Health & Human Services Committee

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

Committee Meeting

~ Minutes ~

Tuesday, June 7, 2022 | **9:00 AM** | **Board Room**

Call to Order

The meeting was called to order at 9:00 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Chair	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Ann Homer	Cortland County, NY	Committee Vice Chair	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Kristen Beard	Cortland County, NY	Child Advocacy Center	Present	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present	
Thomas Tedesco	Cortland County, NY	Director of Veterans Services	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Nicole Anjeski	Cortland County, NY	Public Health Director	Present	
Elizabeth Haskins	Cortland County, NY	Director, Area Agency on Aging	Present	
Rebecca Smith	Cortland County, NY	Public Health Program Manager	Late	9:05 AM
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Christopher Newell	Cortland County,	Board Member	Present	9:21

	NY			AM
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	9:40 AM
John Wineglind	Clear Path		Present	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - May 10, 2022 9:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	George Wagner, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Ann Homer

Resolutions

AGENDA ITEM NO. 1 – Reallocate Salary Grade for Staff Development Coordinator - Department of Social Services

RESULT:	**APPROVED [UNANIMOUS]** **Next: 6/14/2022 10:00 AM**
MOVER:	Sandra Price, Committee Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Ann Homer

ON MOTION OF PRICE **RESOLUTION NO.**

Reallocate Salary Grade for Staff Development Coordinator - Department of Social Services

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Staff Development Coordinator in the Department of Social Services, AND

WHEREAS, it is recommended that the aforesaid position that is in the CSEA #6550 Unit be reallocated from Grade 18 ($24.0458-$30.2843) to Grade 20 ($25.8275-$32.5285), NOW THEREFORE BE IT

RESOLVED, that the position of Staff Development Coordinator is hereby reallocated from Grade 18 to Grade 20 effective June 27, 2022.

AGENDA ITEM NO. 2 – Amend 2022 Budget/Accept CMC6 American Rescue Plan for Nutrition Services - Title IIIC - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]** **Next: 6/23/2022 6:00 PM**
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Ann Homer

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2022 Budget/Accept CMC6 American Rescue Plan for Nutrition Services - Title IIIC - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of $39,776 under the American Rescue Plan for Nutrition Services for the period April 1, 2021 through September 30, 2024, AND

WHEREAS, these funds are to be used for COVID disaster relief services, NOW THEREFORE BE IT

RESOLVED, that the 2022 County budget be and hereby is amended as follows:

Increase:

Revenues:

A677444.44772.CMC6	Federal Aid - CMC6	$39,776

Expenses:

A67745.52030.CMC6	Vehicle	$22,385
A67745.54800.CMC6	Program Expense	$8,891
A67745.54055.CMC6	Professional Services	$8,500

, AND BE IT FURTHER

RESOLVED, that the Director of Finance shall carryover all unused funds to the subsequent year(s) budget covered by the grant, per the approved agreement

AGENDA ITEM NO. 3 – Authorize Award of Transit Vehicle - One (1) 12 Passenger, Two (2) Wheelchair Accessible 2020 Ford E-350 Transit Vehicle - Area Agency on Aging

Mr. Heider initially MADE THE MOTION to consider Agenda Item No. 3, Ms. Price SECONDED THE MOTION, and after a voice vote of members present THE MOTION FAILED with Ms. Price, Mr. Heider and Mr. Wagner voting YES, and Mr. Stock, Ms. Preston and Mr. Nauseef voting NO; Ms. Homer was excused from the meeting.

Mr. Heider MADE A MOTION TO RECONSIDER Agenda Item No. 3 Mr. Wagner SECONDED THE MOTION, and a roll call vote was taken as follows:

Mr. Wagner - Yes

Ms. Homer - Excused

Ms. Preston - Yes

Mr. Heider - Yes

Mr. Stock - Yes

Mr. Nauseef - Yes

Ms. Price - Yes

MOTION CARRIED.

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 6/23/2022 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Ann Homer

ON MOTION OF PRICE **RESOLUTION NO.**

Authorize Award of Transit Vehicle - One (1) 12 Passenger, Two (2) Wheelchair Accessible 2020 Ford E-350 Transit Vehicle - Area Agency on Aging

WHEREAS, the Corttland County Area Agency on Aging must offer transportation from outlying areas of the County to the Age Well Center in Cortland to individuals over 60 years of age as part of the senior center restructuring plan as approved by the New York State Office for Aging and the Cortland County Legislature in 2021, AND

WHEREAS, the Cortland County Area Agency on Aging is in need of one (1) 12 Passenger, two (2) wheelchair, wheelchair accessible 2020 Ford E-350 Transit Vehicle, AND

WHEREAS, one 12 passenger, 2 wheelchair, wheelchair accessible 2020 Ford E-350 Transit Vehicle is available from the NYS OGS Mini Bid # 10252, AND

WHEREAS, the monies to purchase the new transit vehicle are included in the 2022 Cortland County Area Agency on Aging Budget, AND

WHEREAS, the Director of the Cortland County Area Agency on Aging has recommended the purchase of the one (1) 12 Passenger, two (2) wheelchair, wheelchair accessible 2020 Ford E-350 Transit Vehicle from Creative Bus Sales, AND

WHEREAS, the amount is not to exceed $100,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Area Agency on Aging be and is hereby authorized and directed to make payment from Account A67745.52030.CMC6, A67745.52030.HDC5, A67725.52030.17BIP, and A6772.52030.UNAS accounts for the purchase of one (1) 2020 Ford E-350 Transit Vehicle.

AGENDA ITEM NO. 4 – Amend 2022 Budget to Accept Unmet Need Funding - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 6/14/2022 10:00 AM
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Ann Homer

ON MOTION OF PRICE **RESOLUTION NO.**

Amend 2022 Budget to Accept Unmet Need Funding - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has allocated one-time supplement funds in the amount of $85,000 for services under Unmet Need, AND

WHEREAS, Unmet Need funding for the Area Agency on Aging is allocated annually for the period of April 1 through March 31, AND

WHEREAS, the supplemental funds need to be added to the 2022 budget, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Expenses:

A67725.52030.UNAS	Vehicle	$50,000
A67725.54005.UNAS	Professional Services	$30,000
A67725.54800.UNAS	Program Expense	$5,000

Revenues:

A677243.43772.UNAS	State Aid - Unmet Need	$85,000

, AND BE IT FURTHER

RESOLVED, that the Director of Finance shall carryover all unused funds to the subsequent year(s) budget covered by the grant, per the approved agreement.

Discussion Items

1. Clear Path for Veterans Peer to Peer Counseling Update

RESULT:	**COMPLETED**

2. Receive & File 2021 Annual Report - Department of Social Services

   Ms. Preston MADE A MOTION TO RECEIVE & FILE the Annual Report, Mr. Nauseef SECONDED THE MOTION, and after a unanimous voice vote of members present, MOTION CARRIED.

RESULT:	**COMPLETED**

Monthly Reports

1. Cortland County Health Department Monthly Report

RESULT:	**COMPLETED**

Adjournment

The meeting was closed at 9:54 AM

Health & Human Services Committee

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

Committee Meeting

~ Minutes ~

Tuesday, May 10, 2022 | **9:00 AM** | **Board Room**

Call to Order

The meeting was called to order at 9:00 AM by Committee Chair Sandra Price.

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Chair	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Ann Homer	Cortland County, NY	Committee Vice Chair	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Excused	
Richard Stock	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	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	
Elizabeth Haskins	Cortland County, NY	Director, Area Agency on Aging	Present	
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Thomas Tedesco	Cortland County, NY	Veterans Services Officer	Present	
Rebecca Smith	Cortland County, NY	Public Health Program Manager	Present	
Nicole Anjeski	Cortland County, NY	Deputy Public Health Director	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	

Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Mar 8, 2022 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	George Wagner, Committee Member
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Stock, Nauseef
EXCUSED:	Paul Heider

Resolutions

AGENDA ITEM NO. 1 – Award Bid/Authorize Agreement - Disability Resource Coordinator - Cayuga/Cortland Workforce Development Board

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/26/2022 6:00 PM**
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Stock, Nauseef
EXCUSED:	Paul Heider

ON MOTION OF PRICE **RESOLUTION NO.**

Award Bid/Authorize Agreement - Disability Resource Coordinator - Cayuga/Cortland Workforce Development Board

WHEREAS, the Cayuga Cortland Workforce Development Board issued a Request for Proposals for a Disability Resource Coordinator, AND

WHEREAS, all proposals were solicited in accordance with County policy, AND

WHEREAS, one proposal was received in response to the request for proposals as follows:

Company	Address	Amount
J.M. Murray Center, Inc.	823 NYS Route 13, Cortland, NY 13045	$62,269.73

, AND

WHEREAS, based upon the results of the bid, the Health and Human Services Committee recommends that bid be awarded to the lowest responsible bidder, AND

WHEREAS, the Cayuga Cortland Workforce Development Board recommends the bid be awarded to J.M. Murray Center, Inc., NOW THEREFORE BE IT

RESOLVED, that the contract for Workforce Innovation and Opportunity Act (WIOA) advertising and outreach for all WIOA Young Adult programs be awarded to J.M. Murray Center, Inc., AND BE IT FURTHER

RESOLVED, that the Legislature along with the Cayuga Cortland Workforce Development

Board, authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with J.M. Murray Center, Inc. for a Disability Resource Coordinator for the Cayuga Cortland Workforce Development Board.

AGENDA ITEM NO. 2 – Authorize One-Stop System Operator Agreement - Workforce Development/Grants Administration

RESULT:	**APPROVED [UNANIMOUS]** **Next: 5/26/2022 6:00 PM**
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Joseph Nauseef, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Stock, Nauseef
EXCUSED:	Paul Heider

ON MOTION OF PRICE **RESOLUTION NO.**

Authorize One-Stop System Operator Agreement - Workforce Development/Grants Administration

WHEREAS, the Cayuga Cortland Workforce Development Board Director, hereinafter referred to as "WDB", has been appointed by the Chair of the Cortland County Legislature, who is the Chief Elected Official for the Cayuga Cortland Workforce Development Area under the Workforce Innovation and Opportunity Act, hereinafter referred to as "WIOA", AND

WHEREAS, in accordance with WIOA regulations, Cortland County has been designated the Grant Recipient/Fiscal Agent for the Cayuga Cortland Workforce Development Area, AND

WHEREAS, in accordance with WIOA regulations, the WDB hereby designates and certifies the Cayuga Cortland WDB Director as the Operator of the One-Stop delivery system in the local area, AND

WHEREAS, the duties and job title of the Cayuga Cortland One-Stop System Operator (OSSO) shall reside with the individual who occupies the role of Director of the Employment and Training Grant Administration office, AND

WHEREAS, the One-Stop System Operator will be defined by its own duties, roles, responsibilities, and chain of command hierarchy, AND

WHEREAS, the Cayuga Cortland One-Stop System Operator has submitted a plan of service, and desires to execute this Local Agreement with the Cayuga Cortland WDB, NOW THEREFORE BE IT

RESOLVED, that the Chair of the Cortland County Legislature, upon review of the County Attorney or designee, be and hereby is authorized to execute the One-Stop System Operator agreement for the Cayuga Cortland Workforce Development Board.

AGENDA ITEM NO. 3 – Reappoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training Grant Administration

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/26/2022 6:00 PM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Stock, Nauseef
EXCUSED:	Paul Heider

ON MOTION OF PRICE **RESOLUTION NO.**

Reappoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training Grant Administration

WHEREAS, pursuant to the Workforce Innovation and Opportunity Act of 2017, the Governor of the State of New York has authorized and directed the Chief Local Elected Officials of the Cortland and Cayuga Counties, which have been designated as a Workforce Area, to appoint/reappoint members to the Workforce Development Board for said Area, NOW THEREFORE BE IT

RESOLVED, that the following be and hereby is appointed effective immediately to serve on the Cayuga/Cortland Workforce Development Board for the term and from the sector listed below:

Name	**Address**	**Sector**	**Term**
Peter Schug	1 Penny Lane Dryden, NY 13053	Business/Private - QMC Group	7/1/22 - 6/30/25

AGENDA ITEM NO. 4 – Amend Resolution 68-22/Authorize County Administrator to Enter into Agreements for the Cortland County Age Well Center - Buildings & Grounds/Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/26/2022 6:00 PM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Stock, Nauseef
EXCUSED:	Paul Heider

ON MOTION OF HEIDER **RESOLUTION NO.**

Amend Resolution 68-22/Authorize County Administrator to Enter into Agreements for the Cortland County Age Well Center - Buildings & Grounds/Area Agency on Aging

WHEREAS, the Cortland County Legislature adopted Resolution No. 68-22, which authorized the allocation of $175,000 of the federal aid revenue to the Cortland County Age Well Center, AND

WHEREAS, it was the intent of the Legislature to authorize the County Administrator, upon recommendation of the Director of the Area Agency on Aging and/or the Superintendent of Buildings and Grounds, to execute agreements for the Cortland County Age Well Center, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 68-22 be and hereby is amended to authorize the County Administrator, upon review and approval by the County Attorney or designee, to enter into agreements for the Cortland County Age Well Center.

AGENDA ITEM NO. 5 – Create Position - Food Services Helper (17 Hours/Week)/Accept American Rescue Plan for Nutrition Services Funding/Amend 2022 Budget - Area Agency on Aging

RESULT:	**APPROVED [UNANIMOUS]**
	Next: 5/17/2022 10:00 AM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Stock, Nauseef
EXCUSED:	Paul Heider

ON MOTION OF PRICE **RESOLUTION NO.**

Create Position - Food Services Helper (17 Hours/Week)/Accept American Rescue Plan for Nutrition Services Funding/Amend 2022 Budget - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of $55,939 under the American Rescue Plan for Nutrition Services, for the period April 1, 2021 through September 30, 2024, through Area Agency on Aging Revenue Account No. A677444.44772 HDC6, AND

WHEREAS, the needs of the agency will be better served by creating one part-time, no benefits, position of Food Service Helper (17 hours/week), AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one-part time position of Food Service Helper (17 hours/week, CSEA, Grade 2, $13.8960-17.5013/HR, labor class) be created with approval to fill on May 27, 2022, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677444 44772 HDC6	Federal Aid - HDC6	$55,939

Expenses:

A67745 51010 HDC6	Personal Services	$30,575
A67745 58030 HDC6	FICA	$2,339
A67745 58040 HDC6	Workers Comp	$2,239
A67745 54078 HDC6	Fuel	$8,500
A67745 54007 HDC6	Janitorial Supplies	$6,500
A67745 54800 HDC6	Program Expense	$5,786

, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

Monthly Reports

1. Health Department Monthly Report

RESULT:	**COMPLETED**

2. Department of Social Services First Quarter Statistics

RESULT:	**COMPLETED**

Adjournment

The meeting was closed at 10:07 AM.

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES

2021

ANNUAL REPORT

TABLE OF CONTENTS

This report serves as the 2021 Cortland County Department of Social Services Annual Report as required by Section 81 of Title 5 of the Social Services Law.

VISION, MISSION, AND GUIDING VALUES

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.

Values

- Strength-based partnerships
- Teamwork
- Self-sufficiency and individual responsibility
- Safe and healthy environments
- Family preservation and permanency
- Respect for all people
- Outcome focused approach
- An energizing positive work environment

ORGANIZATIONAL CHART

- See next page for a January 2022 chart

Cortland County Department of Social Services

2022

Commissioner
1 Commissioner

Child Advocacy Center
1 Coordinator
1 MDT Facilitator
1 Community Outreach Educator
2 Family Advocates
.5 Sex Trafficking Coordinator

Systems
Systems
1 Information Systems Administrator
1 WMS Specialist

Legal
Legal
1 Chief Attorney
2 Attorneys
1 Legal Assistant

Clerical Support
1 Secretary to the Commissioner

Staff Development
1 Staff Development Coordinator

Family and Adult Services
1 Director of Program Development

Adult and Family Services / Long Term Care
Family and Adult Services / Long Term Care
1 Grade B Supervisor
1 Sr. Caseworker
4 Caseworkers
1 Case Aide

Investigation/ Resource Recovery
Investigation/ Resource Recovery
.5 Manager
1 Sr. Social Welfare Examiner
.5 Case Aide

Clerical Support / Records Retention
Clerical Support
1 Sr. Case Aide
5 Case Aides

Temporary Assistance / Employment Services and SNAP/MA
1 Deputy Commissioner

Temporary Assistance/ Intake
Temporary Assistance Intake
1 Manager
2 Sr. Social Welfare Examiners
3 Social Welfare Examiners
2 Case Aides

Temporary Assistance Undercare/ Employment/ Day Care
Temporary Assistance Undercare / Employment/ Day Care
1 Manager
3 Sr. Social Welfare Examiners
6 Social Welfare Examiners
1 Sr Case Aide
1 Case Aide

Medical Assistance
Medicaid
.5 Manager
1 Sr. Social Welfare Examiners
3 Social Welfare Examiners
.5 Case Aides

SNAP
SNAP/HEAP
1 Manager
2 Sr. Social Welfare Examiner
5 Social Welfare Examiners
3 Community Services Workers (6 Months)

Family and Children's Services
1 Deputy Commissioner

Child Protective Services
Child Protective
2 Grade B Supervisors
3 Sr. Caseworkers
11 Caseworkers
1 Case Aide

3 Auxiliary Caseworkers

Preventive / Foster Care
Preventive / Foster Care
2 Grade B Supervisors
3 Sr. Caseworkers
13 Caseworkers
1 Case Aide
1 PT Case Aides

Coordinated Children's Services Initiative (CCSI)
Coordinated Children's Services Initiative (CCSI)
1 Grade B Supervisors
1 Case Aide

Case Eligibility
Case Eligibility
1 Social Welfare Examiner

Administrative Services
1 Director of Administrative Services

Accounting
Accounting
1 Fiscal Officer
.5 Principal Account Clerk
2 Sr. Account Clerks

Child Support Enforcement
Child Support Enforcement
1 Coordinator
5 Investigators
.5 Principal Account Clerk

1 Executive Administrative Officer

Total Count = 111 employees
(Does not include 3 Temp CSWs, 3 Auxiliary Caseworkers and 1 PT Case Aides)

Updated: 1/1/22

Administrative and Supportive Services

ADMINISTRATION

Administration encompasses the work to administer programs and services, manage personnel, develop and manage contracts, develop operational policies and procedures, implement state policy directives, comply with various audits and reviews, comply with various mandated state plans, coordinate with community partner agencies, develop efficient workflow processes, assess data and outcomes, resolve complaints and problems, and to manage a 30-million-dollar budget. The work described in this section is performed by the Commissioner, two Deputy Commissioners, Director of Program Development, Director of Administrative Services, Executive Administrative Officer, Secretary to Commissioner and Staff Development Coordinator.

Personnel management includes assessment and assignment of job duties, evaluating positions needed, requesting permissions to fill, civil service compliance and paperwork, interviewing, screening and offering positions, orientation, training arrangement, registration and permission, monitoring and approving leaves of absences, employee evaluations, employee skill development, and payroll processing. Additionally, employee injuries and threats require urgent responses, assessment, paperwork, and follow-up.

In 2021, we had 50 positions turnover or abolished. Of the 50 total positions, 29 required the hiring of a new person to the department, 20 involved the promotion of an internal candidate and one involved a voluntary demotion. There were 28 exits from the department 3 were due to failing probation or a provisional employee being unreachable on a civil service list, 21 were resignations, 4 were retirements and none were abolished. There were 2 new positions filled.

The department developed or renewed 63 contracts in 2020. Of them, 10 were for foster care placements, 9 were with day care centers, 9 were for work site placements for the Work Experience Program. The rest were for various administrative and program services. In 2020, the department held 10 contracts with other county departments for a total of $656,000.

In 2021, we received 114 state policy directives from the Office of Children and Family Services (OCFS), the Office of Temporary and Disability Assistance (OTDA) and the State Department of Health. Many of these required changes and updates to our policies and procedures.

There were many state plan documents required in 2021. Plans required were:

- OTDA Monthly FEMA reports
- OTDA Homeless Services Plan and quarterly reporting requirements
- OTDA Temporary Housing Budget Report
- OTDA Fraud Plan
- OTDA Code Blue housing and funding plan
- OCFS Monthly Day Care Program waiver plans
- OCFS Family and Children's plan
- OCFS Raise the Age funding plan
- OTDA Flexible Fund for Family Services (FFFS) funding plan and monthly reporting requirements
- Federal Tax Information Protection Plan

- OCFS Supervision and Treatment Services for Juveniles Plan (STSJP) funding plan and quarterly reporting requirements.
- OCFS Child and Family Services Plan

Additionally, in 2021 we managed formal case and program reviews/audits. These included:

- Child Welfare Practice Case Review
- Long Term Care agency Medicaid audits
- OCFS Quarterly IV-E Claims Reviews
- Preventive Services IV-E candidacy case reviews
- Foster Care and Adoption IV-E case review
- Employment services case review
- 2020 Federal Single Audit Review
- Accounting Claims Review
- Adult Protective Case Review

Our Staff Development Coordinator led 2 work groups with staff across the department in 2021 on fair hearing and homeless processes. These groups were developed to establish, clarify, and implement improved processes and procedures on topics that involve multiple units where needs were identified by an administrator.

<u>SUPPORTIVE SERVICES</u>

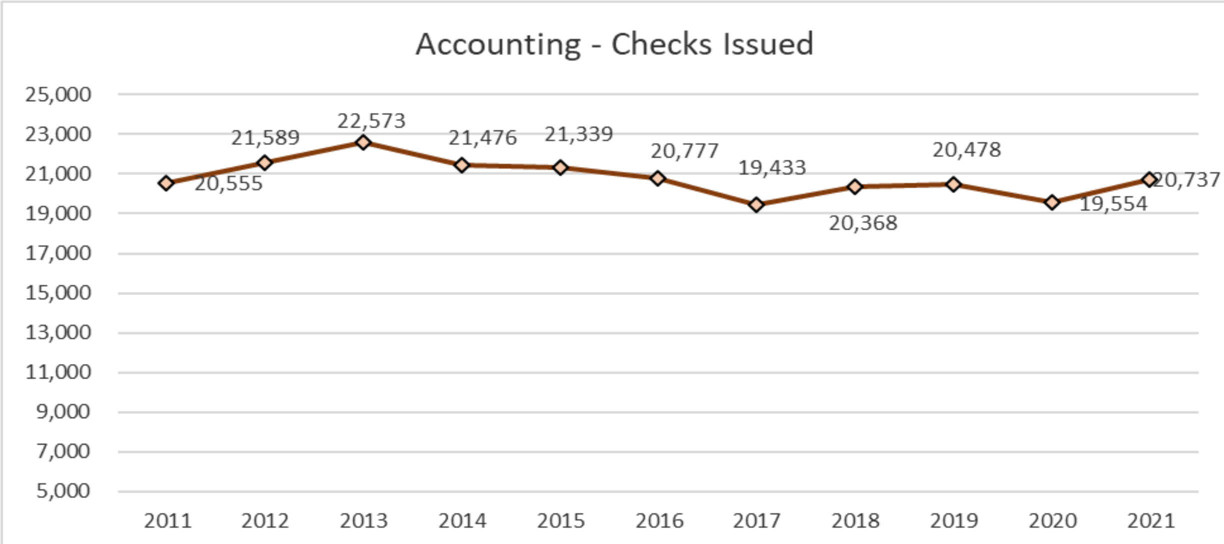
Accounting Unit

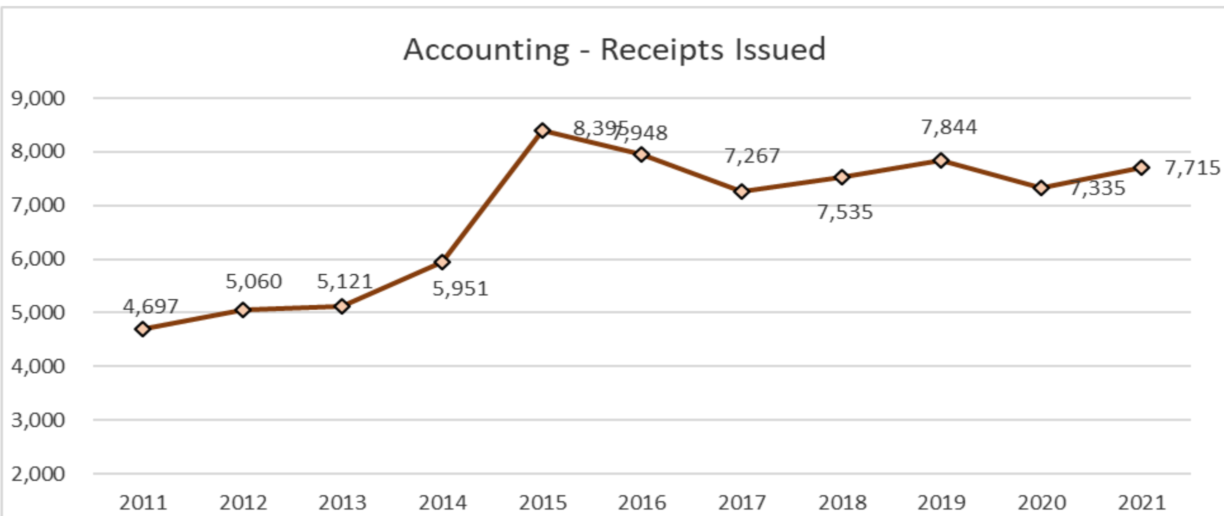
This unit is responsible to audit and code various original source documents to ensure correct payment and claiming. Payments are produced using three different computer systems; a state system for client benefits, a county system for administrative payments, and a locally created system for representative payee accounts. In 2021, there were 339 administrative payments, 2,907 program payments, and 18,208 trust account payments generated.

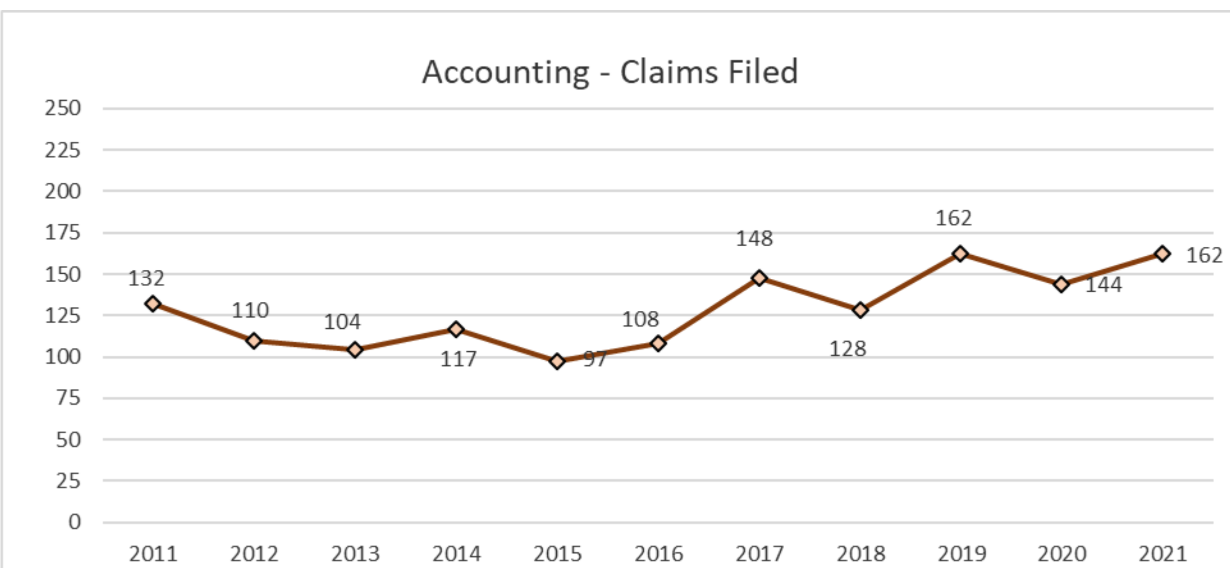
We saw a decline in the payments made in person or by mail in 2020 but the number came back up in 2021.

There are different program and administrative expenditures and claims processes. Both require staff to calculate, code and record expenditures for monthly claiming of state and federal reimbursement utilizing the Automated Claiming System (ACS).

The department budget involves the management of 62 appropriation accounts, 44 revenue accounts, and 7 trust accounts.







Attachment: Department of Social Services Annual Report 2021 (10715 : Receive & File 2021 Annual Report - Department of Social Services)

Legal Unit

This unit handles an array of legal matters involving the department, including the following things:

- Family and Children's Services - Litigation and preparation of petitions, answers, motions, discovery, orders, memoranda of law, appellate briefs, and other legal documents for Family Court, and offering legal advice in child welfare law. There were 113 petitions, 352 orders and 186 permanency reports filed in 2021. These numbers were only slightly lower due to the pandemic.
- Support Collection Unit - Litigation and preparation of petitions, orders, motions, objections and other legal documents for Support Magistrate and Family Court Judge. Also appear as counsel on behalf of the Support Collection Unit for Child Support Services (CSS) recipients who request such service.
- Adult Services – Assist with legal matters involving the elderly and incapacitated. Preparation of petitions, orders and other legal documents/reports for proceedings in Surrogate's and Supreme Court.
- Investigation Unit and Chronic Care – Provide legal advice and representation for recovery of agency funds through the Resource Recovery Unit, and advise Chronic Care on such issues as Medicaid eligibility, trusts, and spousal resources.
- Bankruptcy – Provide clearinghouse for all bankruptcy notices received by the agency and render legal advice with respect to proper procedures upon notification of filing.
- Fair Hearings - Coordination of Fair Hearing requests with appropriate units including obtaining summaries from workers, coordinating the fair hearing schedule on hearing day, and providing attorney representation for the agency. For Family and Children's Fair Hearings, the legal office is responsible for preparing the record that will be used during the hearings. In 2021 there were 3 income maintenance program fair hearing and 14 Child Protective Services investigation determination hearings requiring attorney representation. These numbers were low due to the pandemic and various state waivers and process holds.

Reception

The Receptionists manage a large volume of visitors, phone calls, and mail. They direct individuals, phone calls, and mail to appropriate employees, provide requested applications and paperwork to visitors, process paperwork left by visitors, and pick up and deliver all out-going mail.

Additionally, the Reception team receives all applications for assistance, registers applications, and assists individuals with setting their Personal Identification Number (PIN). They also assist with records management throughout the department. This work involves filing, maintaining records databases, and destroying records in accordance with retention requirements.

The COVID pandemic has forced us to dramatically change our processes regarding how we conduct interactions with our clients. From March 2020 through June 2021, we routed all visitors who needed to visit our agency through the County Office Building gymnasium instead of our traditional Reception area. During the pandemic, most of the mandatory in-person appointments for our programs were waived by New York State and processes were put in place allowing individuals to communicate by phone and submit documents electronically. This reduced the number of visitors we needed to see in person quite dramatically. We opened a new Reception area in the second half of 2021, moving the area to the building entrance and providing us with multiple interview areas. This has allowed us to keep visitor interactions in this area exclusively thereby reducing traffic in the building. It also allowed for all visitors to go through the magnetometer, which improved security.

Systems

In 2021, the Systems Administrator and Welfare Management Specialist deployed and/or maintained all hardware including 149 network computers, 27 iPad, 29 printers, 7 copiers, 15 label makers, and 156 phone lines. They also manage numerous programs requiring set-up and user rights configurations. There are approximately 40 software and data programs required by our employees to do their jobs. Every month, they generate approximately 1,467 data report needed for staff from the state Benefits Issuance Control System (BICS).

Income Maintenance Division

TEMPORARY ASSISTANCE

Description of programs:

- Family Assistance (FA) provides temporary cash assistance to eligible needy families that include a minor child. FA is a federal Temporary Assistance for Needy Families (TANF) funded assistance program. Eligible adults are limited to receiving benefits for a total of 60 months.
- Safety Net Assistance (SN) provides temporary cash assistance to eligible single adults, childless couples, and families who have exhausted their 60-months of eligibility for FA. SN is a state assistance program.
- Emergency Assistance: People with urgent needs, such as shelter and utilities, may be eligible for Emergency Assistance for Families (EAF), Emergency Assistance for Adults (EAA), or Emergency Safety Net (ESN) assistance, depending on their household income and resources.
- Employment Services- Within a week of an application, the employment unit becomes involved with TA applicants who are determined employable. They are required to attend a weeklong Job Search Workshop. Individuals who do not obtain employment are required to work with the employment unit to undergo an assessment and participate in assigned programs. Supportive services, including daycare and transportation assistance, are provided to clients to enable them to move forward to self-sufficiency. Work activities can include, but are not limited to, job search, Work Experience assignments, volunteer activities, vocational training, community service, therapy, counseling, etc. Individuals who do not comply with employment assignments are subject to sanctions that decrease or discontinue their benefits for certain time frames. Many individuals are exempt from work activities due to mental health, substance abuse or physical medical exemptions.
- Work Experience Program - The work experience program introduces the value of work by having participants develop work habits and job skills from participation in work assignments. Individuals are assigned to work sites at government or non-profit agencies with whom agreements are established.
- Disability Analyst – This position is provided via a contractual agreement with the J.M. Murray Center, Inc. and is located at the Department. The Disability Analyst establishes disability determinations for TANF and SN individuals presenting medical issues. This involves meeting with individuals and working with their doctors to obtain medical documentation that results in an exemption from employment activities and/or the pursuit of social security benefits.

Annual Update:

The COVID pandemic has led to a decrease in Temporary Assistance (TA) application numbers, particularly emergency assistance, which we attributed to the enhanced unemployment benefits, stimulus payments, and eviction and utility shut-off moratoriums.

	2017	2018	2019	2020	2021
New TA apps registered per year (Total of FA, SN, EAA, EAF, ESN)	1,835	1,702	1,677	1,225	1,211
FA apps registered	493	419	351	361	478
SN apps registered	1,042	1,233	1,105	822	718
Average number of days from FA application to determination	34	31	25	19	20
Average number of days from SN application to determination	39	38	28	38	30

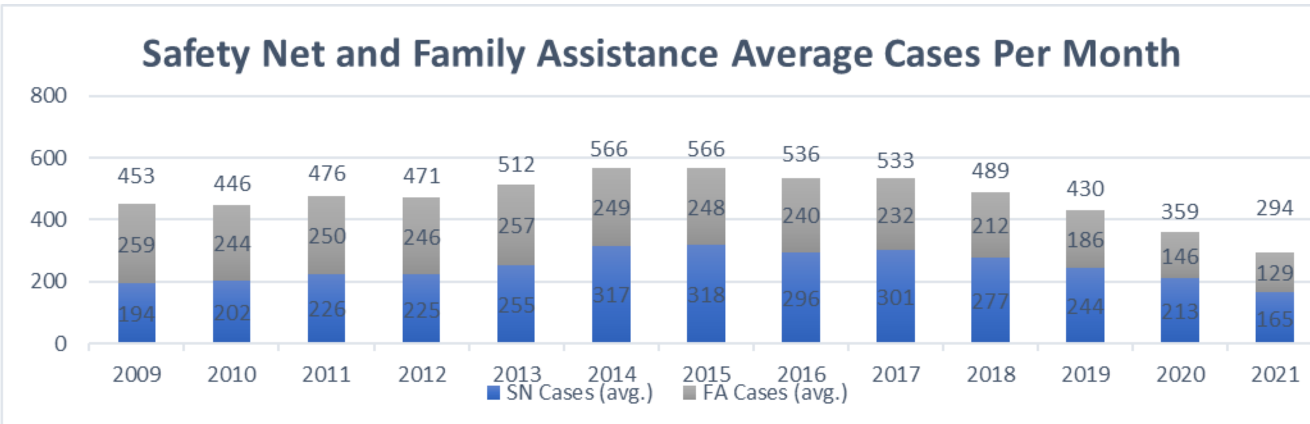
Emergency trends over the last five years are charted below, including EAF and EAA application expenditures. Things covered include emergency housing, evictions, utility, and fuel shut offs, etc. The waivers, moratoriums, and enhanced benefits put in place due to the pandemic have led to decreases in the number of emergency applications.

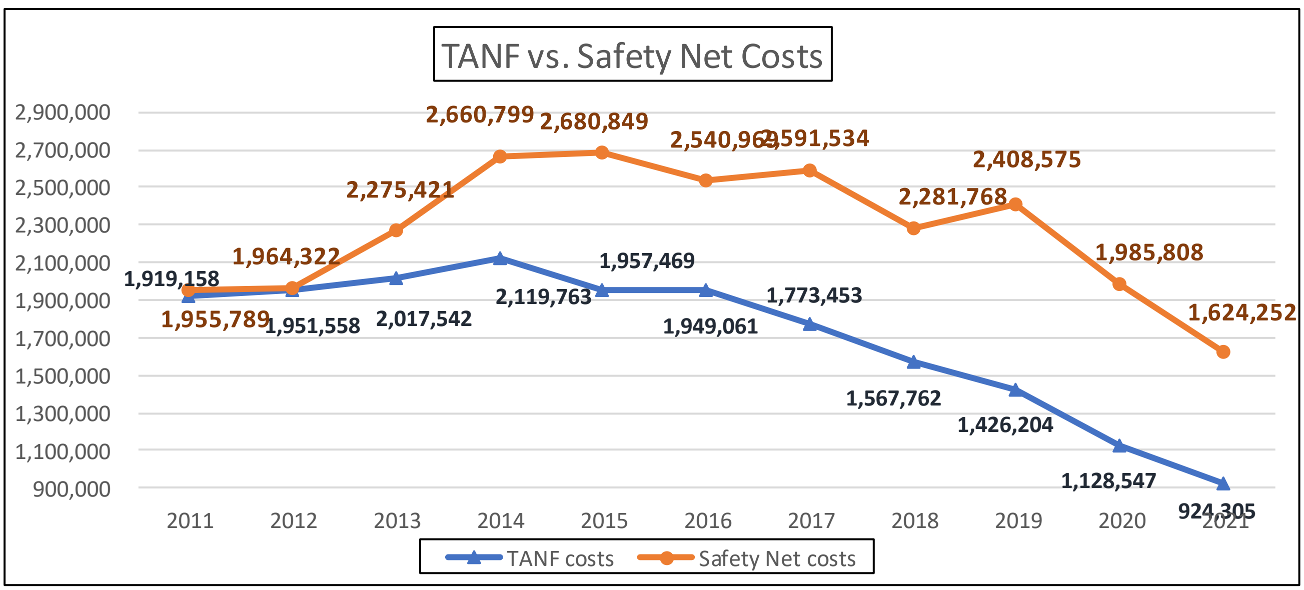
	2017	2018	2019	2020	2021
EAF apps registered	193	163	174	24	3
Amount of EAF emergency payments made	$145,779	$91,862	$123,003	$55,447	$13,771
EAA payments	93	71	62	18	12
Amount of EAA emergency payments made	$47,876	$29,066	$21,285	$9,591	$9,704

While everyone has the right to complete a Temporary Assistance application, not all applications are opened. Case situations change, applicants may not comply with eligibility requirements, or applicants may be determined programmatically ineligible. We open a relatively low percentage of applications received.

	2017	2018	2019	2020	2021
Percentage of TA applications opened for ongoing assistance	31%	27%	24%	24%	21%

Our Temporary Assistance caseload is impacted by several factors, including the number of new applications and employment opportunities available in the community. The most significant current factor impacting our caseload is the pandemic due to the eviction and utility shutoff moratoriums, increased SNAP and HEAP benefits for our households, and changes in the labor market. While our Temporary Assistance caseloads have decreased dramatically during the pandemic, we began to see gradual increases at the end of 2021. Since 2011, the county cost share of SN cases has been 71% while it is 0% for FA. The charts below outline historical costs and caseloads.



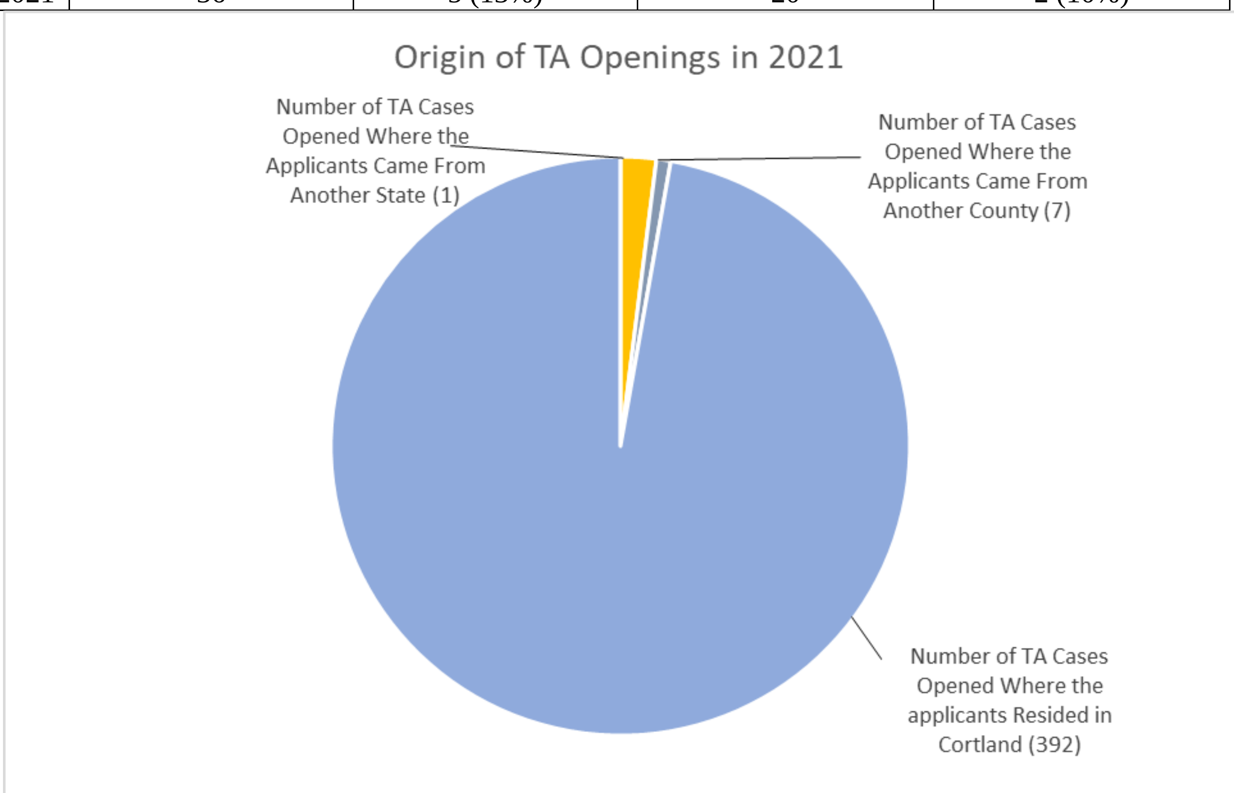


Our indigent burial numbers fluctuate but are relatively stable year to year.

	2017	2018	2019	2020	2021
Number of indigent burials	89	71	82	67	85
Burial expenditures	$203,601	$176,166	$207,033	$175,948	$204,724

Because New York State requires counties to accept applications from anyone who applies in a county without any residency restrictions, we typically track the number of TA applicants received from other counties and states. The COVID pandemic caused our TA screening process to be paused for much of 2020 until August of 2021. In recent years, we have seen decreases in the number of people applying from other states and counties, and of those who do apply a very low percentage of them open for TA.

	# from another state applying for TA	# from another state who opened TA	# from another county applying for TA	# from another county who opened TA
2014	58	9 (15%)	131	19 (14%)
2015	61	12 (19%)	116	22 (18%)
2016	69	5 (7%)	107	12 (11%)
2017	39	7 (17%)	94	19 (20%)
2018	26	3 (11%)	99	14 (14%)
2019	8	1 (12%)	88	7 (8%)
2020	No data due to pandemic			
2021	36	5 (13%)	20	2 (10%)



One factor we analyze is the history of those who are applying for TA. Specifically, we consider whether they have received TA in the past in our county. This is done to help us consider service needs and how to best assist applicants escape the cycle of poverty. Since 2017 we started to see a lower percentage of people applying for TA for the first time. This remains steady.

	2017	2018	2019	2020	2021
New TA recipients who are new to TA	222 (40%)	163 (35%)	187 (47%)	121 (41%)	101 (40%)
New TA recipients who have received TA in the past	341 (60%)	297 (65%)	213 (53%)	173 (59%)	150 (60%)

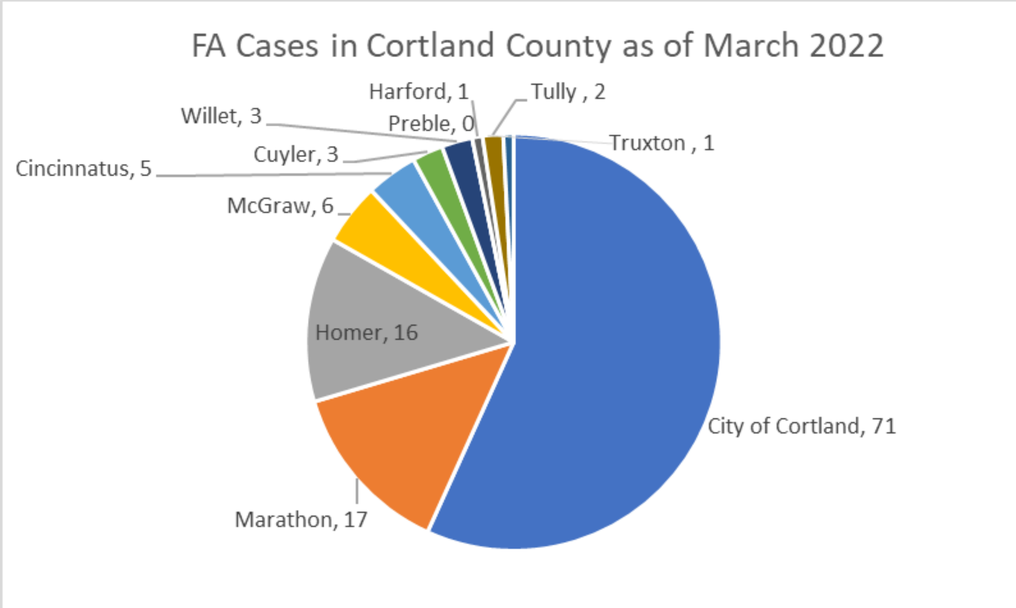
An ongoing challenge is the number of Temporary Assistance adult recipients who are exempt from work requirements due to a physical, mental health, or an alcohol/drug dependency issue. In accordance with New York State regulations, individuals who are exempt cannot be required to work on their job skills or search for employment. Those who are expected to be permanently disabled are assisted in applying for disability benefits. There are regular meetings and communications with local treatment and medical providers to ensure that exemption determinations are accurate and current, and that individuals are held accountable to comply with treatment recommendations. The COVID pandemic has led to an even lower number of TA recipients who are working due to state pandemic waivers and reduced caseloads. This number is expected to increase now that employment requirements can be enforced again.

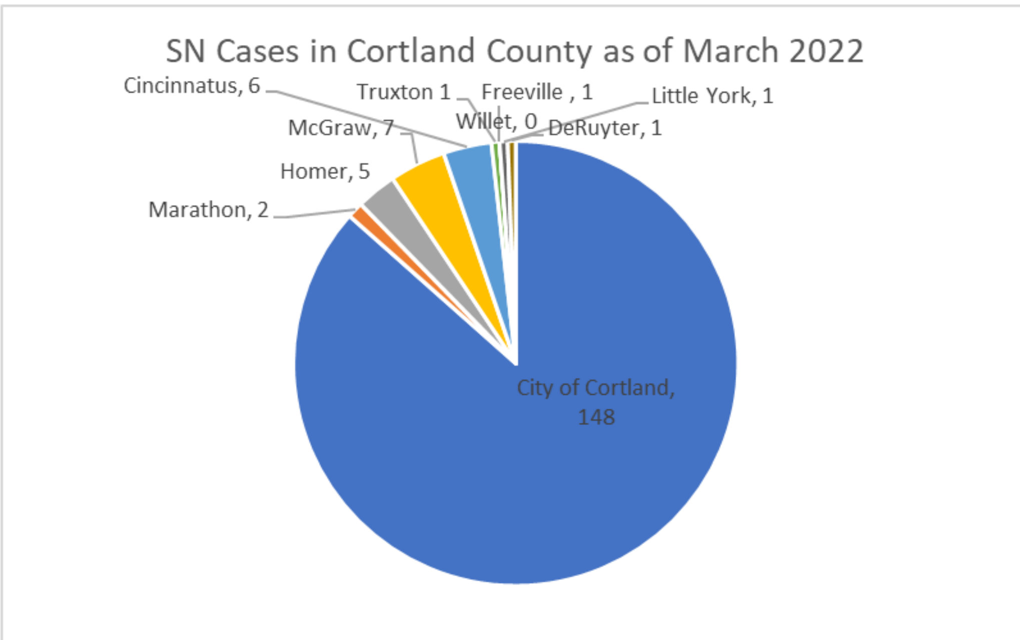
	2017	2018	2019	2020	2021
# of all adult TA recipients who are exempt and unemployable (monthly avg)	356 (76%)	334 (77%)	289 (79%)	247 (79%)	166 (81%)
# of all adult TA recipients who are nonexempt and employable (monthly avg)	115	102	77	51	38
Of the nonexempt TA recipients above, those who are currently working either full or part-time (monthly avg)	35	34	26	8	4

Homeless individuals have presented a challenge because many individuals face chronic mental illness and substance abuse challenges making it difficult to maintain housing. Additionally, there are limited housing resources that are affordable.

	2017	2018	2019	2020	2021
Number of instances cases (individuals or families) were housed as homeless	246 (221 separate households, 25 were housed more than once)	339 (295 separate households, 36 housed more than once)	356 (316 separate households, 50 housed more than once)	311 (226 separate households, 45 housed more than once)	315 (249 separate households, 34 housed more than once)
Of those housed, the number of cases which were SN single males	116	163	218	187	183
# of homeless parolees housed	61 (25% of the total cases housed)	56 (17% of the total cases housed)	63 (18% of the total cases housed)	58 (19% of the total cases housed)	21 (6% of the total cases housed)
Average # of days each case was housed	28days	22days	28days	33 days	28
Total amount spent on homeless housing	$313,501	$341,191	$550,099	$465,864	$355,796

As of March 2022, most of the cases are located within the city of Cortland (219 total cases, 71 Family Assistance and 148 Safety Net). The charts below indicate a higher percentage of Safety Net (SN) cases are concentrated within the City of Cortland than are Family Assistance (FA) cases. Any zip code areas within Cortland County not represented on either of these charts contained no cases. Not all current TA cases are represented here, as certain types of cases do not contain a local address, such as those in congregate care, rehab, shelter, or non-custodial caretaker cases outside of our county. We also carry cases for a specific amount of time when the recipient has moved out of county.





<u>INVESTIGATION</u>

Description:

This is the work done to avert fraudulent applications, investigate fraud allegations and to complete various resource recovery actions.

Annual Update:

We place a great deal of emphasis on our fraud investigation work. Applications with factors which may indicate possible fraud are referred to the Investigation Unit as FEDS (Front End Detection

System) referrals. A high percentage of our TA applications are reviewed as FEDS, helping us ensure that new applications do not contain fraud. Due to the COVID pandemic, FEDS requirements were waived from March 2020 through May of 2021, resulting in the lower numbers below. Case Investigations also decreased, primarily due to the waiver of in-person interviews. We anticipate these numbers to increase in 2022 and better mirror investigation numbers from prior years. Open assistance cases may be referred to the Investigation Unit if staff suspect possible fraud, and we accept and investigate any outside referrals.

	2017	2018	2019	2020	2021
# of TA FEDS referrals investigated	317	459	572	95	145
% of TA applications referred for FEDS investigation	18%	26%	34%	7%	12%
# of TA FEDS referrals found with case discrepancies	76	92	131	17	52
# of TA applications denied or withdrawn due to FEDS investigation	62	52	63	8	44
FEDS Cost Avoidance/for one month	$108,882	$88,453	$93,955	$12,492	$67,823
# of open case investigations (may be from any program area)	143	113	105	138	51
# of individuals arrested for fraud	20	14	16	9	8
Fraud Investigation Recoveries	$97,805	$77,778	$54,155	$86,807	$30,356
TA Lien Recoveries	$25,000	$8,666	$10,328	$7,125	$45,808

SNAP/MEDICAID/HEAP/DAYCARE

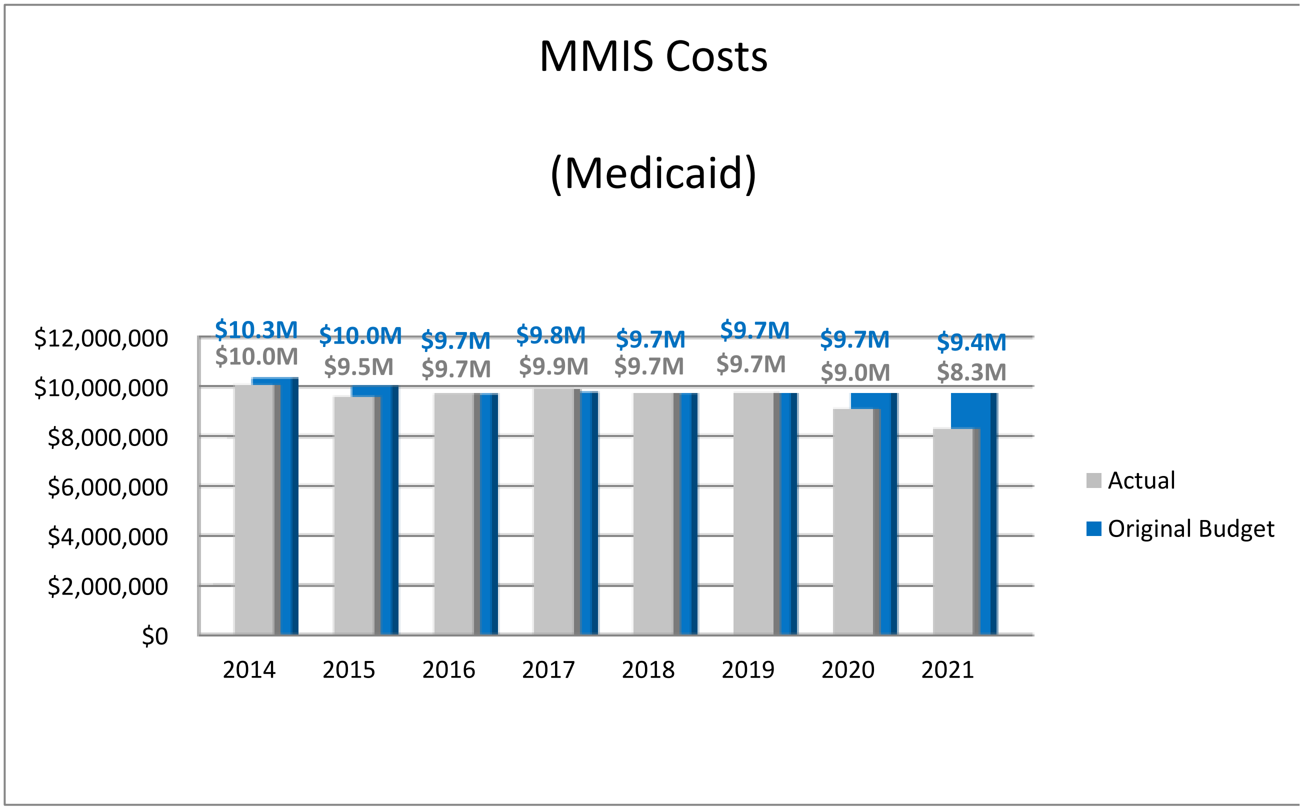
Descriptions:

- Supplemental Nutrition Assistance Program (SNAP) – This is a federally funded program that provides those who qualify with benefits to purchase food.
- Medicaid – This is a federal, state and locally funded program to provide various levels of health care coverage to individuals.
  - → Community Medicaid – Cases for persons who qualify for Medicaid. These types of cases are being taken over by the NYS Exchange and are referred to as Maximum Adjusted Gross Income (MAGI) cases.
  - → Chronic Care Medicaid – Cases that qualify for Medicaid under the Medicare Savings Program, the Medicaid Buy-In Program, and for those who are in receipt of Supplemental Security Income (SSI) or are a nursing home resident.
- Home Energy Assistance Program (HEAP) - This is a federally funded energy assistance program that helps with heating bills, furnace repairs and, in some years, with summer cooling benefits and furnace maintenance.
- Daycare – The Low-Income Daycare Program (LIDC) is for working parents whose earnings are within 200% of the poverty level and/or for parents transitioning from Temporary Assistance.

Daycare is also provided to Temporary Assistance recipients when they are engaged in employment activities.

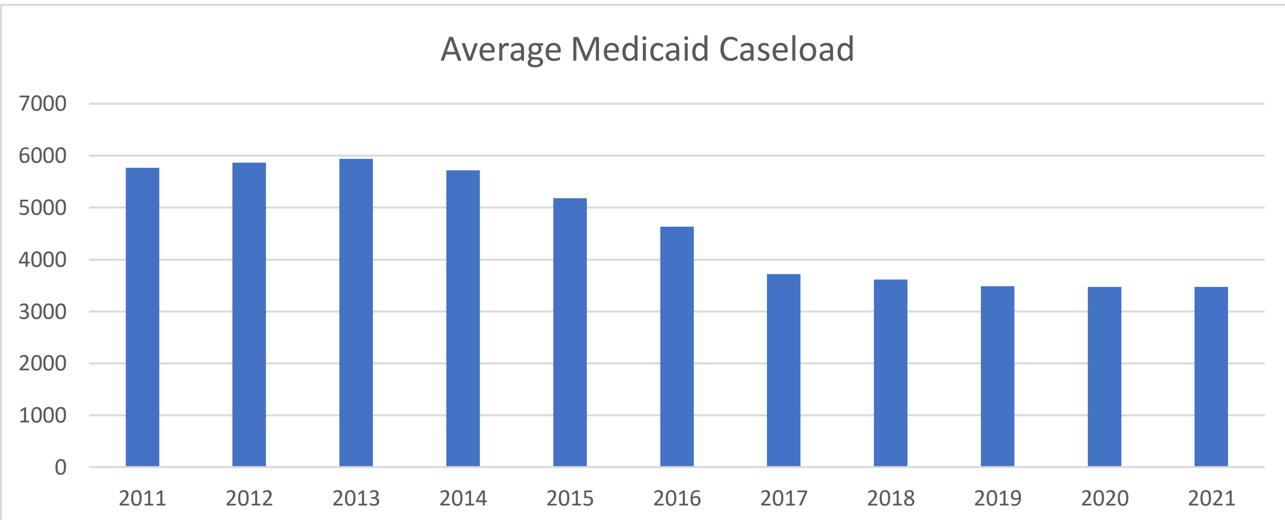
Annual Updates:

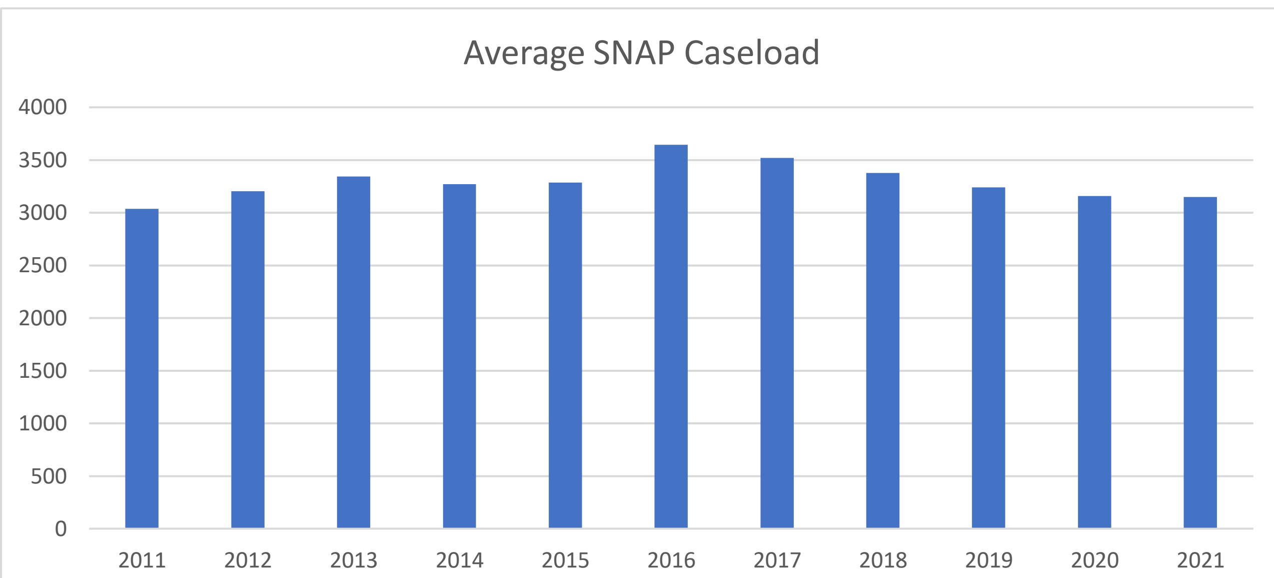
Medicaid costs are the largest driver of our DSS budget. They accounted for 62% of the county funds used in our DSS budget in 2021. This account is all local share and COMPLETELY OUT OF OUR CONTROL. Annual weekly share increases were to go to 0% after 2014, but then the impact of the Affordable Care Act (ACA) decreased our local weekly shares. The weekly shares are still estimated at this time and SFYs in 2016, 2017, 2018, 2019 and 2020 are not yet reconciled. The County is owed money. In 2021 the weekly share was decreased twice due to enhanced federal pandemic funding. This is an area we anticipate to negatively affect the county budget in future years as the temporary pandemic related reductions in county share will diminish.



Medicaid cases began to decrease after 2016, as New York State continued to transition some cases away from local districts, but this process has been stagnant for years. The number of SNAP cases has remained consistent over the past few years. HEAP cases tend to fluctuate depending upon the severity of the winter season and the amount of funding provided. The COVID pandemic has significantly decreased the number of employed individuals in need of Low-Income Daycare assistance.

	2017	2018	2019	2020	2021
# of open SNAP cases (monthly avg.)	3,520	3,376	3,240	3,159	3,149
Average number of days from SNAP app to determination	17	15	13	12	15
# of open local MA cases (monthly avg.)	3,721	3,613	3,488	3,475	3,471
Average number of days from MA application to determination	29	33	20	17	24
Total number of HEAP benefits (regular/emergency/furnace)	4,510 (2016/2017)	4,907 (2017/2018)	4,901 (2018/2019)	4,813 (2019/2020)	4,800 (2021-2022)
Average number of days from HEAP app to determination	18	21	15	27	30
# of Low-Income Daycare cases (monthly avg.)	116	100	101	71	60





SNAP, HEAP, and most Medicaid payments on behalf of recipients are paid outside of our county budget but represent significant federal and state spending. During the pandemic, the State authorized increased SNAP benefits to households.

Expenditures	2019	2020	2021
SNAP benefits authorized	$8,067,816	$11,329,129	$15,751,602
HEAP benefits paid by OSC (FFY)	$2,038,549	$2,025,799	$1,990,955
HEAP benefits paid locally	$22,889	$20,270	$47,721
Medicaid paid locally (MMIS Account)	$9,732,996	$9,099,414	$8,303,056
Total Medicaid for Cortland Residents	$109,051,979	$110,058,617	$108,136,708

CHILD SUPPORT SERVICES

Description:

Child Support Services include the establishment of paternity, obtainment and enforcement of support orders, and the disbursement of funds. There are two types of cases. The largest type is Child Support Services (CSS) cases. These are private cases that are sought by one parent from another. Anyone in the County can receive assistance from the department in filing for paternity, support, or enforcement of an existing order. The other type of case is called Department of Social Services (DSS) cases. These are ones initiated by the department when money is owed for reimbursement of cash assistance or foster care placement. They can be considered either open or closed cases. Closed cases are those that have arrears owed to the department and a percentage of money might go to the department towards arrears while the rest goes to a custodial parent.

Annual Update:

The amount of money collected and distributed is as follows:

Collections	2019	2020	2021
Reimbursement to DSS	$325,313	$485,594	$369,414
Distributed to a Custodian	$4,487,017	$4,519,853	$4,302,078

There are performance measures monitored by the NYS Office of Temporary and Disability Assistance (OTDA). These measures are a percentage of the amount possible based on our active caseload each year.

Measures	2019	2020	2021
Paternity Established	97.76%	98.37%	98.44%
Support Established	95.95%	96.04%	96.66%
Support Collected	74.09%	78.46%	79.02%
Active Caseload (monthly average)	3,185	3,047	2,833

Our Child Support Investigators file petitions for CSS and DSS cases and our Child Support Attorney represents us on the DSS petition cases in court.

Petitions	2019	2020	2021
Total Petitions	938	733	618
DSS Petitions	356	321	265
CSS Petitions	582	412	353
Paternity Petitions	37	21	17
Support Petitions	279	224	208
Violation Petitions	154	133	124
Modification Petitions	351	272	216
Genetic Petitions	14	5	1
Uniform Interstate Family Support Act Petitions	103	78	52

Services Division

PREVENTIVE and FOSTER CARE

Description and Annual Updates:

Preventive services are provided on a voluntary or court ordered basis to work with families to identify needs and implement service plans. This is done by providing case management with contacts at least twice a month. The services provided meet mandated preventive services regulations in that families must have a child at risk of out of home placement for a specific documented reason. We have a contract with Probation whereby two Sr. Probation Officers provide preventive services case management to families eligible through the Persons in Need of Supervision (PINS) program.

Ave. per Month	2019	2020	2021
Number of open Preventive cases/month	112	86	85
Number of PINS Preventive cases/month (Probation)	20	22	27
Number of cases court ordered	55	32	26

We completed our first year with a new contract with Cortland County Mental Health (CCMH) to provide masters level social work and in-home support to youths and families involved with juvenile justice. We continued our contract with Elmcrest Children's Services for parent education (parent aide) services and family support with visitation services. It is designed to protect children, reduce trauma, engage families, and provide a discharge/permanency plan that can be achieved in the shortest amount of time possible. The program is rooted in safety and security for the children, while recognizing that foster care should be as temporary as possible on the path to permanency, and families should always be supported in staying together whenever possible. There was a drop in visitation hours provided due to COVID and the need to shift to virtual visitation.

During 2021, we spent a great deal of time planning for the implementation of the federal Families First law in October 2021. This law will eventually provide increased federal money for certain approved out of home placement prevention programs for cases meeting rigorous eligibility requirements. We continued to benefit from a grant funded consultant who is helping us assess our service needs, qualifying cases, and program development opportunities. We met many times in 2021 and plan to continue these efforts without our consultant in 2022.

Monthly Ave Cases Serviced	2019	2020	2021
CCMH (monthly average)	19	16	13
Elmcrest Parent Education Program (monthly average)	44	36	30
Elmcrest Family Support Placement cases (monthly average)	9	9	8
Total Visitation hours provided by Elmcrest in year	3,436	2,792	2,422

Children who need to be placed out of their homes due to parent or child behaviors can be placed in DSS custody (foster care) unless there is another parent or relative with whom they can be placed. Reunification efforts need to be made with parents in most instances regardless of who a child is placed with. In the past several years, we have seen more children placed with relatives. Due to a change in the law in 2016, we are now having several children in a new type of placement called a "release" to a non-custodial parent when removed from the custodial parent. This type of placement requires our department to provide services as though the child were placed with a relative until one of the parents is ready to have a private custody order granted by the court.

Monthly or Annual stats	2019	2020	2021
Children in foster care (monthly)	59	71	71
Children entering foster care (DSS custody) in year	36	59	39
- Child Protective Entries	27	41	21
- PINS/Voluntary Entries	0	2	11
- Relative Placements moved to foster care	9	16	7
Children with a relative/other parent (monthly average)	33	28	41
Children entering relative placement in first instance (annual)	15	24	22
Emergency foster care and relative removals total (annual)	42	65	43

Children placed in foster care must be placed in the least restrictive level of care. The least restrictive level is family boarding homes, which are recruited, trained, and certified by our department. When the needs of children are too challenging to be met in family homes, children are placed in therapeutic foster homes, group homes or residential centers that are operated by private agencies. Youths can be placed in non-secure or secure detention by the Juvenile Justice System either in DSS or their parent's custody. In 2021, there was a significant law change in that Persons In Need of Supervision (PINS) youths can no longer be placed in non-secure detention, and if they are placed in foster care there is no reimbursement at all for the costs.

In mid-2021, we engaged in a contract with Hillside Children's Center to perform foster parent recruitment, certification, and training activities. This was done to increase the quantity and variety of local foster homes to keep more children in care locally.

Monthly or Annual stats	2019	2020	2021
Number of children in foster homes (monthly average)	49	60	60
Number of children in higher levels of care (monthly average)	9	11	9
Number of children and bed days in non-secure detention (annual)	6 children/193days	0	0
Number of children and bed days in secure detention (annual)	0	0	61
Raise the Age Placements	0	1	0
OCFS Custody Placements	1	0	0

The amount paid in foster care costs can vary from year to year based on the number of children in care and the numbers in costly higher levels of care.

Our foster care rates were increased at state direction in July 2021:

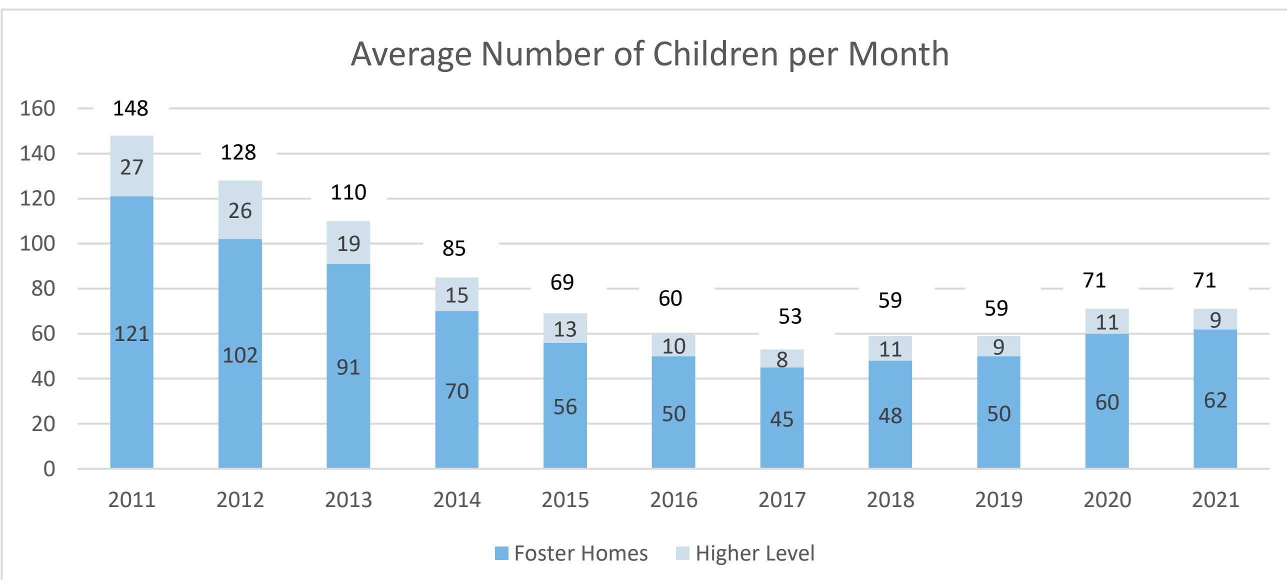
Higher levels of care average rates:

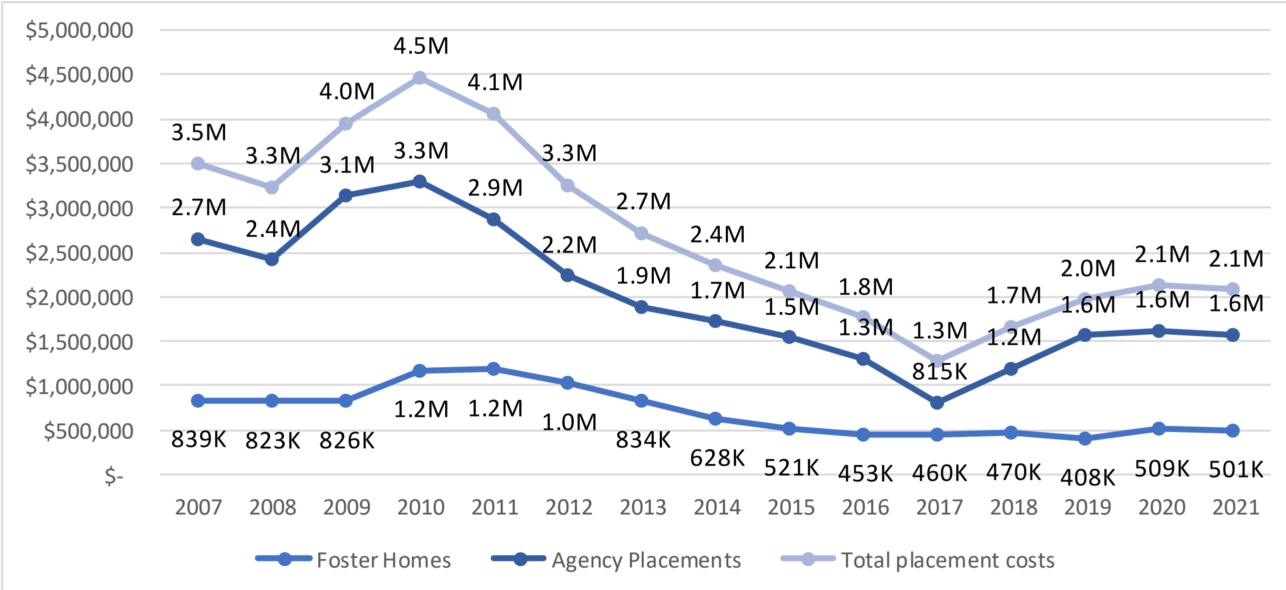
- Therapeutic Foster Homes - $47,018/year
- Group Homes - $68,100/year
- Residential Treatment Centers - $230,983/year

County foster home rates:

- 0-3 yrs old - $6,574 - $12,771 /year
- 4-5 yrs. old - $5,906 - $12,103/year
- 6-11 yrs. old - $7,209 - $12,231/year
- 12-15 yrs. old - $8,461 - $12,563/year
- 16-21 yrs. old - $8,636 – 12,739/year

The charts below demonstrate what the financial impact is of higher levels of care for children who cannot be safely cared for in our local county family foster homes. In 2021 15% of our higher-level foster care placements accounted for 76% of our total foster care costs as indicated in the charts below.





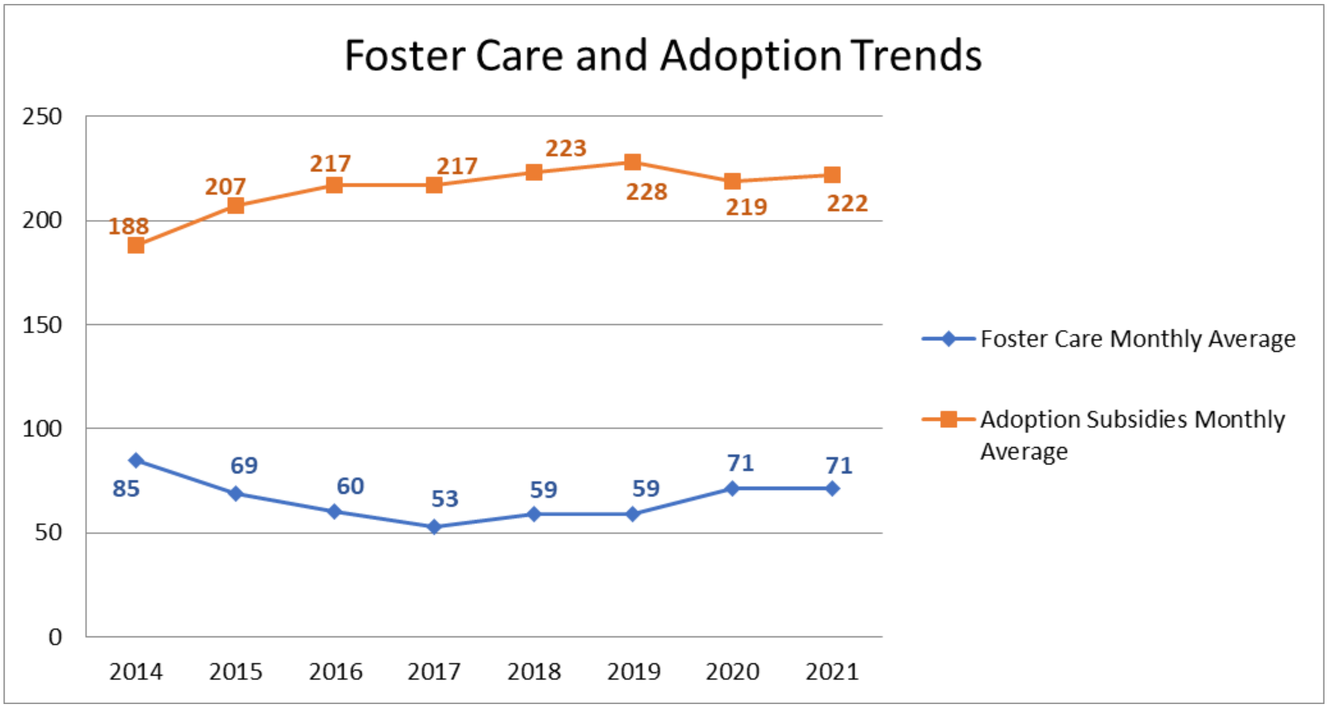
The federal Families First law will provide reduced funding for children who are placed in Residential Treatment Center levels of care. The costs above will be difficult to lower because the children in the highest cost programs are only those who cannot be maintained in lower-level community foster homes. Many of these children would have been served in state operated programs for those with severe mental health needs or developmental disabilities in years past, but the State has closed those programs thereby forcing children into the foster care system when residential care is needed. Additionally, Families First law will reduce the reimbursement we receive for these placements.

Whenever children are placed in DSS custody, efforts must be made to reunify them with their parents or other family members. If they cannot be reunified, efforts must be made to achieve another permanency option as soon as possible and after no longer than 15 months in foster care. This can be achieved through the termination or surrender of parental rights and adoption, or through a permanent custody or guardianship arrangement with another related adult. Catholic Charities ended the contract we had with them in August 2020 for adoption casework services including facilitating the completion of adoption paperwork with the adoptive parents, their attorneys, and the Surrogate Court. We absorbed this work back into the Department utilizing a caseworker in the foster care unit.

Annual stats	2019	2020	2021
Children Leaving Foster Care	40	29	50
Permanency Reports filed for children in out of home placement	137	169	186
Extension of Placement petitions (JD and PINS youths)	1	0	0
Termination of Parental Rights petitions	24	6	13
Surrenders accepted from parents	10	30	10
Children reunited with parent	8	3	9

Children placed permanently/released with another parent or relative	18	1	14
Children adopted	11	9	16
Children Aged Out to Independence	n/a	1	1
Adoption subsidies (annual cost)	$1,999,593	$1,917,371	$1,968,938

As we have reduced foster care over the past several years, the number of children for whom we pay a monthly adoption subsidy has increased as represented in the following chart.



CHILD PROTECTIVE SERVICES (CPS)

Description

CPS reports are received locally from the State Central Registry (SCR) through the Connections computer system. The Department is required to assess the safety of all children in the household within 24 hours, which typically requires a face-to-face contact and assessment of the home. This service needs to be provided 24 hours a day, 365 days a year, which necessitates on-call staffing. The Department has 60 days to complete an investigation. If there is some credible evidence found to support the allegations of the report, then it is indicated. An indicated report will stay on file in the system until the youngest child in the household is 28 years of age. If there is no credible evidence to support the allegations in a report, then the report is designated unfounded, sealed, and retained for 10 years. The Department must assess risk and safety of all children named in a report and provide the least intrusive intervention, when necessary. This could include referrals to community services, opening a preventive services case voluntarily, or court intervention that could order services and/or removal of children from their homes. The Child Advocacy Center is used by any caseworker assigned to investigate a case requiring the Multi-Disciplinary Team (MDT) joint investigation of potential abuse.

Annual Update

Cortland County has a history of being one of the highest counties for CPS reports per 1,000 children. In fact, in 2019, we were the second highest in the state at 95.8/1,000 children. In 2020, we were ranked 7th at 78.1/1,000. Due to the high number of reports and an on-going challenge with caseworker vacancies and leaves of absence, our workers received many more reports than recommended. The State recommended number of new reports assigned to a worker each month is 6, with no more than 15 cases open at any given time. Caseloads for our workers exceeded that during 2021.

We almost never achieve full staff capacity because the training takes 3-4 months, and not all new workers can successfully do the job, therefore, some attrition is expected.

	2019	**2020**	**2021**
Total CPS Reports (annual)	1,274	1,017	1,099
Consolidated Subsequent Reports of total (annual)	163	134	166
Reports involving substance abuse	332	291	295
Overdue Reports (monthly average)	53%	37%	31%
Percentage of workers with more than 15 open reports each month	49%	14%	56%
New reports per worker (monthly average)	9	9	10

Court intervention is always a last resort after referrals to community services and voluntary preventive services are ruled out, and children would be at high risk of harm without caretakers being under a court order. There are three main outcomes from neglect and abuse petitions. They are court ordered preventive services with or without orders of protection against an adult on behalf of children, placement of children in foster care, and placement of children with another parent or relative.

Annual Petition Totals	**2019**	**2020**	**2021**
New Petitions for Services	26	9	14
New Petitions for Out of Home Placement (foster care or relative)	40	42	47

COORDINATED CHILDREN'S SERVICES INITIATIVE (CCSI)

Description

The Coordinated Children's Services Initiative (CCSI) is intended to be a six to eight-month process of assessment, wraparound meetings, and evaluation that is used to help assist families and their youths in overcoming multiple system needs and to prevent out of home placements. A parent partner is assigned and available to work alongside a family 24/7 to help them address immediate needs, offer support, provide a family voice, identify family strengths and concerns, and to help them navigate the various services available. Wraparound meetings are arranged for each family to include all service providers and natural family supports. The participants of the wraparound meeting review needs and strengths of the family. A services plan is devised based upon those findings, and roles and responsibilities are outlined in the plan. Follow up wraparound meetings are scheduled as needed throughout the time the case is open.

Annual Updates

CCSI services were implemented in 2011 and have existed in partnership with Catholic Charities for contract parent partners since that time. The program served 59 families in 2021. There were only 26 family wraparound meetings in 2021 due to the pandemic. Tremendous success has been found with this program as evidenced by the following data.

Outcomes	2019	2020	2021
Out of home placements diverted	24	22	16
Number of youths placed out of home	0	3	4
Successfully Discharged	38	27	16

An important component of the CCSI program is the monthly community partner meetings that focus on collaboration and addressing service gaps. In 2021, this group, that was called Tier 2 and is now called Systems of Care, worked on the following priority goals:

1. Tier II was merged with a group of community leaders implementing a System of Care approach to community assessment and services.
2. The group continued to share information regarding local youth programs and services with community agencies as programs evolve to meet emerging needs. This involves having presentations from community agencies and having teams of presenters go to a group of regional school social workers to share the information.
3. The group worked on identification of needed services to support youths post-pandemic who are struggling with severe mental illness affecting both school and home lives.

ADULT PROTECTIVE SERVICES AND LONG-TERM CARE

Description

Reports for Adult Protective Service (APS) are received and accepted locally based on three criteria: reduced capacity for self-care, risk of harm/unmet essential needs, and no one else willing and able to assist. Cases are investigated for up to 60 days at which time they are closed or open for on-going monthly contacts. There are limited court interventions that can be taken in serious high-risk situations where an adult is in imminent danger and is unwilling or unable to accept essential services and competency is in question. These actions include court orders that grant DSS access to a home with law enforcement, orders to have an individual involuntarily taken for a medical evaluation, and orders that appoint a guardian for an adult's personal or property decisions. Additionally, APS works with individuals on a day-to-day basis to manage money and resolve situations such as homelessness and utility shut offs. They also assess and authorize various in-home Medicaid service supports for those with medical needs.

Annual Update

There continues to be a decline in the number of Adult Protective referrals received annually. In 2021 there was a 17% decline in new referrals. However, the percentage of new referrals that qualify to become investigations continues to increase. In 2020, 71% of new referrals became investigations and in 2021 78% became investigations. Just over half of the new referrals were cases of self-neglect meaning adults neglecting their basic needs and having untreated medical conditions. Of the cases involving neglect by others, financial exploitation continues to be the most common form of neglect. To help us better investigate and assist with financial exploitation situations, we continued to participate in an enhanced multi-disciplinary team (E-MDT) under the leadership of the non-profit LifeSpan funded by the NYS Office for Aging. Six financial exploitation cases were referred to the E-MDT in 2021.

The Covid-19 Pandemic continued to impact work done in the Adult Services unit. Covid-19 infections were higher which made it difficult to see clients at times. Workforce shortages led to extensive wait lists for services. Our two largest mental health agencies, Cortland County Mental Health and Family and Children's Counseling Services, had interruptions in service. The aide shortage increased, and our local skilled nursing facilities were unable to take new admissions at different points in time. These challenges led to unit staff looking for other creative solutions to meet the needs of the clients we serve.

Community collaboration continues to be the most effective strategy for serving adults with complex needs. Regular monthly meetings with the local hospital, County Mental Health Clinic, Office for Aging, Access to Independence and others provide a platform to strategize how to best meet the needs of the most difficult to serve individuals. In 2021 the County Adult Single Point of Access (SPOA) created a new referral form as an initial step towards bringing back the Adult SPOA.

Statistics	2019	2020	2021
Adult Protective Referrals (annual)	203	175	149
Adult Protective Investigations (annual)	92	125	116

On-going Protective Cases (monthly average)	6	4	4
Number of Court Interventions involving DSS (annual)	0	3	2
Number of Guardianship cases in year	3	2	1

Adult Services work includes financial management services for clients who cannot manage their own finances. The Social Security Administration appoints our department as representative payee when an individual has no one else willing and able to do so. Caseworkers assist clients in becoming more financially independent when appropriate.

This unit also provides homeless, utility shut-off, domestic violence, and general intake assessments.

Statistics	2019	2020	2021
Number of Financial Management Cases (monthly average)	199	187	199
Number homeless assessments (annual)	392	272	323
Number domestic violence waiver assessments	94	44	31
Utility shut offs addressed	10	2	2
Under 21 Referrals (Individuals under age 21 applying for TA)	51	50	36

Long term care services involve various types of Medicaid funded in-home aide and supportive services that are authorized after a doctor verifies a need, and a caseworker and nurse assess the person's level of need for services. There are many complicated ways individuals qualify for these services involving both fee-for-service and managed care systems. The State Department of Health (DOH) created the New York Independent Assessor (NYIA) program. This program was established to conduct the Community Health Assessment (CHA) to determine eligibility for Community Based Long Term Support Services (CBLTSS) and Medicaid Long Term Care (MLTC) Plan enrollment options for Medicaid consumers. The Department's responsibility for all CBLTSS cases beginning in 2022 will be to develop the individual's plan of care, which may include additional outreach to the individual including an in-home visit.

Average Cases per Month	2019	2020	2021
Number of Long-Term Care Cases	46	43	39
Number of Consumer Directed Cases	35	35	35
Number of PERS (personal response devices)	13	15	14

FISCAL REPORT for 2021

EXPENDITURE ACCOUNT DESCRIPTIONS

Administration: Salaries, Fringe Benefits, Equipment, Contractual

Daycare: This category reflects subsidies for families eligible for low-income daycare, families in receipt of public assistance and families transitioning off public assistance.

Services for Recipients: This category reflects services purchased for recipients of child protective services, foster care, mandated preventive services, domestic violence services, and adult protective services.

Medical Assistance: This category reflects any Medicaid related costs paid directly by our Department such as health insurance premiums paid on behalf of eligible Medicaid recipients.

MMIS: This stands for the Medicaid Management and Information System. Expenditures from this category are billed to us by the State and cover the various community services billable to Medicaid as defined by the State. Only the local share of Medicaid is reflected in this account. Beginning in 2006, expenditures from this category were capped at set weekly rates to cover the total local Medicaid costs for this MMIS account and the Medical Assistance account. The cap amount increased by approximately 3% each year until 2013 when the methodology changed, and the increase was only 2%. In 2014, the increase was 1% and thereafter the increase is 0% from year to year. However, the weekly share amounts are now being reduced due to enhanced federal funding for certain single adult populations related to the Affordable Care Act provisions and due to enhanced federal pandemic money.

Family Assistance: This category reflects any expenditure made for families who are eligible for Family Assistance cash benefits including emergency benefits and employment services. It also reflects any expenditure made for families in receipt of mandated preventive services and/or foster care services that meet eligibility criteria for EAF (Emergency Aid to Families).

Child Care: This category reflects any expenditure made for children in foster care who qualify for federal Title IVE funding, and for those children who are placed due to neglect or a voluntary instrument who do not qualify for any federal Title IVE or EAF funding. The costs for all children receiving an adoption subsidy are included in this account. Also, in this category, are the room and board costs for any children placed in a residential facility by school districts through the CSE (Committee on Special Education) and the tuition costs of children placed in the Office of Mental Health Residential Treatment facilities.

Juvenile Delinquent: This category reflects any expenditure made for children in foster care who are adjudicated a PINS or JD and who are not eligible for federal Title IVE or EAF funding. This category also contains the expenditures made for any child placed in a detention facility.

State Training: This category reflects only the local share of costs for children placed in the custody of the New York State Office of Children and Family Services and placed at state operated facilities. These are children who have been adjudicated with serious JD offenses.

Safety Net: This category of cash assistance reflects any expenditure made for childless adults or families who have exhausted their 60-month time limit for Family Assistance who qualify for the state operated Safety Net cash assistance program. It includes emergency services for those who qualify.

HEAP: This is the Home Energy Assistance Program. It reflects any expenditure made for eligible applicants who qualify for a renter's benefit when heat is included in rent or who have vendors, such as wood vendors, that do not participate in the Office of State Comptroller vendor payment program.

Emergency Aid to Adults: This category of assistance reflects expenditures made for those SSI recipients who qualify for an emergency benefit such as a utility shut-off or eviction.

2021 REVENUE DISTRIBUTION

Federal Share	$6,646,079	26.2%
State Share	$4,081,535	16.1%
County Share	$13,391,086	52.9%
Local Revenue/Repayments	$1,203,753	4.8%
Total	**$25,322,453**	**100.0%**

2021 COSTS BY ACCOUNT

ADMINISTRATION		
Administrative Costs		$8,245,697
Special Allocations		
Non-Residential Domestic Violence		20,905
Families First		30,000
Behavioral Health		20,453
Code Blue		164,119
Total Grant Expenditures		$235,477
Total Administration		$8,481,174
PROGRAM ACCOUNTS		
Family Assistance		$2,128,458
Cash Assistance	$924,305	
Foster Care	$826,438	
Preventive Services	$377,715	
Safety Net		$1,624,252
Emergency Aid to Adults		$9,704
Juvenile Delinquent Care		$2,624
State Training Schools (OCFS)		$142,626
Child Care		$3,528,289
Foster Care	$1,253,871	
Adoption Subsidies	$1,968,936	
Raise the Age	$91,018	
CSE & RTF	$214,464	
Medical Assistance		$0
MMIS		$8,303,056
Services for Recipients		$656,427
Services for Recipients	$647,587	
Raise the Age	$8,840	
Home Energy Assistance Program		$47,721
Daycare		$389,282
Total Program		$16,841,279
TOTAL BUDGET EXPENDITURES		**$25,322,453**

2021 Annual Report
Financial Review and Program Highlights

Summary of 2021 Budget

	2021 Budget	2021 Actual	Difference
Expenditures	$30,268,404	$25,322,453	($4,945,951)
Revenue	$14,863,668	$11,931,367	($2,932,301)
County Share	$15,404,736	$13,391,086	($2,013,650)

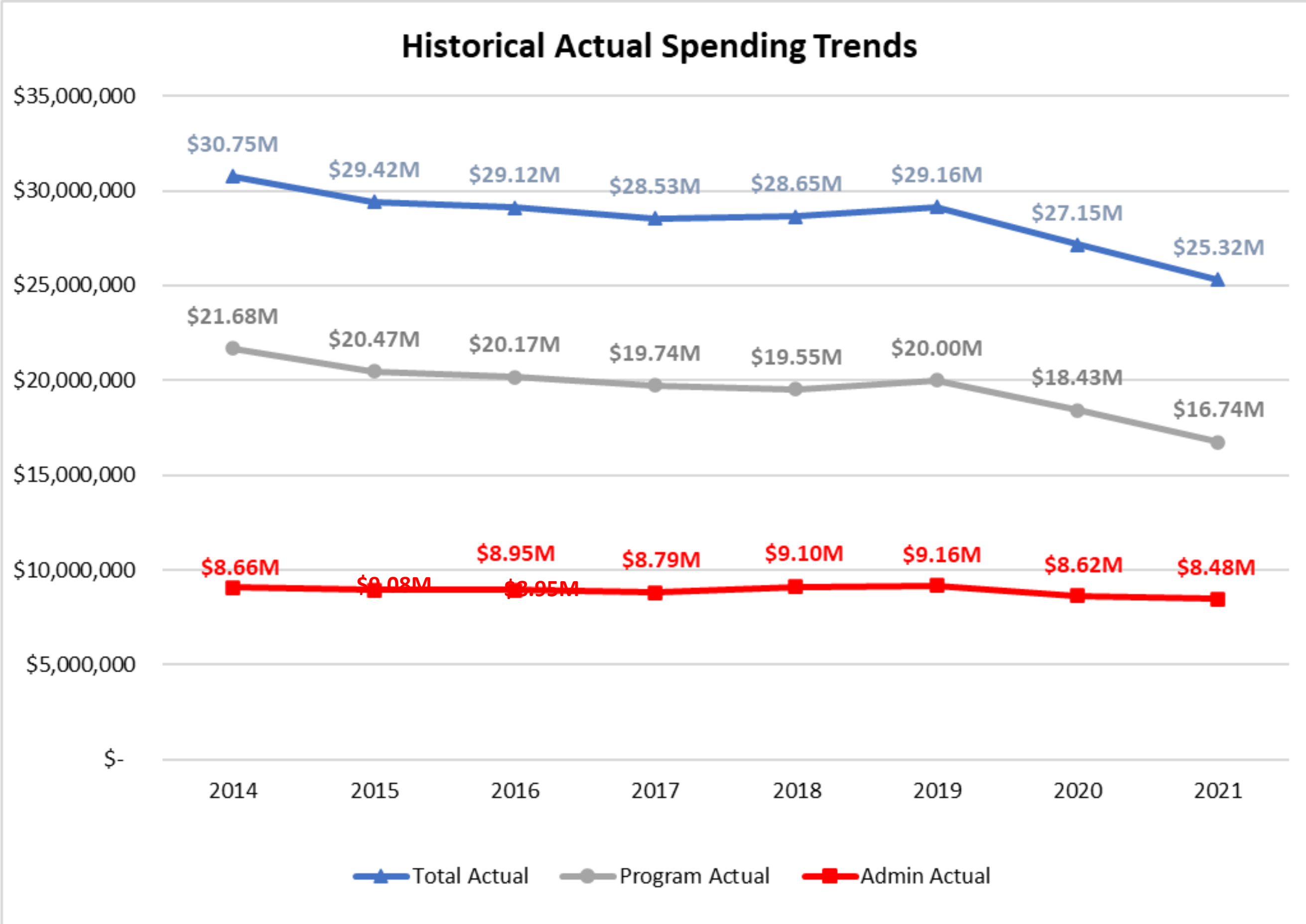
Summary of Expenditures

Administrative Accounts

	Original Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Salaries	$5,158,096	$4,932,482	($225,614)	$1,678,324 34%	• CSEA raises were 2%, then another 4% in November • Increased staff leaving resulted in higher vacation payouts
Fringe	$2,561,598	$2,460,200	($109,398)	$836,468 34%	• Workers Comp & Health Insurance costs were lower • Retirement costs were higher
Equipment	$0	$3,727	$3,727	$1,230 33%	• New computers purchased for interview rooms • FTI compliant shredder for SCU
Contractual	$1,151,335	$920,646	($230,689)	$303,813 33%	• Sheriff security costs decreased due to having 2 P/T officers instead of 1 F/T and 2 P/T • Multiple contracts were underspent: Hillside, Job Search Workshop, Drug/ Alcohol Screenings, DNA testing • Very little travel in 2021
Code Blue	$166,800	$164,119	($2,681)	$20,939	• Local share is portion of revenue that will be claimed in 2022
Raise the Age	$738,000	$99,858	($638,142)	$4,736	• We paid only 3 full months of care and 5 months of aftercare • Local share is portion of revenue claimed in 2022

Program Accounts

	Original Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Daycare	$652,000	$389,282	($262,718)	$59,286 15%	• Processed all applications received and put waivers in place for closures and absences due to COVID, but underspent • Appropriation based on block grant plus rollover
Services for Recipients	$617,610	$656,427	$38,817	$386,146 59%	• Shift in case eligibility from EAF to this account • Families First grant added
MMIS Medicaid	$9,427,938	$8,303,056	($1,124,882)	$8,303,056 100%	• This is all local share • Weekly share was not increased as much as expected in April and was reduced in November due to federal money
Medical Assistance	$0	$0	($0)	($45,887) 0%	• Local share shows as negative due to recoveries that we receive and return to State/Federal
Family Assistance	$2,620,500 w/o RTA	$2,128,458	($492,042)	$289,576 14%	• Foster Care shifted back to this account from Child Care • Preventive costs shifted from this account to POS • TA caseload was down; many fewer emergencies due to COVID
Child Care	$4,477,327 w/o RTA	$3,437,271	($1,040,056)	$448,931 13%	• Foster care costs decreased for higher level care facilities • No RTF placements, decrease in CSE kids • Slight increase in Adoption subsidies
Juvenile Delinquent Care	$138,000 w/o RTA	$2,624	($135,376)	$1,924 Approx. 47%	• Transportation for secure detention placement • Part of local share is revenue that will be claimed in 2022
State Training	$163,000	$142,626	($20,374)	$142,626 100%	• We had 3 kids placed, total of 251 days @ $627 per day local cost (2019 costs)
Safety Net	$2,331,200	$1,624,252	($706,948)	$944,022 58%	• Local share was reduced due to SSI Repayments • Caseload is down, fewer emergencies due to CVD
HEAP	$30,000	$47,721	$17,721	$9,970 0%	• No local share (Prior yr. revenue makes up difference)
Emergency Aid to Adults	$35,000	$9,704	($25,296)	$5,926 61%	• SSI emergencies fluctuate every year and COVID reduced this year.



<u>2021 Budget Summary Notes</u>

- Expenditures decreased in 2021 due to lower Temporary Assistance, Medicaid and institutional level child placements.

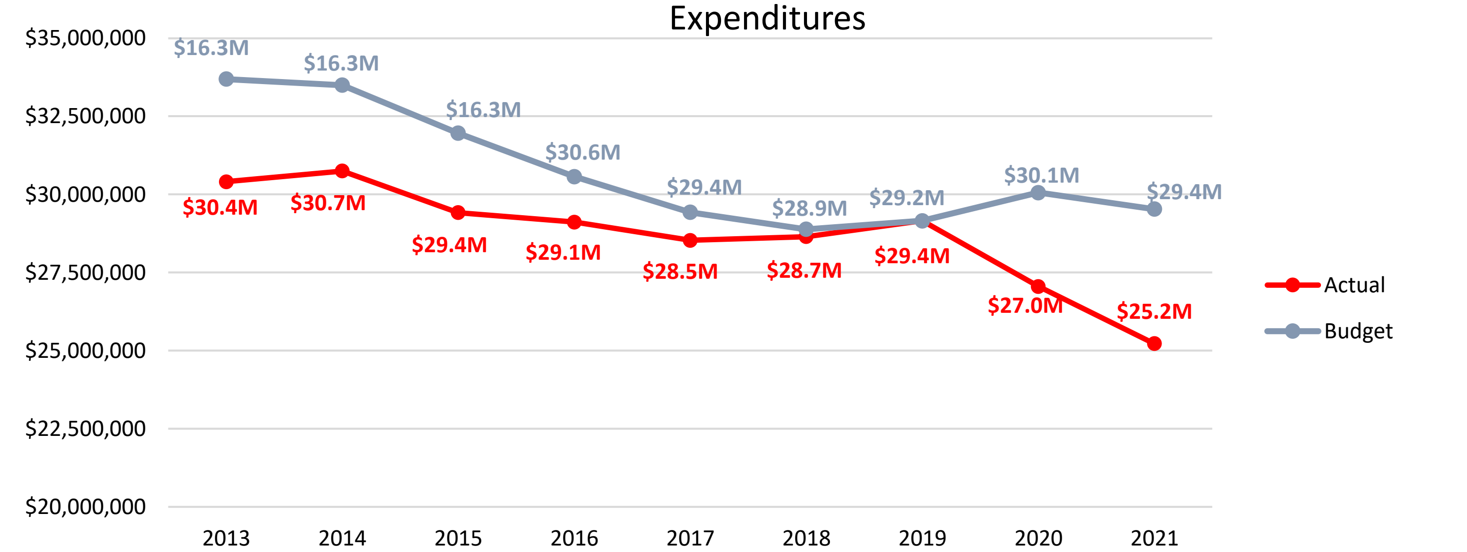
- Overall expenditures have not been our biggest budget challenge over the years. Reductions in revenue for mandated programs have been our challenge.

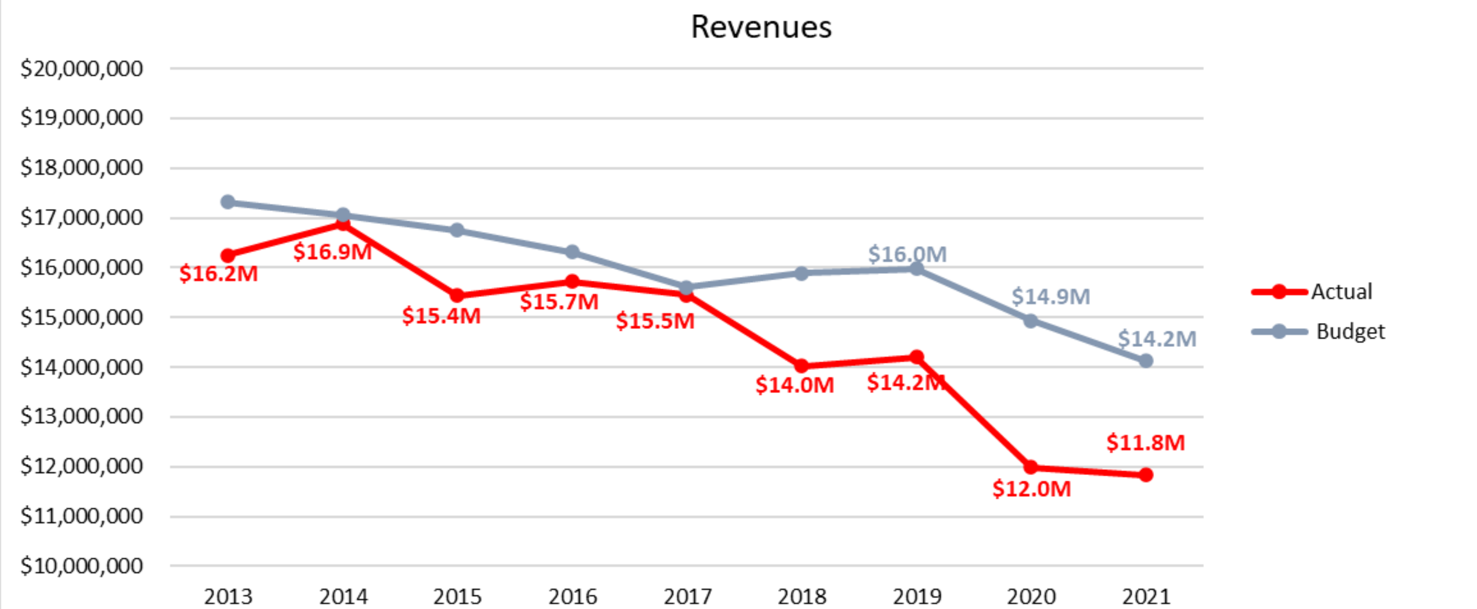
- Declining revenues have increased our county share in recent years.

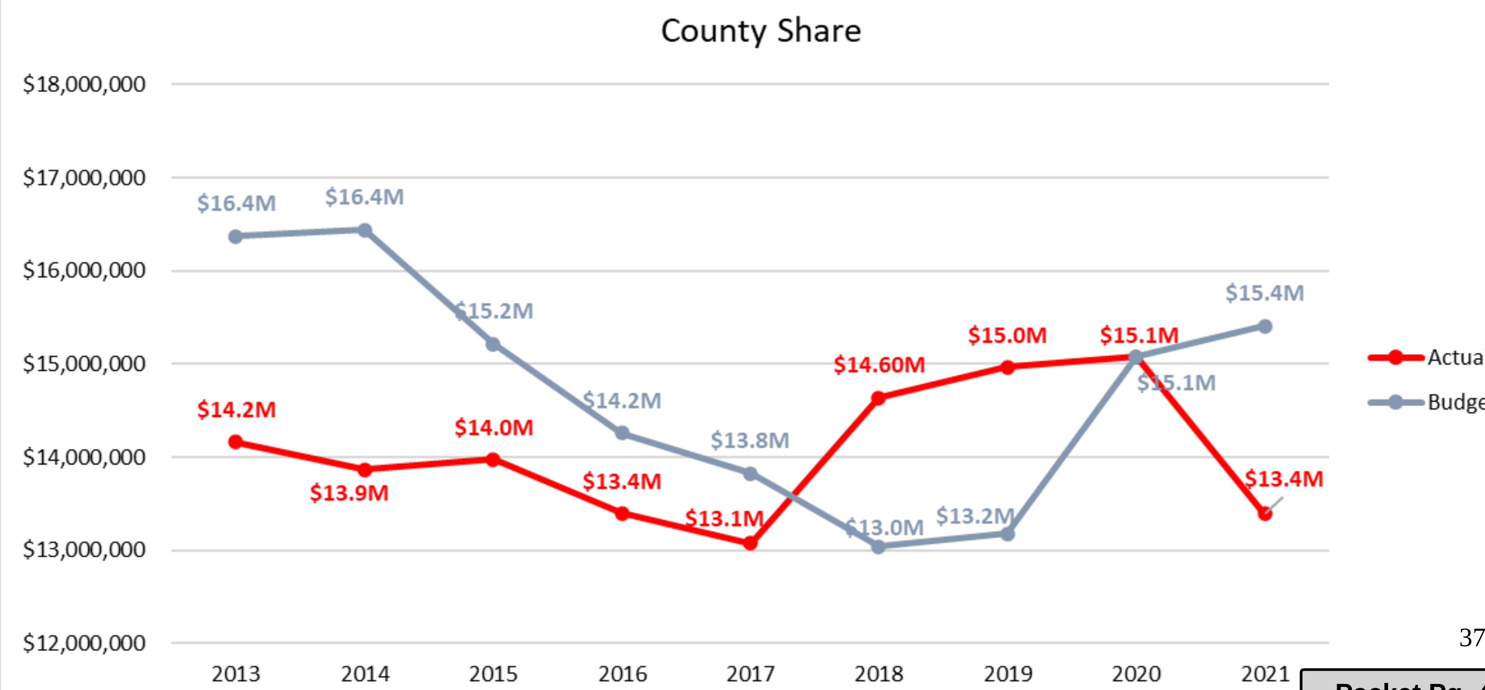
  - Much of the actual revenue difference to budgeted amount in 2021 was due to decreased spending because when we do not spend, we do not draw down certain open-ended matching state and federal revenue streams.

  - We changed how we recognize child welfare revenue that is advanced to us then reconciled a year or more later. This money is being placed in a deferred revenue account rather than being recognized as cash when it is received. This allows us to recognize it after the State confirms final amounts owed to us. Due to underspending and county share savings, we have been able to accumulate savings in this account that will help when expenditures increase in future years due to state policy shifts.

Charts without Raise the Age costs







Public Health
Prevent. Promote. Protect.
Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

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

Health and Human Services Committee Report
June 2022

COVID-19 Update

COVID-19 cases:
a. 5/8-5/14=165
b. 5/15-5/21=128
c. 5/22-5/28=92

3 week total of **385** new cases. We continue to see a decrease in reported cases (lab reported and home-test reports)

As of May 26: Cortland County's community level is Low

As cases continue to decrease throughout Cortland County, the health department continues to encourage people to use the mitigation strategies established as needed to continue to limit the spread of COVID-19.

These include:
- get vaccinated and stay up to date on your COVID-19 vaccines
- test if you have symptoms or an exposure
- People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

Staffing:

- Public Health Fellows recruitment is going well. We have hired the Public Health Fellows Coordinator and we have hired two out of the four Public Health Fellows. All newly hired staff will be starting this month. Active recruitment continues for the final two positions.

Sincerely,

Nicole Anjeski, MS, MPH
Public Health Director