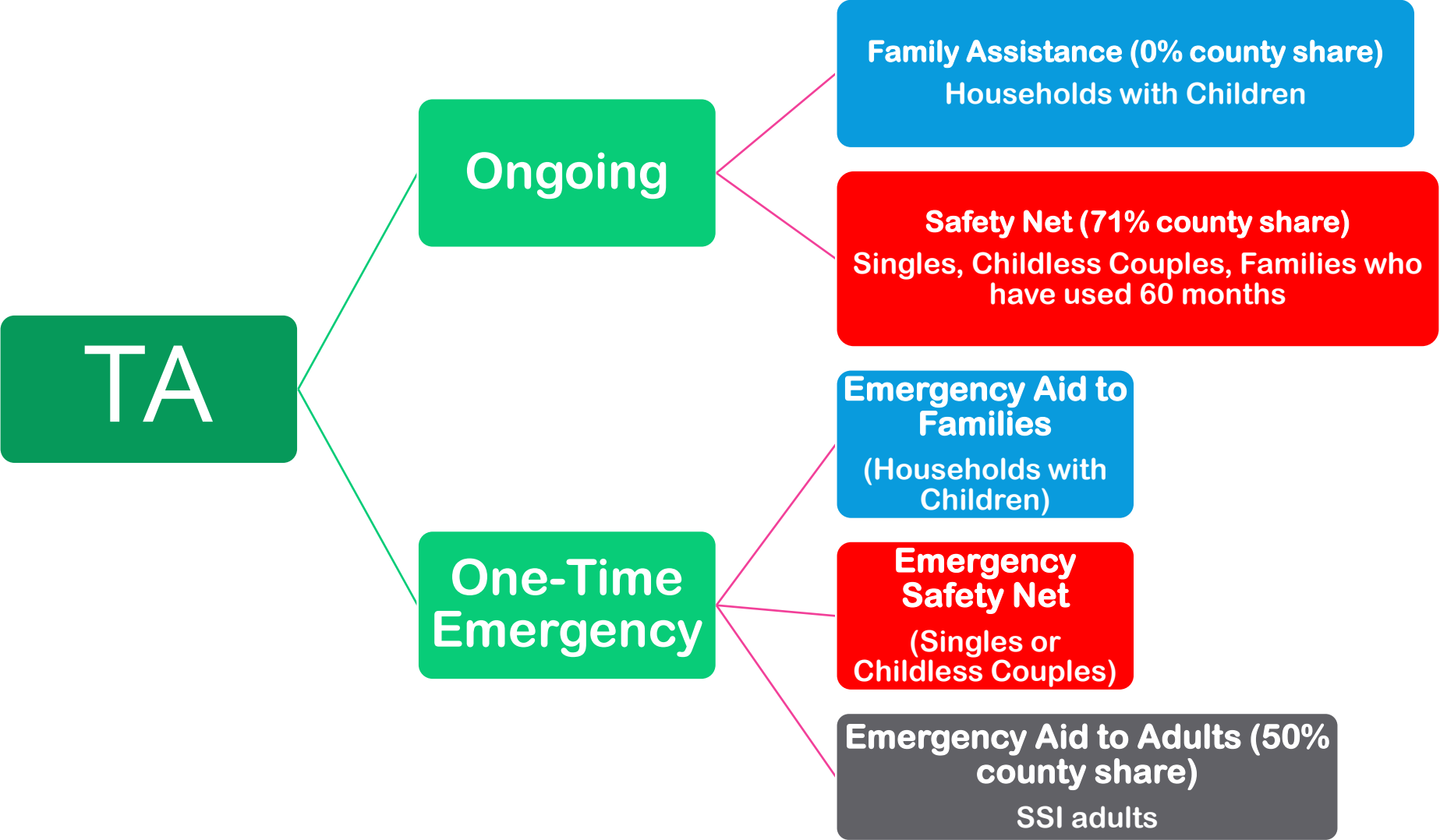
(Income-Based Benefits)



- Temporary Assistance (cash assistance)
- Investigation
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid
- Home Energy Assistance Program (HEAP)
- Low Income Daycare Program
- Support Collection Unit (not income-based)



CATEGORIES OF TEMPORARY ASSISTANCE



Family Assistance 2023
Cost was \$1.24 mil
(2022 was \$1.14 mil & 2021 was \$924 K)
Local cost = \$0

Safety Net 2023
cost was \$2.77 mil (2022 was 2.04 mil & 2021 was \$1.6 mil)
Local cost = \$1.97 mil

EAA 2023 cost was \$4,010
Local Cost = \$2,005 K

WHAT'S THE DIFFERENCE?

One-Time Emergencies

- Clients receive only enough assistance to resolve their emergency
- Payment is made to a landlord, utility, or other vendor
- Typical emergencies are evictions, homeless, utility shut-offs, and out of fuel

Ongoing Temporary Assistance

- Clients receive monetary grants every month until they are no longer eligible
- The grant may be paid directly to the landlord, utility companies, or it may be issued as cash on a benefit card
- Many more eligibility requirements than an emergency

TA ELIGIBILITY PROCESS AND FACTS

Counties are responsible for determining if individuals meet eligibility requirements for programs while the State establishes eligibility criteria, benefit levels and compliance requirements.

Anyone wishing to apply for TA has to have a face-to-face eligibility interview with an Examiner

Every county in NYS follows the same State rules and people in Cortland County receive the same benefits that they would receive in any county. No county in NYS can impose residency requirements as it has been declared unconstitutional.

During the eligibility interview the Examiner will tell the client what requirements need to be met in order for their application to be approved. The SFY 22/23 budget eliminated the Safety Net 4 day wait for benefits. Therefore, eligibility determinations must be made within 30 days on both Family Assistance and Safety Net applications, and all benefits are retroactive to the application date.

Of the applications received, less than 30% open cases in most years. In 2023, it was 27%.

INCOME GUIDELINES AND GRANT AMOUNTS

- In order to be eligible for Temporary Assistance, countable income has to be less than the standard of need for that household. The standard of need is also the amount of grants when there is no income. (amounts are in state regulations)
- Grant amounts vary depending on number of people in household, rental amount, heat source and income

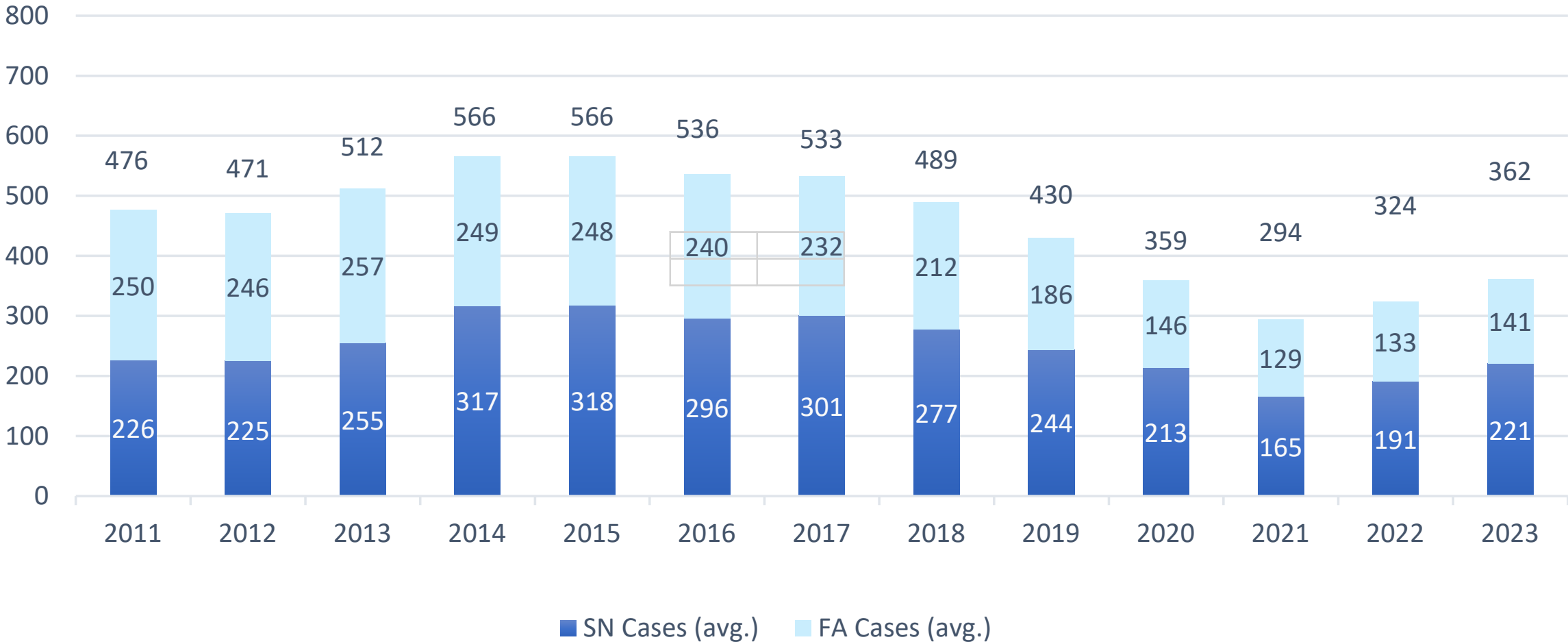
Household of 1- Between \$183 and \$504 monthly

Household of 2- Between \$291 and \$644 monthly

Household of 3- Between \$389 and \$792 monthly

Household of 4- Between \$501 and \$945 monthly

Safety Net and Family Assistance Average Cases Per Month



THE TEMPORARY ASSISTANCE CHALLENGES

- Of the adults receiving Temporary Assistance, approximately 79% of them are considered exempt from employment activities due to medical, substance abuse or mental health disabilities.
- Of the Family Assistance cases, about 3/4 are child only cases (101 out of 129), meaning the adults caring for them are not legally responsible adults or are parents who are receiving Social Security.
- NYS allows non-compliant adult recipients to continue to receive cash assistance for the children's portion of the grant. The NYS Legislature has debated full family sanctions many times and has yet to pass a law allowing them.
- NYS mandates the Safety Net Program. Few other states offer such programs. With time limits on federal Family Assistance, families convert to the Safety Net program after 5 years at 71% county share.
- NYS has a rule that counties must serve individuals "where they are found."
- We housed 20 NYS parolees in 2023 (39 in 2022) as homeless in our county upon their release.
- Our homeless numbers and expenses have grown tremendously in the past few years and motel resources are expensive and limited. In 2023, our costs were \$1,525,288. In 2022, our costs were \$736,000, which is less than half of 2023 and more than double over 2021 when they were \$356,000.

INVESTIGATION



10 Arrest
in 2023

We have a contract for a full-time Sheriff Investigator – leads fraud investigations with our staff

- Fraud Prevention

- Front End Detection System (FEDS)– certain Temporary Assistance (TA) application “red flag” criteria trigger a full review and field investigation to verify information provided.

In 2023, 370 FEDS were completed and 69 applications were denied or withdrawn as a result.

- Fraud Complaints and Investigations

- Referrals are received from anyone and we investigate to see if someone obtained or attempted to obtain benefits fraudulently

In 2023, there were 43 cases investigated.

- Resource Recovery

- Liens have historically been placed on real property for those receiving emergency cash and certain types of Medicaid benefits. The SFY 22/23 budget eliminated our ability to place or enforce liens for an emergency or Temporary Assistance benefits.

- Over 130 liens on property for TA were released. The State primarily enforces and manages Medicaid liens.

- Liens are also filed against insurance settlements for Medicaid

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)



- Monthly monetary grant that can only be used to purchase food
- Monthly amount based primarily on the number of people in the household and the household income, with some consideration to shelter cost
- To be income-eligible households must be under:
 - 165% of the federal poverty level if there is an elderly or disabled household member
 - 150% of poverty level if there is earned income
 - 130% of the level if there is no one who is elderly or disabled
 - There is NO RESOURCE TEST (no limit on resources)
- Decision made on application within either 5 or 30 days of application
- In 2023, there was a monthly average of 3,322 SNAP cases in Cortland County.

	150% of Pov.
1	\$1,823
2	\$2,465
3	\$3,108
4	\$3,750

MAXIMUM SNAP AMOUNTS

(1/1/24 – 6/30/24)

NOTE THESE AMOUNTS DO NOT INCLUDE EXTRA PANDEMIC BENEFITS

Household of 1= \$291

Household of 2= \$535

Household of 3= \$766

Household of 4= \$973

MEDICAID



- This is a federal, state, and locally funded program that provides various levels of health care coverage to individuals.
- The entire cost of Medicaid for Cortland County recipients was **\$130,291,449** in 2023.
 - Cortland County's share of this was \$9,375,085 in 2023.
 - There are approx. 15,000 Medicaid recipients in Cortland County.
- Counties determine eligibility based on state rules.
- Counties have no decision-making or control over eligibility standards, utilization rates, services covered or reimbursement rates.

MEDICAID CONTINUED

- Eligibility is primarily based on number of individuals, age and disabilities, and household income
 - General Applications are completed through the State Exchange
 - Local agencies offer navigation assistance to help people apply (Family Health Network, Chamber of Commerce, Southern Tier Independence Center)
- Income levels vary with the program and presence of children or disabled individuals.
- There is NO RESOURCE TEST (no resource limit) for community Medicaid.
- Our Department continues to take applications for all Medicaid involving nursing home care, individuals with disabilities or Social Security, and all Medicaid associated with Temporary Assistance cases. The eligibility levels for these cases increased significantly in 2023.
 - In 2023, we handled a monthly average of 3,398 cases locally.
- Decisions made on applications within 30 days, although temporary cards can be given ex

HOME ENERGY ASSISTANCE PROGRAM (HEAP)



- HEAP is a grant program to assist households in meeting energy needs. Each season there is one regular benefit and 1-3 emergency benefits available to eligible households.
- The HEAP season runs from November until spring.
- Benefit amounts are a flat amount and are established each season depending on funding.
- Eligibility is based on the household size, household income, and either responsibility to pay for heating or having heat payments included in a rental cost.
- Income eligibility is based on 60% of New York State median income.
- We authorize around 4,000-5,000 benefits on average each year.
(This includes regular benefits, emergency benefits and furnace repairs)

Office for Aging accepts and processes applications for those over 60 years via contract with us

1	\$3,035
2	\$3,970
3	\$4,904
4	\$5,838

- Decision is made on applications within 30 days although emergencies are dealt with in less than 48 hours

CHILDCARE ASSISTANCE (LOW INCOME DAYCARE PROGRAM)

4.1.a



- Program to assist working parents with daycare costs for their children.
- Parents may have all of the daycare costs covered, or they may have to pay a parent fee to the daycare provider (On a sliding scale according to their income).
- Eligibility is based on the number of people in the household and the total income.
- Families need to be under 85% of the Standard Median Income to qualify.
- Decision made on application within 30 days.
- There is a new State requirement that cases must remain open for 12 months once open regardless of funding.
- Our monthly average number of cases open was around 100, but has increased to 150 with higher income standards.

2	\$67,490/yr
3	\$83,370/yr
4	\$99,250/yr

SUPPORT COLLECTION UNIT



What we do:

1. Establish paternity
2. Locate non-custodial parents
3. Establish or modify support orders
4. Enforce support orders

Our caseload is around 2,250

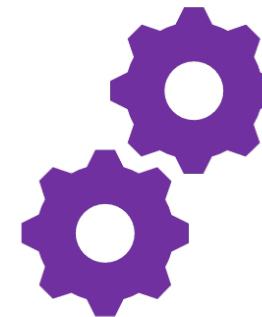
- About 340 cases involve DSS money collected for children in receipt of Temporary Assistance or foster care. We take in about \$17,700/month as reimbursement.
- The other 1,910 cases involve any family in the community. We disburse about \$325,500/month. There are no income or eligibility criteria – just a court order.

Common enforcement tools include garnishment of wages, driver's license revocation, tax interception and property seizures.

Services Division

(need based services)

- Child Protective Services
- Preventive Services
- Foster Care Services
- Adoption Services
- Coordinated Children's Services Initiative (CCSI)
- Adult Protective Services
- Long-Term Care Services



THE CHILD PROTECTIVE STATE CENTRAL REGISTRY (SCR)

- The SCR is also known as the “Hotline” located in Albany and run by the State. We cannot accept reports locally.
- The SCR takes all calls and determines if the concerns meet the criteria to generate a hotline report. If so, the report is sent to the local district for investigation.
- Investigations must be started 24 hours a day, 7 days a week. We have a supervisor and caseworker on duty every night and weekend day.
- Cortland County has always been in the top ten counties for reports per 1,000 children
 - In 2023, we had 1,065 reports assigned to us for investigation
 - In 2022, we had 1,130 reports assigned to us for investigation
 - In 2022, we had the third highest rate of reports in NYS at 88.5/1,000 children
 - We continue to see high risk situations involving parental drug/alcohol use and domestic violence.
- WHY so many reports? Could be more abusive and neglectful situations, could be better mandated reporters? It has been for 35+ years.

CHILD PROTECTIVE SERVICES (CPS) UNIT RESPONSIBILITIES

- Assess the immediate safety of all children in the household
- Assess the risk of future harm or maltreatment of all children in the household
- Identify family strengths and needs
- Implement appropriate services or interventions
 - least restrictive and family resources first
 - spectrum is from voluntary community referrals, to open services case, to orders of protection, to court ordered services to out of home placement with relatives or in foster care.
- Data:
 - 2023 removals to foster care – 24 and removals to relatives – 11, Total = 35
 - 2022 removals to foster care – 38 and removals to relatives – 28, Total = 66
 - 2021 removals to foster care – 27 and removals to relatives – 22, Total = 49

THE CPS PROCESS

- CPS has 60 days to complete an investigation
- Information is gathered from a variety of sources
 - Family, friends, neighbors, schools and other service providers
- If a “preponderance of evidence” (50% of evidence outweighs opposing evidence) is found, the report is indicated. This changed from “some credible evidence” (worthy and capable of being believed) on 1/1/2022.
 - Indicated reports must be kept until the youngest child in the household is 28 years old
- If a preponderance of evidence is not found, the report is unfounded and sealed

PREVENTIVE SERVICES

- The purpose of Preventive Services is to prevent any out-of-home placement of children.
We serve about 80 families at a time.
- Families can work with Preventive Services on a voluntary basis or services can be court ordered through Family Court.
- Caseworkers conduct assessments that identify service needs and create service plans. Services are put in place to address the identified needs and casework contacts are made at least 2X a month.
- The Department has a Caseworker dedicated to working with single adults, pregnant and/or parenting teens and families who present as homeless to assist with obtaining permanent housing and to ensure the needs of their children are met.

PERSONS IN NEED OF SUPERVISION (PINS) DIVERSION SERVICES

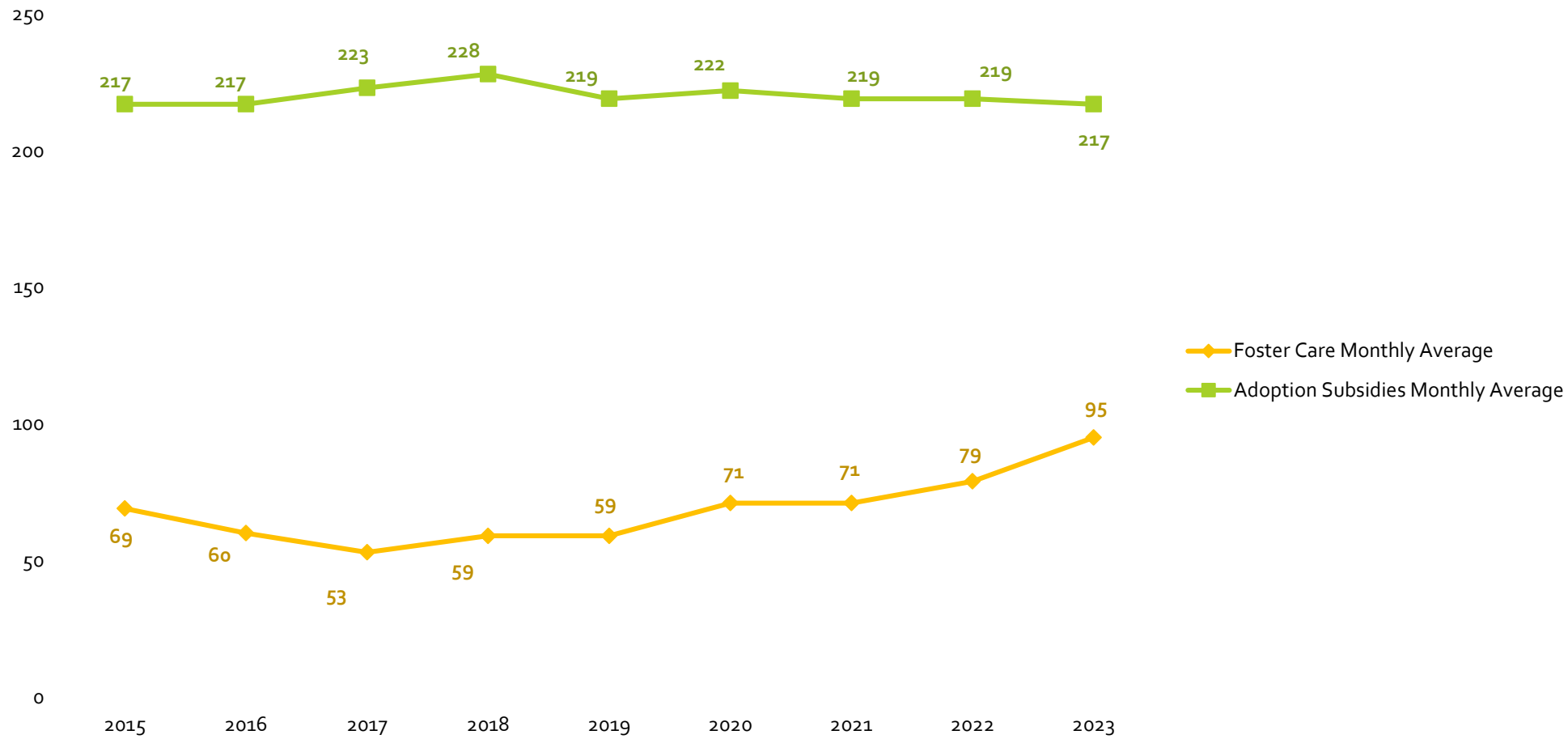
- Probation and DSS collaborate to provide PINS Diversion Services and case management to any at-risk juvenile when PINS laws no longer apply.
 - DSS funds two Senior Probation Officers in order to maximize revenue. They open preventive services cases on families served.
- Before the case can be opened, parents who come to the PINS Diversion office to file a PINS complaint must attend a Pre- PINS Parent Orientation (PPPO) session.
- Parents learn about PINS Diversion services, the requirements for the program and what other services are available in the community.
- PINS children can no longer be placed in detention, and if they are placed in foster care, the costs are all county funded.

FOSTER CARE SERVICES

- Foster Care is a temporary living situation for children who would be unsafe due to their caretaker's or their own behavior if they remained in their family's home.
- Every effort is made to implement a safe plan that permits the child to remain in the home or with a relative before a foster care placement is considered.
- When the needs of children are too challenging to be met in family type homes, children are placed in group homes or residential centers that are operated by private agencies.
- Caseworkers engage families and children to implement plans to move toward reunification or other permanency. Federal law requires decisions on permanency when a child has been in care 15 of the most recent 22 months.

CHALLENGES:

- Supporting more difficult child behaviors in foster homes and working with parent using substances.
- Supporting children entering our system who would have been served in the mental health and development disabilities systems of care in the past. Our foster care system is not equipped with the resources or capacity, but we are the only system left for children in crisis.
- PINS reform and Families First (federal law) have reduced funding and created more costly steps to assess children needing higher levels of care.



ADOPTION SERVICES

- Adoption Services were provided through a contract with Catholic Charities of Cortland County for 25 years until August 2020 when they decided to stop providing the service.
- Since that time, we assigned one of our caseworkers to do this work. We processed 2 adoptions in the 2023.
- This caseworker is responsible for working with potential adoptive families, Attorneys For Children, Family and Surrogate Courts as well as various service providers. There is much specialized legal paperwork that requires dedicated attention.
- We have a State funded partnership with the Adoption and Guardianship Assistance Program for Everyone (AGAPE) in Central New York for post adoption support in our County.



COORDINATED CHILDREN'S SERVICES INITIATIVE (CCSI)

- CCSI uses a family focused and strength-based approach to working with families across systems.
- The CCSI program is designed to bring community service providers together at one table in order to develop a service unified and family specific set of goals that will allow the family to be successful within our community.

It is located in different space in order to give the program an identity separate from DSS.

Who We Serve:

- Children at risk of placement.
- Children and youth who are working with 3 or more service providers (MH, DSS, Probation, CSE, ARC, etc.)
- There were 32 families served in 2023.

CCSI CONTINUED (PARENT PARTNERS & WRAPAROUND MEETINGS)

- Parent partners are available to provide immediate support and advice to families as difficult situations or concerns arise.
 - One partner is a DSS employee and two are under contract with Catholic Charities.
- The parent partner sets up a Wraparound meeting by inviting all of the service providers and family supports.
- The parent partner continues working with the family until they become more comfortable with navigating systems and they are able to better advocate for themselves and their family. This time period typically lasts 6-8 months.

Wraparound Meetings:

- Family members and providers describe strengths, interests, accomplishments, and needs of the family. A plan is created to meet the needs of the family and follow-up Wraparound meetings are scheduled to review progress.

ADULT PROTECTIVE SERVICES (APS)

- Adult Protective is for:
 1. People over the age of 18
 2. With a physical or mental impairment who are at risk of harm
 3. Have no one willing or able to protect them
- Referrals are made by phone to our local office and we screen using State established criteria.
- Criteria for Accepting a Referral:
 - The person must have or is suspected to have a physical or mental impairment, and;
 - Be at risk of threatened or actual harm or have unmet essential needs, and;
 - There is no one willing or able to assist or protect the person

THE APS PROCESS

- APS has 3 business days to respond to an investigation –approx. 60-80 investigations/year
- Investigate and make referrals to assist within 60 days.
 - Talk to the individual who may be at risk, doctors, family, service providers, and anyone with relevant information.
 - Make referrals to services needed by the individual if they agree to accept them.
- Can open an on-going case for another 6 months
- There is no indication or unfounded determination, but closing letters are sent to the source of the report and to the subject of the report.
- The Challenges:
 - Adults have the right to make their own decisions, even if they are unwise
 - Adults are assumed to have capacity unless shown otherwise
 - Interventions must provide the least infringement on a person's preferences or freedom.

APS LEGAL INTERVENTIONS



- Ability to apply for an Access Warrant if we can't see the individual to assess for safety
- STIPSO (Short Term Involuntary Protective Services Order): Court ordered intervention allowing a medical evaluation lasting up to 72 hours
- Guardianship: If no one else is appropriate to be the guardian and if the client is incapacitated.
 - Can be guardian of person, property, or both. This takes a lot of time and documentation before court intervention.

We have had approximately 4-5 guardianship cases each year, but currently have only 2. COVID presented very difficult situations with no immediate nursing home beds.

Guardianship cases with property take an enormous amount of time to marshal all resources, file legal documents, take care of property in disrepair, sell property, etc.

REPRESENTATIVE PAYEE



- Anyone in need of financial management services, typically a recipient of Social Security.
- Referrals are received from: SSA, case management agencies, Mental health, Temporary Assistance Unit, or the individual
- We have between 175 – 190 Payee cases at a given time

LONG TERM CARE (LTC)



- **Our role is to assess a person's eligibility for in-home care based on a doctor's order.**
 - This is done twice per year with a nurse from the local Certified Home Health Agency (Home Care of Rochester).
 - Care plans are created, and services are authorized for billing accordingly.
 - Monthly average caseload is 40.
- **We serve:**
 - Individuals who have fee-for-service Medicaid and only need Level 1 (housekeeping) aide service.
 - Individuals who are on a Medicaid Waiver (NHTD, TBI, OPWDD) and not in Managed Care.
- **Types of services we authorize:**
 - CDPAP- Consumer Directed Personal Assistance Program. This program allows the individual to find their own aides who are hired through CAPCO. The Consumer is responsible for hiring, training, and scheduling their own aides.
 - Traditional Aide Service- Aides are provided by an agency that schedules and supervises

SUMMARY – CURRENT CHALLENGES



Budget Local Share is expected to increase significantly due to:

- The SFY 23/24 budget increased county costs by keeping all enhanced Medicaid federal savings with the State.
- Safety Net caseload is expected to increase in overall numbers, but costs are increasing even faster due to increased homeless expenses. The instances of housing a homeless case have increased 12% between 2022 (496 instances) and 2023 (557 instances). The increase between 2021 and 2023 has been 77%.
- Temporary Assistance caseloads increased by 12% between 2022 and 2023. When compared to 2021, these caseloads have decreased by 23%.
- The State did not increase the capped state share of foster care despite mandating foster care payments be significantly increased.
- When fully implemented, the mandated foster care and adoption rates will increase county share costs by \$1,032,174 in 2024.
- Children's residential placements that used to be provided through other state systems (OMH and OPWDD) are now being forced into the foster care system, which results in huge county costs.

Child welfare staff turnover – extremely physically, socially and emotionally demanding job

- Turnover was high in 2023 with 10 of 28 (36%) caseworker positions turning over. It was also 36% in 2022, and 46% in 2021.

There are positives:

- A Gr. A Supervisor was created and many promotions of staff occurred to provide more support to direct line staff.
- Management salary improvements were made.
- We are managing our child welfare revenue by deferring it until State reconciles the prior year.
- 2023 budget ended very close on budget.

2024 PRIORITIES



- Our state governed county administered system presents unique funding dynamics.
 - State and federal revenue has decreased while mandated program expenditures have increased.
- Counties are required to pay large portions of programs with no ability to limit or define benefit levels.
 - **Counties are responsible for determining if individuals meet eligibility requirements for programs while the State establishes all eligibility requirements, benefit levels and compliance requirements.**
 - **Counties can no longer set their own foster boarding home and adoption rates as of July 2022.**
- Almost every program has some federal or state reimbursement, but our local decision-making ability is not commensurate with our funding obligations.
 - **Two key examples – In the Safety Net Program we pay 100% of staff costs and 71% of client benefit costs. For school Committee on Special Education residential placements we pay 43% of costs after fronting 100% and billing school districts for their share.**
- Other state policies and system changes are largely contributing to the homeless demands on counties (bail reform, early prison releases, eviction reform, lack of involuntary behavioral health services, insufficient rent subsidies, etc.).
- **Reimbursement is always after we spend and/or seek permission through various plans, which is different than grants. The State is inconsistent in settling claims and change what they will pay at anytime retroactively. This leaves counties in precarious situations year after year. (e.g. RTA plan and Code Blue plan, retroactive secure detention claims for nearly a decade, Child Welfare revenue, OCFS bills, etc.)**
- State funding for mandated programs changes year to year, and often after county budgets have been established. (e.g. Medicaid weekly shares and mandated FC/adoption rates). Additionally, allocations are not in place in time to control/reduce spending where possible (e.g. Daycare).

2024 PRIORITIES CONTINUED

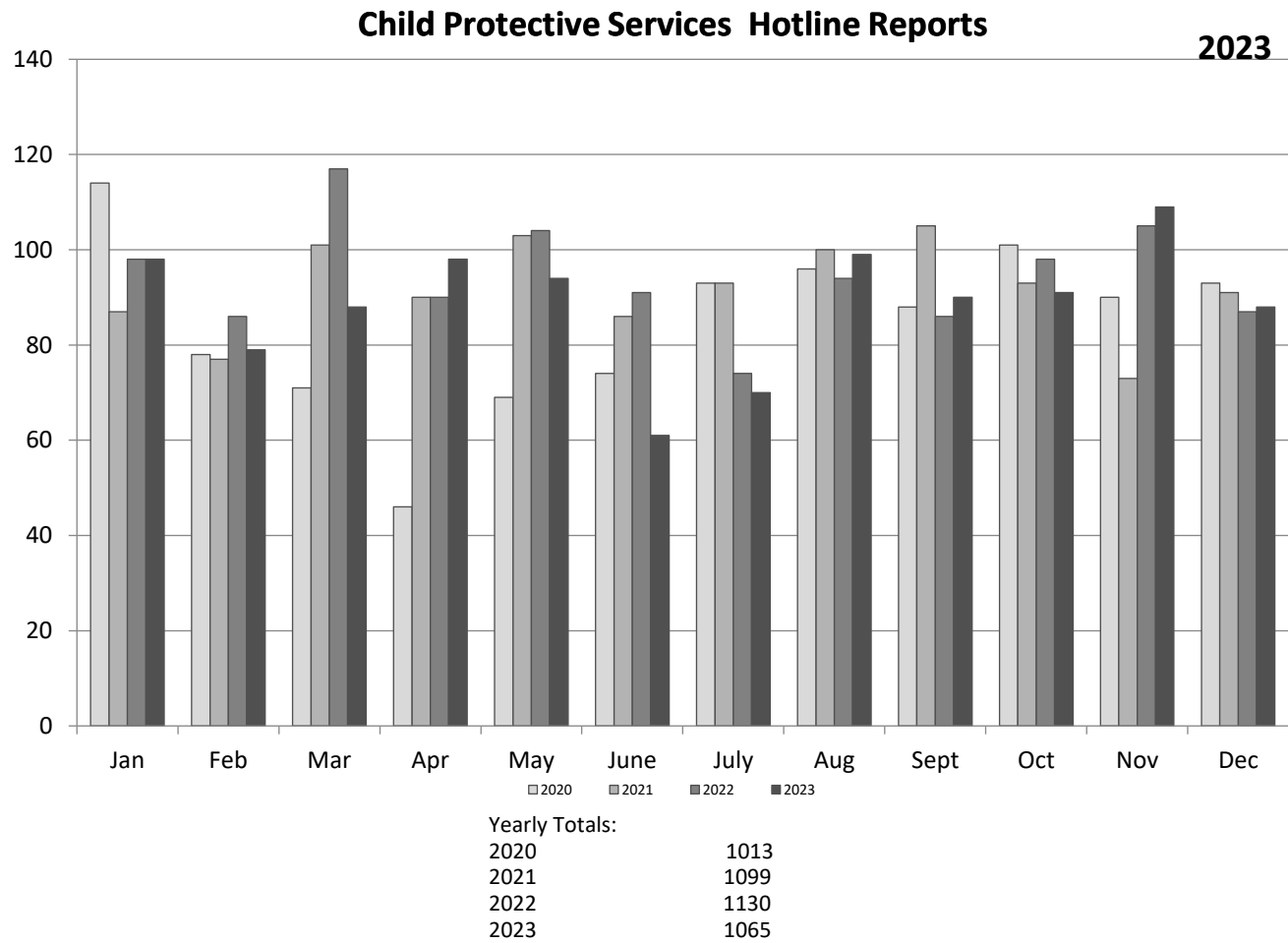
- **Family First legislation Assessment and Planning**
 - We continue to be on the frontline of seeking solutions for youths at the emergency room in crisis due to mental health and/or developmental disabilities who have no safe place to go. Other State service systems continue to push them into the foster care system when out of home placement is needed.
 - We lack state guidance on how to create preventive programs that are eligible for federal IVE funding.
- **PINS Placement Reform** is causing us to have children with out of control behaviors with no safe place to be pending services or residential placements being available. These youths end up in the emergency room or in unsafe situations in the community due to the inability to obtain detention placements any more. One child spent the night in our building in 2023 due to no detention or foster care options.
- **Child Protective Services caseload and overdue reports** remain a challenge due to staff turnover.
- **Despite positive steps being taken in 2023**, further salary adjustments for key administrators, caseworkers, and lower paid titles need to be made to address inadequate staff numbers and knowledge depth.
- **Safety Net Caseload management**
 - **Counties have no discretion in how they serve the homeless under TA and Code Blue regulations .**
 - What is our future with using motels for homeless families given unresolved proposed state regulations and current lack of capacity issues?
 - How do we maintain safety at the Code Blue Warming Centers?
 - What is the future of our SN caseload numbers and costs given many other systemic and societal changes leading to people without resources otherwise unable to take care of themselves?
 - How do we increase affordable housing option for single individuals and families in our community when TA rents have not increased in over 20 years and eviction reforms dissuade landlords from renting to those with TA subsidies.

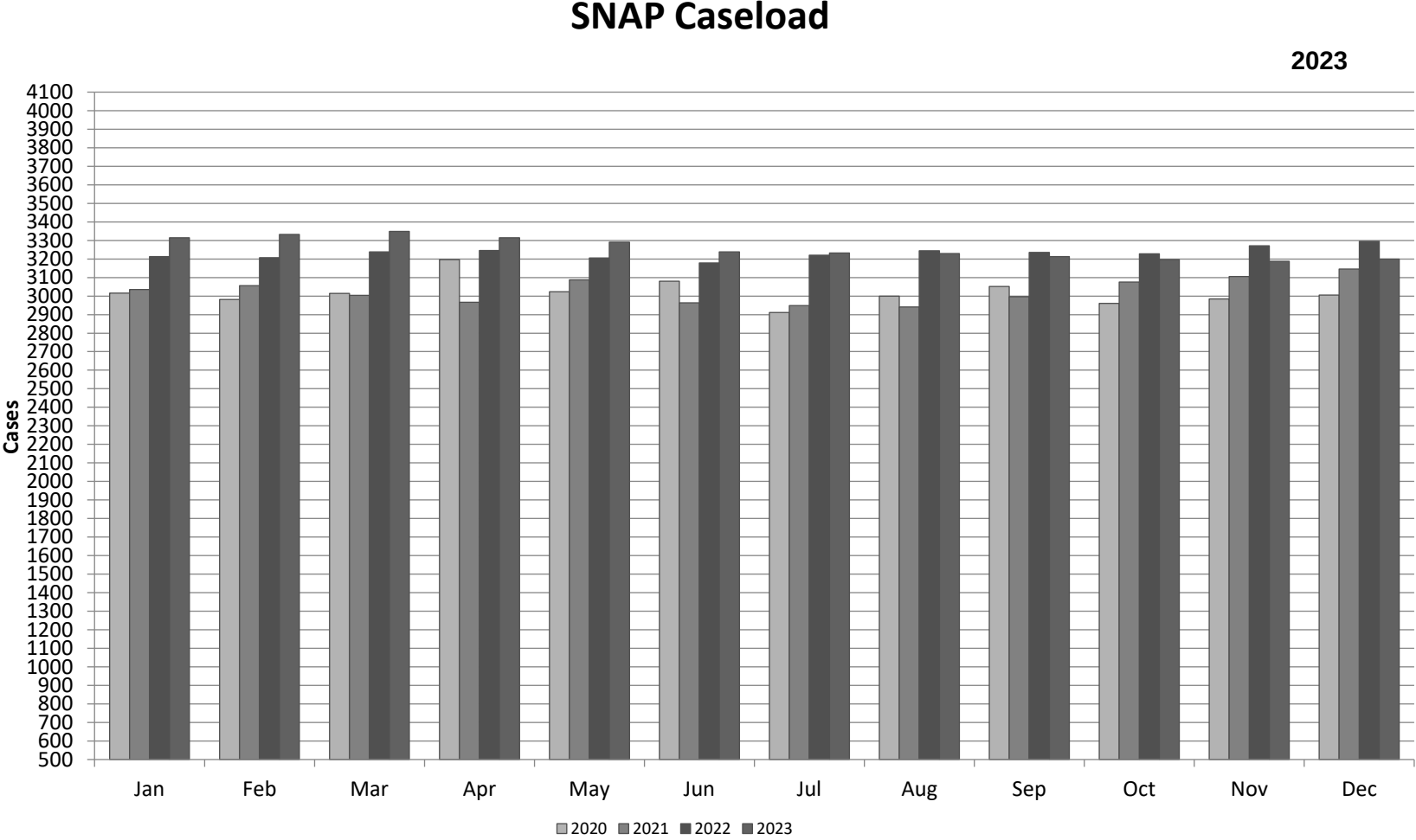
FUTURE DSS PRESENTATIONS...

- 2023 Budget Overview and History of Budget Trends
- 2023 Annual Report
 - All the highlights and interesting data
- Temporary Assistance Program Presentation
 - How it all works

DSS Caseload Statistics

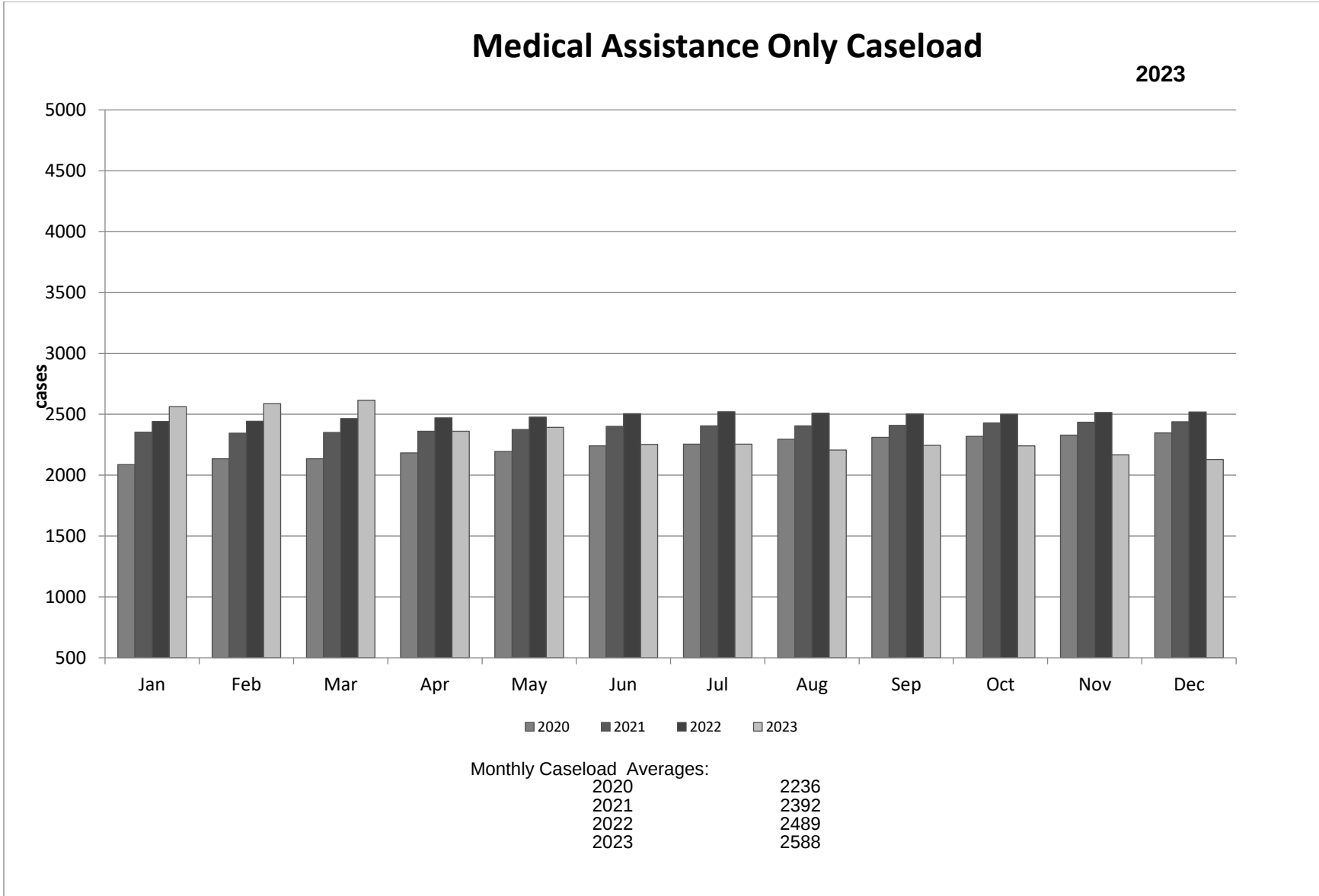
	2023											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
TA Cases	353	358	370	383	384	361	350	359	362	354	356	353
SNAP Cases	3315	3332	3349	3314	3291	3238	3233	3230	3213	3196	3187	3199
Managed Care Individuals	10719	10738	10831	10889	10946	11046	10791	10507	10263	10192	9899	9502
MA Only Cases												
Medicaid MAGI	1007	1009	1012	736	745	618	610	559	558	563	491	488
Medicaid Chronic Care	1556	1577	1603	1624	1648	1635	1645	1647	1687	1678	1676	1640
MA/SSI Cases	1069	1064	1060	1061	1066	1073	1072	1067	1068	1060	1055	1049
MA Total Cases	3632	3650	3675	3421	3459	3326	3327	3273	3313	3301	3222	3177
Foster Care Total	94	95	100	99	104	98	97	99	95	88	86	84
Adult Services Cases	197	187	184	184	186	183	186	180	181	177	176	175
Long Term Care Cases	40	42	43	44	46	46	45	44	40	40	39	38
CPS Hotline Cases	98	79	88	98	94	61	70	99	90	91	109	88
Child Preventive Cases	91	86	90	86	80	79	76	79	71	74	78	79
Day Care Cases	108	117	124	131	146	147	149	147	138	139	148	150
Services Individual Total	1264	1268	1291	1294	1313	1326	1333	1342	1280	1278	1343	1342
Child Support Cases	2707	2706	2699	2692	2673	2671	2662	2664	2651	2591	2451	2251
Front End Detection Fraud Referrals (FEDS)	26	26	35	29	26	26	22	42	30	47	25	36
Fraud Under Care	2	6	4	3	3	2	0	1	0	7	12	2
Estimated Total Clients	12637	12858	12982	12215	12613	12410	12469	12334	12303	11369	11493	11597

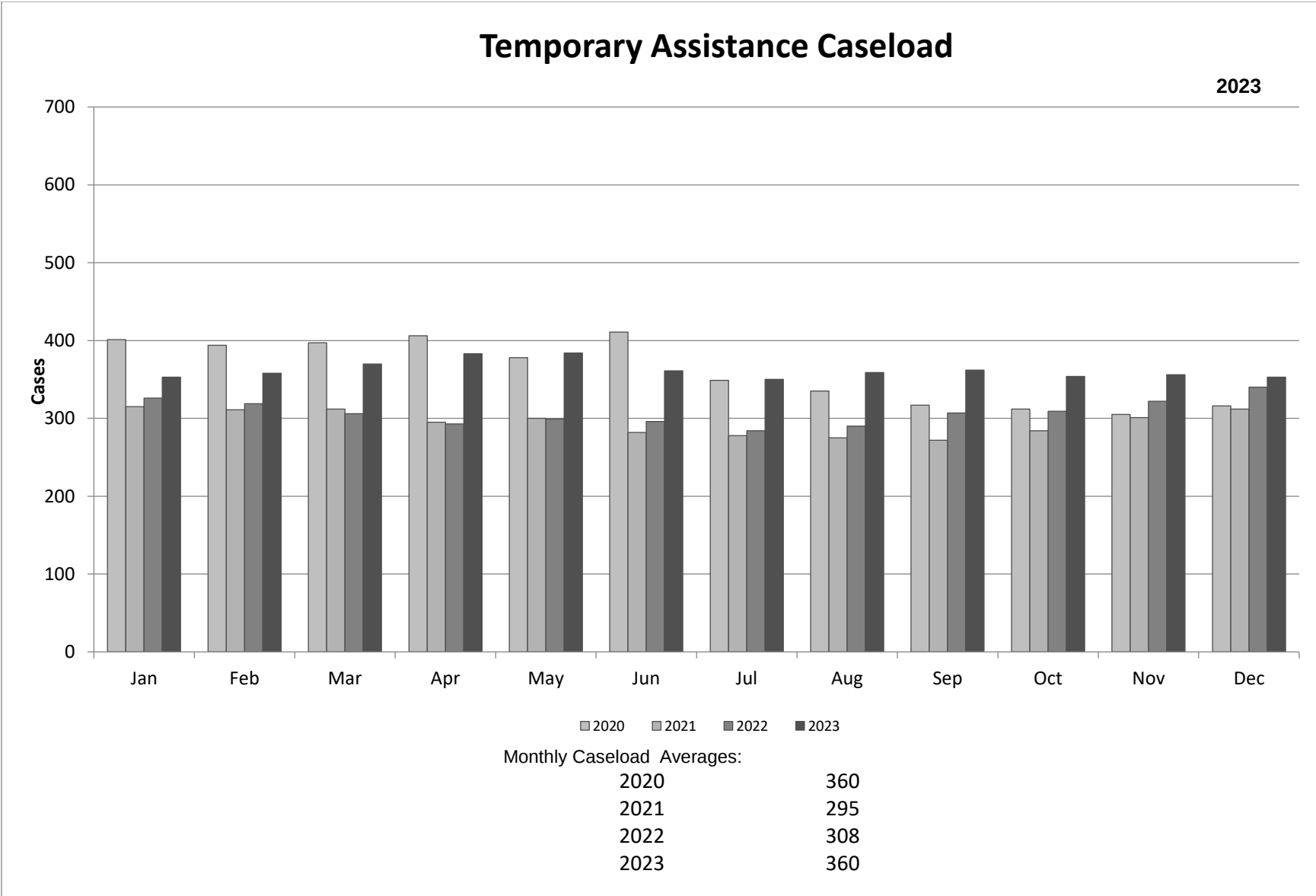




Monthly Caseload Averages:

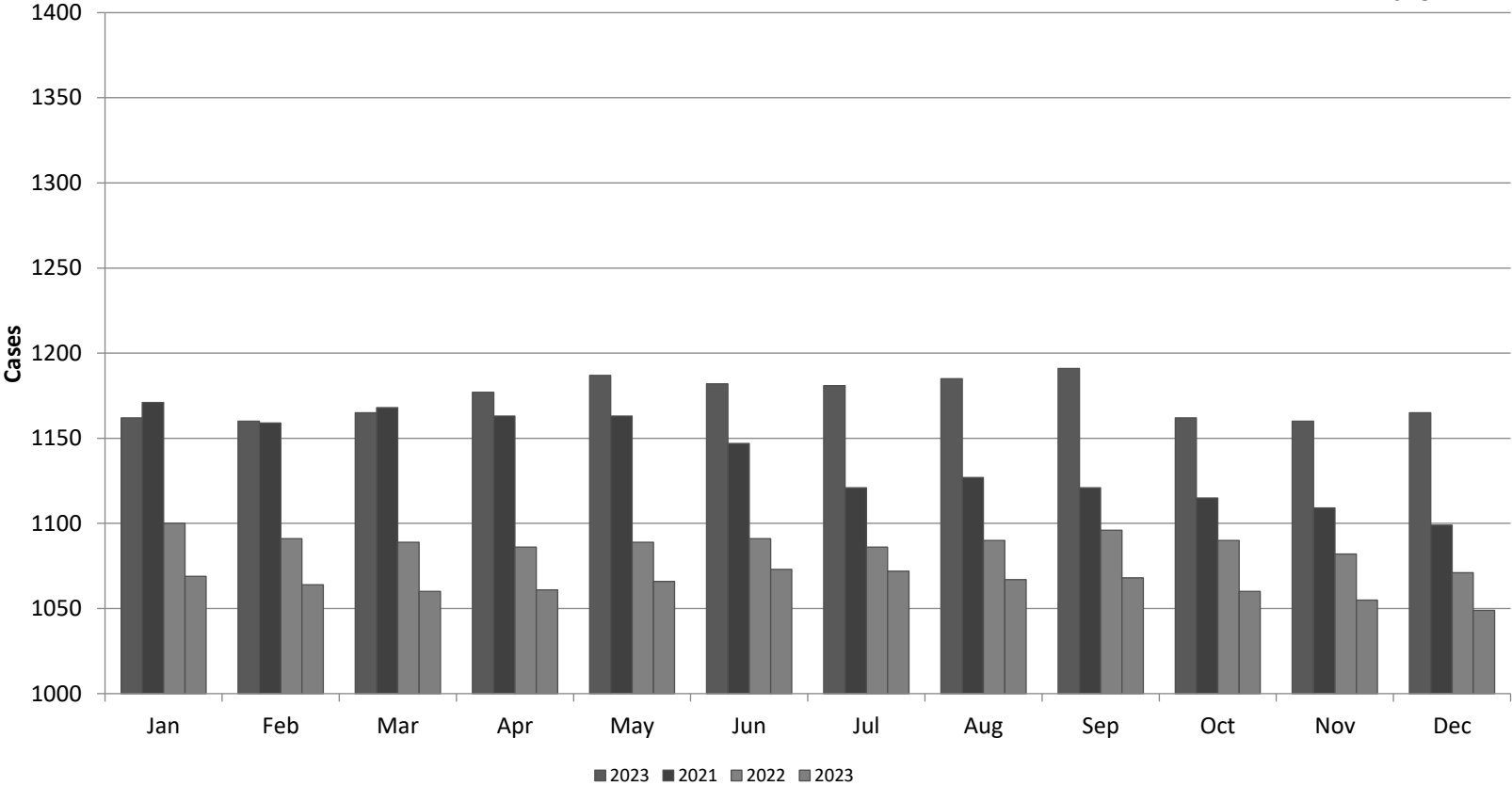
2020	3019
2021	3027
2022	3020
2023	3322





Medical Assistance - Supplemental Security Income Caseload

2023



Monthly Caseload Averages:

2020	1173
2021	1139
2022	1093
2023	1064



CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE
CORTLAND, NEW YORK 13045-2746
(607) 753-5036
FAX: (607) 753-5209
<http://www.cortland-co.org/432/Health-Department>

Nicole Anjeski, MS, MPH
Public Health Director
Lisa Perfetti, BSN, RN
Deputy Public Health Director
Ngozi Mezu-Patel, MD
Medical Advisor

Cortland County Health Department

Health and Human Services Committee Report February 2024

BOARD OF HEALTH

Bonni C. Hodges, Ph.D.
President

Public Health Win!!

Susan Williams
Vice-President

Marisa Clifford, DMD

Matthew Noble, DO

Nicole Villapiano, MD

Mary Wright, RN

Ronald VanDee
Legislator

Cheryl Mrozowski
Secretary

At the Jan. 16th Common Council meeting, the City of Cortland unanimously passed a local comprehensive tobacco retail license law. The law caps the number of places that can sell tobacco in the City (18) and prevents any new sales within 1000' of a youth-related facility (schools, childcare centers, parks, library, Teen Center, YMCA/YWCA), as well as within 1000' of another tobacco retailer. A retailer that wishes to sell tobacco products within the City must have a state and a City license (both renewed annually). This is largely enforced by the City Code Enforcement Office, but not limited to other City Depts. – such as City Police.

The law does include stipulations that if a retailer is in violation of any local, state or federal law (including ATUPA, Code violations), the local license may not be issued or current license revoked. The law also includes language that could potentially further reduce the number of places that sell in the City by only issuing 1 license for every 2 licenses that are revoked or not renewed during the previous year.

Laws like this reduces exposure to tobacco marketing, limits access to products, decreases the normalcy and acceptability of tobacco use, and helps boost compliance with local business standards. Not only does this law play a role in reducing youth use and help those wanting to desperately quit for good, but is also a key strategy to address smoking-related disparities we have with persons of low-income, with disabilities, and who report poor mental health. This should go into effect immediately after filed with the state.

Highlighted Programs

Reality Check (RC) is made up of teens across New York State who expose the truth about tobacco and the marketing practices of the tobacco industry. The teens of RC work on various activities and local actions, as well as having opportunities to work alongside other RC groups in every New York State county, and as part of a national and international youth voice against Big Tobacco's effort to recruit "replacement smokers". Reality Check teens host events, meetings, trainings, street marketing actions, and more, all in order to educate people and get people to take action in meaningful ways to reduce the impact of tobacco.

Goals:

- Learn how to embrace challenges that bring about change
- Practice leadership and activism skills in the movement against tobacco use and the tobacco industry.
- Utilize the youth voice to be empowered to educate, demand support and help create a tobacco free generation.



Homer Reality Check Students:

visited their hometown radio station - 101.5FM WXHC - to record radio ads supporting the statewide media campaign about the problem of tobacco companies' use of menthol and other flavors in their harmful products.

**Children with Special Needs (Child Find/Early Intervention)**Purpose

- The Child Find Program is a developmental monitoring program for infants and children who are “at risk” for developmental delays. The Early Intervention Program provides developmental evaluation services to children with a suspected developmental delay and treatment services to eligible children and their families, in order to promote optimal development. These programs are for children birth-three years old.

Activities

- Assistance in Transition From EIP to Pre-School Programs
- Audiological
- Evaluation
- Family Counseling
- Group Therapy
- Individual Therapy (Physical, Occupational, and/or Speech)
- Respite
- Screening
- Service Coordination

**Programs Coordinator Position**Purpose, Background and Operational Impact

- This is a responsible administrative position involving the application of management principles, workflows, efficiencies, and policies to the operation of the Health Department. This position assists the Director, Deputy Director, and division Supervisors of the Health Department in the management and oversight of programs and staff.
- An employee in this position manages and reviews current systems and procedures, and recommends additions and/or changes that will have a positive impact upon the department's budget, staff and program efficiencies, accounting and overall departmental operation. The work also involves responsibility for planning and directing systems analysis, design, and implementation of electronic data projects and software. Supervision is exercised over a number of professional and clerical personnel.
- This position more accurately reflects the level of skills necessary for the work being done at the health department today. We are required to use increasingly complicated technology and a

variety of computer software programs to meet the regulatory requirements of our programs. Given this, we are ensuring that our health department positions align with the work we are doing in 2024 and should not only be trying to hire into positions that reflected the work being done 10 or 20 years ago.

- This position will ensure accurate oversight of our support staff positions, enhance our compliance program particularly as it relates to Early Intervention and PreK where we have significant regulatory responsibilities that include Medicaid billing requirements and ensure we can carry on the work started by one of our Public Health Fellows that allowed us to be more accurate and more efficient with the use of technology.
- ***This position does not affect the 2024 budget, no additional funds are required for this position, and anticipated start date will be 3/1/2024. Funding source is 64% county share/36% Article 6 (NYS Public Health base grant).***

Job Duties and Position Expectations

Workflows

- Evaluates, develops, implements, oversees and revises systems, practices and administrative policies to provide for the efficient operation of the department to attain desired outcomes and program objectives;
- Identifies key department inefficiencies and assists in the development of strategies and implementation plans to address them; Establishes production procedures and controls to insure adequate volume and accuracy in operations;
- Maintains continuity in the analysis of activities, documentation of information and data, and follows up to improve quality of care and completion of new processes implementation
- Works with staff and vendors to define/develop the architecture necessary to automate current work flow and processes; Manages and coordinates the implementation and initial and ongoing staff training for the electronic record project and other Department wide initiatives;
- Administers, initiates and manages workgroups and assigned projects conducting process mapping and work flow analyses
- Supervises work groups and projects aimed at improving Departmental efficiency and customer service; Leads special projects and/or workgroups, brainstorms best solutions, collaborates with internal and external staff, and plans timelines and meeting coordination;

Technology

- Provides technical advice and assistance to department staff in identification and solution of a variety of data processes and technical problems. Provide training on office operation, with emphasis on computer-related usage and database maintenance
- Surveys the existing automated and manual systems within a user department prior to the design of a new automated system. Determines need for new or additional equipment and recommends type and/or capacity and assist in the coordination and technology for all necessary training for staff.
- Is responsible for and participates direct contact with department users concerning in design of a new computerized system or redesign of an existing system. Trains, oversees and participates in the programming and documentation of current and new computer applications
- Designs or edits forms, flow charts, schedules, operational instructions and procedures. May be required to edit and update a variety of web pages.
- May write specifications or interview vendors to discuss product lines, quality levels and product availability based on requests for supplies, services and equipment;

- Directs the operation of the filing, storing and managing of records utilizing all current and future technologies (both manual and computerized);

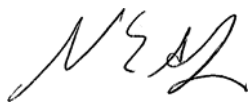
Compliance

- Interprets and implements laws and regulations governing the provision of program services
- Assist in the performance of departmental or procedural audits through supervision of compilation of information and through review of specific program records
- Assist in the development and implementation of performance standards for quality assurance control and conducts periodic program reviews for quality assurance control; Assists in monitoring agency operations to ensure compliance with Federal, State and local regulatory guidelines;
- Oversees the electronic record internal processes, such as work flow and documentation, ensuring the meeting of all HIPAA, Compliance and State regulations;
- Assist in the communication with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations.
- Researches state and federal regulations and interacts with regulatory agencies to clarify requirements or to discuss potential deficiencies

General Admin

- Provides assistance in the daily direction and communication to employees on program technologies, workflows, and processes.
- Supports the Department in accreditation, strategic planning, and quality improvement and performance management.
- Attends staff and other departmental and committee meetings affecting the quality assurance program and attempts to explain and resolve problems and activities related to monitoring and resolution of quality
- Assists in the development, review, assessment of policies and procedures within Health Department guidelines, and recommends changes in program organization, methods and procedures, as required; as well as economic projections which can impact on the administration of the department;
- Works with supervisor and or coordinators on the development of long-range plans, policies and procedures. Works closely with other members of a small administrative team for the purpose of short and long term planning and general agency operation.
- Prepares reports, forms, vouchers, work orders, and specialized documents from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting
- Coordinates activities between separate units to ensure uniform application of standards;
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

Sincerely,



Nicole Anjeski, MS, MPH
Public Health Director