

SOCIAL SERVICES COMMITTEE

February 5, 2009

Pre/Post Committee AGENDA

Motion to accept minutes of previous meeting (1/29/09)

1. Request resolution for funds to pay for OCFS Care and Maintenance Charge back costs. We have \$172,650.00 appropriated but need an additional appropriation of \$179,973.45 or the State will do a revenue intercept. We received the bills on 2/4/09. These are the charges and what we owe when:

• 2008 1 st quarter	\$74,412.62	due now
• 2008 2 nd quarter <i>approx.</i>	\$74,412.62	due now
• 2007	\$38,658.24	due now
• 2008 3 rd quarter <i>approx.</i>	\$74,412.62	due 3/09
• 2002	\$16,314.73	due 3/31/09
• 2008 4 th quarter <i>approx.</i>	\$74,412.62	due 4/09
• 2003	\$57,908.64	due 3/31/10
• 2004	\$45,475.38	due 3/31/11
• 2005	\$90,293.67	due 3/31/12

2. Request permission to change the organizational chart and salaries of two Sr. Account Clerks, to Account Clerks. One person did not pass the Civil Service Exam and the other did not take the Civil Service exam. Employee ID numbers 11282 in 40.07 and 10936 in 40.02. One is in Accounting and one is in Child Support. This would be two positions going from a Grade 7 to a Grade 4. This will be a savings in my budget of approximately \$7,500.00.
3. FYI –We have received additional administrative funds to administer HEAP which includes two six month positions, overtime, 5 phone lines and 5 computers.
4. Request permission to appropriate \$64,436.00 in our budget for HEAP Administration allocation.

5. Permission to fill a Social Welfare Examiner position in Temporary Assistance. We had a worker resign on Friday, January 30, 2009. This position is 75% Federally and State funded and is budgeted.
6. FYI – I am changing the standby procedure in our Department so that we are only paying two staff members instead of four staff members on a daily basis. This will save approximately \$14,000.00
7. Permission to create and fill a temporary six month Clerk position to help administer HEAP. It is 100% funded.
8. Permission to create and fill a temporary six month Social Welfare Examiner position to help administer HEAP. It is 100% funded.
9. Permission to fill a temporary Social Welfare Examiner Position, we have had someone out on medical since December 29, 2008 and just received notification that they will now be out until at least April 20, 2009. This position is 75% Federally and State funded.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 2/4/09

- (a) Purpose of Amendment: To cover retroactive State Training Charges for 2002, 2007 and 2008

- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.6129.470 State Training from Unappropriated General Fund Balance \$179,973.45.

- (c) Revenue Code (with title), and Amount: None

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 2/4/09

- (a) Purpose of Amendment: To increase HEAP Administrative Funds to cover overtime, salaries and equipment.

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
 - A.6010.110 Personal Services \$23,797.00
 - A.6010.120 Overtime \$17,610.00
 - A.6010.220 Equipmet \$5,800.00
 - A.6010.850 Fringe \$17,229.45

- (c) Revenue Code (with title), and Amount: 1840 HEAP Administration \$64,436



David A. Paterson
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

David A. Hansell
Commissioner

January 27, 2009

District: Warren County

RE: Request for Additional 2008-09 HEAP Administrative Funds

Dear Commissioner:

Your request for additional administrative funds to administer the 2008-09 HEAP Program has been approved as follows.

FUNDS TO BE UTILIZED TO:

Hire additional staff/extend temporary workers, including fringe:	\$41,026.00
Install 5 additional phone lines & computers	\$5,800.00
<u>Cover overtime expenses:</u>	<u>\$17,610.00</u>
Total Increase	\$64,436.00
Total 08-09 HEAP Administrative Funds	\$298,675.00

Please note that these expenditures are subject to administrative review by OTDA.

Thank you for your efforts in administering the HEAP program. If you have any questions on the allocations or advances, please contact your HEAP liaison at (518) 473-0332. Finance staff should contact:

Regions 1-4: James Carroll 1(800)343-8859, ext. 4-7549 or (518)474-7549
James.Carroll@otda.state.ny.us
Region 5: Michael Borenstein (631)854-9704
Michael.Borenstein@otda.state.ny.us
Region 6: Marian Borenstein (212) 961-8250
Marian.Borenstein@otda.state.ny.us

Sincerely,

Phyllis Morris
Director, HEAP, SSI and EBT Policy
Center for Employment and Economic Supports

Revised 2009 Tentative Budget

Clerk for 6 months	\$	11,448.50		For answering phones, imaging, taking apps
Social Welfare Examiner 6 months	\$	<u>12,348.50</u>		For processing cases, complete interviews
			\$	23,797.00
600 Hours Overtime				
300 @ Principal Examiner Rate	\$	9,030.00		For processing cases and outreach
300 @ Senior Examiner Rate	\$	<u>8,580.00</u>		For processing cases and outreach
			\$	17,610.00
Fringe Beneits				
New Employment	\$	23,797.00		
Overtime Rate	\$	<u>17,610.00</u>		
	\$	41,407.00		
2008 Fringe Rate 41.61 %			\$	17,229.45
5 Computers @ \$700.00		\$3,500.00		
5 Phone Line installation/year @ \$30/m		\$1,800.00		
				\$5,800.00
Estimated Total			\$	<u><u>64,436.45</u></u>

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 2/2/09

- (a) Title of Requested Position: Clerk
- (b) Annual **Base** Salary (and Grade if Applicable): \$22,897, Grade 2
- (c) Effective Date for New Position:* 2/23/09
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): None
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: HEAP Administration, new funding
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 2/2/09

- (a) Title of Requested Position: Social Welfare Examiner
- (b) Annual **Base** Salary (and Grade if Applicable): \$29,199
- (c) Effective Date for New Position:* 2/23/09
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): None
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: HEAP Administration, new funding
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services \$29,199.00
Title of Position Social Welfare Examiner Base salary ~~28,697.00~~
Budget code and title 40.01 A.6010
This position is vacated due to: Retirement Resignation Termination
Employee No. 11544

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services Date 2/3/09

- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 2/3/09

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

- The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Clerk *Temporary* Base salary \$22,897.

Budget code and title A.6010 40.01

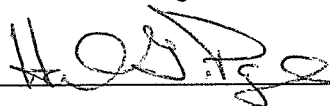
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. New Hire

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services Date 2/3/09

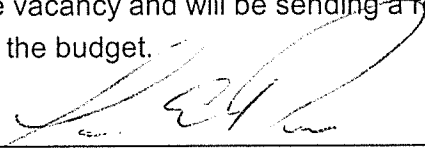
- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 2/3/09

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services \$29,199.00
Title of Position Social Welfare Examiner Base salary ~~28,697.00~~
Budget code and title 40.01 A.6010
This position is vacated due to: Retirement Resignation Termination
Employee No. ~~11544~~ New Position - Temporary

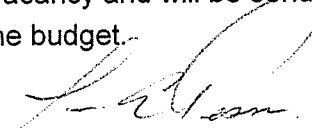
COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee _____ Date 2/3/09
 The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date 2/3/09
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services \$29,199.00
Title of Position Social Welfare Examiner *Temporary* - Base salary ~~28,697.00~~
Budget code and title 40.01 A.6010
This position is vacated due to: Retirement Resignation Termination
Employee No. 10163 out on medical since December 20, won't be back until at least 4/20/09.

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee _____ Date *2/3/09*

- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature _____
[Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date *2/3/09*

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____
[Signature]

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____