

SOCIAL SERVICES COMMITTEE AGENDA

Friday, September 23, 2011 @ 10:30 a.m.

1. Committee Meeting called to order by Chairman.
2. Motion to approve minutes of prior Committee meeting.

Action Agenda

1. **Request** Permission for the Youth Bureau Director to attend a Youth Development Training in Albany on October 26th.

Rationale: This is an annual training provided at no cost to all Association of NYS Youth Bureau Members except for travel.

2. **Request:** A proclamation - November is National Adoption Month.
3. **Request:** Permission to submit the 2012 5 yr Child Welfare Plan. This plan is usually submitted every 3 years and updated annually. A Public Hearing is required which is scheduled for October 13th.
4. **Request** Permission for A Child Protective Caseworker to enroll in a Substance Abuse Training Program at Adirondack Community College. Upon successful completion of the course County cost would be \$482.50.
5. **Request:** Permission to send a Child Protective Caseworker and a Senior Child Protective Caseworker (Denice Spinosa and Kristy Neel) to attend the 2011 NY State Police Child Physical Abuse and Neglect Seminar in Albany from November 14, 2011 - November 17, 2011.

Rationale: This training is provided at no cost to the County, except meals \$24/week/person and travel which is allowed for in the budget. Work schedules will be adjusted to prevent as little overtime as possible.

6. **Request:** Permission to send three Caseworkers (Rachael DuRose, Elizabeth Fregeau and Janet Baker) to GPSII/MAPPS (Group Preparation and Selection Model II Approach to Partnership in Parenting Leader Certification Training) in Albany from November 1 - November 4 and November 14 - November 18, 2011.

Rationale: This is valuable and mandated certification training for staff to train prospective foster and adoptive parents. The training is at no cost to the county and travel will be reimbursed \$.21 per mile per trainee for travel by the

state. Work schedules will be adjusted to prevent the least amount of overtime as possible.

7. **Request:** Permission to fill Social Welfare Examiner #13 in TPhi/Disability due to resignation (September 16, 2011), and any backfills resulting therefrom.

Rationale: This program/service is mandated and the position is currently 100% funded through Medicaid.

8. **Request:** Permission to fill Sr. Social Welfare Examiner #6 position in Food Stamps/HEAP due to retirement effective September 13, 2011, and any backfills resulting therefrom.

Rationale: This service/program is mandated and 50% Federally reimbursed with a 50% local share.

9. **Request:** Permission to fill Caseworker #16 position in CPS due to resignation, effective September 12, 2011, and any backfills resulting therefrom.

Rationale: The position will is needed in the Foster Care Unit at this time which is a mandated service/program. The position is reimbursed by the State and Federal government at 75% and has a Local share of 25%.

Old Business/Pending items

Topics for Discussion

1. Overtime Report.
2. Budget Status Report.

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Margaret Sing Smith

 (Supervisory Committee) (Employee Name)

to attend State Association of Youth Bureaus Director/Staff Training

 (Name of meeting or organization)

at Holiday Inn Wolf Road - Albany NY

 (Address)

on October 26 12-7 pm Mode of transportation to be used County Vehicle

 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Note: Registration and meals are provided for State Association members.

Proper documentation must be attached when submitting for approval.
 (Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ n/a GSA* Rate \$ n/a
- Meal costs - GSA*per diem rate \$ n/a

*www.gsa.gov

Date: September 23, 2011



 Department Head Signature

Date: 9/29/11

 Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE

/

ANYSYB YB Director/Staff Training
The Holiday Inn Wolf Road
Albany, New York
October 26th 12:00noon – 5:30pm; Dinner at 7:00pm
October 27th 8:00 – 10:45am

Wednesday, October 26, 2011: Youth Bureau Director/Staff Training

11:00 – 12:00 ***Registration and Networking***

12:00 ***Lunch with Opening Remarks***
Jen Petteys, ANYSYB President
Jackie Negri, ANYSYB Executive Director

1:00pm ***Results Accountability with Karen Finn, Results Leadership Group and YB Directors from Orange County, Erie County, Herkimer County, Seneca County, and Washington County***

Karen Finn, Senior Consultant from Results Leadership Group, LLC, "The Nation's Leading Results Accountability Resource" will provide participants with cutting edge information on youth development performance measures and outcomes. Karen will share her findings from across the State, including updates from counties who are engaged in collaborative efforts in the area of youth development and county planning. This is a follow-up to the Statewide Quality Enhancement Trainings and topics to be discussed by this panel will include but not limited to: Performance Measures, Steps to Outcomes, Results-based Community Convening, Touchstone Results and Indicators, and Quality Measurements.

3:45 ***Break***

4:00-5:30 ***Fireside Chat: Strategic Directions: The Future of Youth Development***
William T. Gettman, Jr., Executive Deputy Commissioner, NYSOCFS
Laura Velez, Deputy Commissioner for Child Welfare and Community Service
Matt Beck, Acting Director, Office of Youth Development, NYSOCFS
Moderator: Jackie Negri, ANYSYB Executive Director

Join your colleagues at this roundtable discussion on Youth Bureaus future role and the importance of youth development in comprehensive county planning. This session will provide an update on the State of youth development in New York and allow for interactive discussion on how to better position youth development across counties, municipalities and other youth sectors (juvenile justice, child welfare, etc.)

7:00pm ***Dinner & Networking***

Tuesday October 27, 2011: Youth Bureau Director/Staff Training

8:15 am Breakfast and Table Talk

Join a table to share your best practices in youth development. Topics will be located on each table.

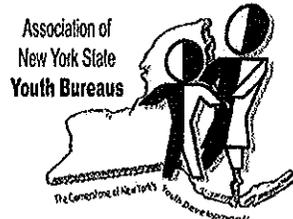
**9:15-10:45 An Alternative to Managing Municipal Program Contracts
Kathy Fenlon, Executive Director, Oswego City/County Youth Bureaus**

For nearly 20 years, Oswego County has administered all municipal youth recreation and youth service contracts, with all municipal state aid funding passing through the County. With the inception of QYDS, this process has become more streamlined by consolidating all municipal programs into just two QYDS programs – one for municipal youth recreation programs and one for municipal youth service programs. Learn how this is done, the advantages it has for the Youth Bureau, and the benefit it is for OCFS.

To register for the 2011 Youth Development Training go to www.anysyb.net and click on ANYSYB Youth Bureau Director/Staff Training Registration

**Registration is free to ANYSYB dues paying youth bureaus.
Overnight accommodations available and meals included.
Open to Youth Bureau directors or key staff- 2 maximum per Youth Bureau.**

**Questions? Email nassocia@nycap.rr.com and put
ANYSYB Director's Training in the Subject Line**



**Association of NYS Youth Bureaus
194 Washington Avenue, Suite 415
Albany, NY 12210**

**Phone: 518-436-8712
Email: nassocia@nycap.rr.com
www.anysyb.net**

The White House

Office of the Press Secretary

For Immediate Release
November 01, 2010

Presidential Proclamation--National Adoption Month

Giving a child a strong foundation -- a home, a family to love, and a safe place to grow -- is one of life's greatest and most generous gifts. Through adoption, both domestic and international, Americans from across our country have provided secure environments for children who need them, and these families have benefited from the joy an adopted child can bring. Thanks to their nurturing and care, more young people have been able to realize their potential and lead full, happy lives. This year, we celebrate National Adoption Month to recognize adoption as a positive and powerful force in countless American lives, and to encourage the adoption of children from foster care.

Currently, thousands of children await adoption or are in foster care, looking forward to permanent homes. These children can thrive, reach their full potential, and spread their wings when given the loving and firm foundation of family. Adoptive families come in many forms, and choose to adopt for different reasons: a desire to grow their family when conceiving a child is not possible, an expression of compassion for a child who would otherwise not have a permanent family, or simply because adoption has personally touched their lives. For many Americans, adoption has brought boundless purpose and joy to their lives. We must do all we can to break down barriers to ensure that all qualified caregivers have the ability to serve as adoptive families.

This year, on November 20, families, adoption advocates, policymakers, judges, and volunteers will celebrate the 11th annual National Adoption Day in communities large and small. National Adoption Day is a day of hope and happiness when courthouses finalize the adoptions of children out of foster care. Last year, Health and Human Services Secretary Kathleen Sebelius was honored to preside over a ceremony celebrating two foster care adoptions as part of my Administration's support for this important day.

Adoptive families are shining examples of the care and concern that define our great Nation. To support adoption in our communities, my Administration is working with States to support families eager to provide for children in need of a place to call home. The landmark Affordable Care Act increases and improves the Adoption Tax Credit, enabling adoption to be more affordable and accessible. As part of the Adoption

Incentives program, States can also receive awards for increasing adoptions and the number of children adopted from foster care. AdoptUsKids, a project of the Department of Health and Human Services, offers technical support to States, territories, and tribes to recruit and retain foster and adoptive families; provides information and assistance to families considering adoption; and supports parents already on that journey. I encourage all Americans to visit AdoptUsKids.org or ChildWelfare.gov/Adoption for information and resources on adoption, including adoption from foster care.

As we observe National Adoption Month, we honor the loving embrace of adoptive families and the affirming role of adoption in the lives of American families and our country. Let us all commit to supporting our children in any way that we are able -- whether opening our hearts and homes through adoption, becoming foster parents to provide quality temporary care to children in crisis, supporting foster and adoptive families in our communities and places of worship, mentoring young people in need of guidance, or donating time to helping children in need. Working together, we can shape a future of hope and promise for all of our Nation's children.

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim November 2010 as National Adoption Month. I call upon all Americans to observe this month by answering the call to find homes for every child in America in need of a permanent and caring family, as well as to support the families who care for them.

IN WITNESS WHEREOF, I have hereunto set my hand this first day of November, in the year of our Lord two thousand ten, and of the Independence of the United States of America the two hundred and thirty-fifth.

BARACK OBAMA

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: SOCIAL SERVICES

DATE: SEPTEMBER 23, 2011

- (a) Purpose of Request: Authorize the Deputy Commissioner to Submit and the Chairman to sign the Warren County Child & Family Services 2012 Five Year Plan for the Period January 1, 2012 - December 31, 2016.

- (b) Details: This County and Family Services Plan contains County outcomes and strategies that respond to community needs. The Plan identifies Local Department of Social Services (districts) strategies in the areas of adoption, foster care, preventive, protective and other services for children and protective and other services for adults. The Plan also identifies Youth Bureau strategies for youth development and services for youth. In addition, it contains a description of public participation in the development of the Plan, as well as estimates of expenditures and program information.

- (c) Previous Resolution Number: 32 OF 2011 (UPDATE)

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

Sample: A.8021 470 Planning & Community Development – Contract

*** as listed in budget and LOGOS**

3

County Child and Family Services Plan

January 1, 2012 – December 31, 2016

County

This Child and Family Services Plan contains county outcomes and strategies that respond to community needs. Specifically, the plan identifies Local Department of Social Services (districts) strategies in the areas of adoption, foster care, preventive, protective and other services for children, and protective and other services for adults. The plan also identifies Youth Bureau strategies for youth development and services for youth. In addition, it contains a description of public participation in the development of the Plan as well as estimates of expenditures and program information.

() -

Contact Person

Phone

Title

Email

RESOLUTION REQUEST FORM NO. 19
Application for Approval to Enroll in Job-Related Courses by Employee

1. Employees Name: Lauren Berry

2. Position: Caseworker

3. Department: CPS

4. Course Title: CASAC Training Program—Substance Abuse Training Program Module II

5. Institution or School: Adirondack Community College

6. How Course Relates to Current Position: This course will assist me in gaining a better understanding of substance abuse and addiction, diagnosis and treatment trends and case management skills for working with clients with addiction problems. This training will allow me to improve service delivery to the clients on my caseload.

7. Starting Date: DEC. 13, 2011

8. Completion Date: MAR. 13, 2012

9. Cost: \$965.00

10. Employees Signature: *Lauren J. Berry*
Date: 8/18/11

11. Supervisors Comments (Approval/Denial)
Supervisors Signature: *Janine Green*
Date: 8/18/11

12. Department Heads Comments (Approval/Denial)
Department Heads Signature: *Stephanne Wheeler*
Date: 9/23/11

13. Committees Recommendation: *Approved*
Committee Chairman Signature: *William Cook*
Date: 9/23/2011

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a AC@, its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

5

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Denice Spinosa, Kristy Neel
 (Supervisory Committee) (Employee Name)

to attend 2011 NYSP Child Physical Abuse and Neglect Seminar
 (Name of meeting or organization)

at NYSP Academy Washington Ave., Albany, NY
 (Address)

on 11/14-11/17/11 Mode of transportation to be used N/A
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: Per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.
 (Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ commuting GSA * Rate \$ _____
- Meal costs - GSA *per diem rate \$ \$24.00/week/person (lunch meal plan)

* www.gsa.gov

Date: 9/8/11


 Department Head Signature

Date: _____
 Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.

Mulcahy, Cynthia (DFA4-A52)

From: NYSPSVU [events@regonline.com]
Sent: Thursday, September 08, 2011 9:52 AM
To: Mulcahy, Cynthia (DFA4-A52)
Subject: 2011 NYSP Child Physical Abuse & Neglect Seminar

If you are having trouble viewing this email, try [viewing it in a browser](#).

2011 NYSP Child Physical Abuse & Neglect Seminar

The New York State Police Academy will host the 6th Annual NYSP Child Physical Abuse & Neglect Seminar, November 14th to 17th, 2011.

This Seminar is for law enforcement, social service agencies, prosecutors, and victim advocates who work in New York State. It is intended to assist field level personnel in the successful investigation and prosecution of child abuse and neglect.

Topics to be presented include: child homicide investigation and prosecution, shaken baby syndrome, cultural issues, investigating cases involving children with disabilities, legal perspectives, medical considerations, and courtroom testimony.

This extensive training is provided at no cost to attendees.

There is a special low lodging rate of \$89/night offered by the Hilton Garden Inn for Seminar attendees.

Go to www.troopers.ny.gov and follow the Seminar links for full details and on-line registration.

The registration deadline is Monday, November 7, 2011.

Questions may be directed to Investigator Mary Beth Horn (518) 464-7138, Investigator Daniel Craven at (518)-464-7134, or Senior Investigator Gary B. Kelly at (518) 464-7133. Our email address is NYSPSVU@troopers.state.ny.us.

Please forward to co-workers who may wish to attend.



This email communication was sent by:
New York State Police
1220 Washington Ave.
Forensic Inv. Ctr. Bldg 30
Albany, NY
12226

2011 NYSP Child Abuse and Neglect Seminar

The New York State Police Academy will host its 6th annual Child Physical Abuse & Neglect Seminar November 14th to 17th, 2011, for law enforcement, social service agencies, prosecutors, and victim advocates throughout New York State. This seminar is intended to assist field level personnel in the successful investigation and prosecution of child abuse and neglect. This extensive training is provided at no cost to attendees. Topics to be presented include: child homicide investigation and prosecution, shaken baby syndrome, cultural issues, investigating cases involving children with disabilities, legal perspectives, medical considerations, and courtroom testimony.

Register on-line by clicking the link to the right. Seating is limited and reservation requests will be processed in the order they are received. Attendance will be approved only for those agencies making online registrations. Each attendee must be registered. A single reservation may not be shared during the week by multiple members of an agency. The maximum number of personnel attending from any individual agency is three (3). After completion of the online registration process each registrant will receive a confirmation email indicating that the registration has been received. A pending status is assigned to all registrations until they are reviewed and approved. Each registrant will be notified by email of final approval within three (3) business days.

The registration deadline is Monday November 7, 2011.

Substitutions and cancellations can be made online through Monday, November 7, 2011. To make a substitution, return to the registration start page and follow the "Already Registered?" link. Sign into the existing registration record using the email address and password that was made during the initial registration. Click on "Make a Substitution" then enter the new attendee's information and click 'Finish' to complete the substitution. Second, the new attendee must then sign on to change agenda items, such as event selections and lodging information. An agency responsible for cancellations made after November 7, 2011, or no show attendees, may not be allowed to register attendees for future seminars.

An electronic waiting list will be established when all seats at the seminar have been filled. You will be contacted by email on a first come, first serve basis if seats become available. After the email is sent you will have 24 hours to register for the seminar.

Meals are NOT included and are the responsibility of the individual attendee(s). Optional meal plans are available and may be purchased at the Academy dining hall at a reasonable cost. Descriptions of the meal plans and rates are available during online registration. The fee for an Academy Dining Hall meal plan is due at check in and will be made by check or money order payable to "Compass Group". Cash or vouchers will not be accepted.

Lodging is NOT included and is the responsibility of the individual attendee(s). The Hilton Garden Inn has a block of room reserved for Seminar attendees at a special rate of \$89/night. The special rate is available until the rooms are booked or October 31st, whichever come first. A list of area hotels is also available during online registration.

NYSP Members, who have been approved by their Troops to attend, shall also register online.

Check in at the Academy is Monday, November 14, 2011, 10:30am to 12:45pm. Official identification with photograph will be required at check in. The seminar will begin at 1:00pm.

The agenda is not published in advance because it is subject to last minute revision. However, the two full training days, Wednesday and Thursday, begin at 8:30am and end at approximately 5:30pm, with coffee breaks and lunch. The Seminar concludes on Thursday at 1:00pm.

Please review the parking rules and Academy regulations.

Driving directions to the New York State Police Academy.

Questions may be directed to Investigator Dan Craven (518) 464-7134 Investigator Mary Beth Horn (518) 464-7138 or Senior Investigator Gary B. Kelly at (518) 464-7133. Our email address is nyspsvu@troopers.state.ny.us.

per website weekly lunch plan is \$24.00/person



2011 NYSP Child Abuse and Neglect Seminar

The New York State Police Academy will host its 6th annual Child Physical Abuse & Neglect Seminar November 14th to 17th, 2011, for law enforcement, social service agencies, prosecutors, and victim advocates throughout New York State. This seminar is intended to assist field level personnel in the successful investigation and prosecution of child abuse and neglect. This extensive training is provided at no cost to attendees. Topics to be presented include: child homicide investigation and prosecution, shaken baby syndrome, cultural issues, investigating cases involving children with disabilities, legal perspectives, medical considerations, and courtroom testimony.

Register on-line by clicking the link to the right. Seating is limited and reservation requests will be processed in the order they are received. Attendance will be approved only for those agencies making online registrations. Each attendee must be registered. A single reservation may not be shared during the week by multiple members of an agency. The maximum number of personnel attending from any individual agency is three (3). After completion of the online registration process each registrant will receive a confirmation email indicating that the registration has been received. A pending status is assigned to all registrations until they are reviewed and approved. Each registrant will be notified by email of final approval within three (3) business days.

The registration deadline is Monday November 7, 2011.

Substitutions and cancellations can be made online through Monday, November 7, 2011. To make a substitution, return to the registration start page and follow the "Already Registered?" link. Sign into the existing registration record using the email address and password that was made during the initial registration. Click on "Make a Substitution" then enter the new attendee's information and click "Finish" to complete the substitution. Second, the new attendee must then sign on to change agenda items, such as event selections and lodging information. An agency responsible for cancellations made after November 7, 2011, or no show attendees, may not be allowed to register attendees for future seminars.

An electronic waiting list will be established when all seats at the seminar have been filled. You will be contacted by email on a first come, first serve basis if seats become available. After the email is sent you will have 24 hours to register for the seminar.

Meals are NOT included and are the responsibility of the individual attendee(s). Optional meal plans are available and may be purchased at the Academy dining hall at a reasonable cost. Descriptions of the meal plans and rates are available during online registration. The fee for an Academy Dining Hall meal plan is due at check in and will be made by check or money order payable to "Compass Group". Cash or vouchers will not be accepted.

Lodging is NOT included and is the responsibility of the individual attendee(s). The Hilton Garden Inn has a block of room reserved for Seminar attendees at a special rate of \$89/night. The special rate is available until the rooms are booked or October 31st, whichever come first. A list of area hotels is also available during online registration.

NYSP Members, who have been approved by their Troops to attend, shall also register online.

Check In at the Academy is Monday, November 14, 2011, 10:30am to 12:45pm. Official identification with photograph will be required at check in. The seminar will begin at 1:00pm.

The agenda is not published in advance because it is subject to last minute revision. However, the two full training days, Wednesday and Thursday, begin at 8:30am and end at approximately 5:30pm, with coffee breaks and lunch. The Seminar concludes on Thursday at 1:00pm.

Please review the parking rules and Academy regulations.

Driving directions to the New York State Police Academy.

Questions may be directed to Investigator Dan Craven (518) 464-7134 Investigator Mary Beth Horn (518) 464-7138 or Senior Investigator Gary B. Kelly at (518) 464-7133. Our email address is nyspsvu@troopers.state.ny.us.



Optional Meal Plans

- Breakfast - \$3.50
- Dinner - \$8.00
- Lunch (All Days) - \$24.00
- 10 Meals (All Day Tuesday, Lunch Friday) - \$58.50

Hi Lauren,

Thank you for your interest in our **Credentialed Alcoholism and Substance Abuse Counselor Training Program (CASAC)**!

Upon completion of the first session, you will receive a certificate of completion for the 87.5 hour **Credentialed Alcoholism and Substance Abuse Counselor (CASAC)** session. This will be the first step on your way to receiving the 350 hour **Credentialed Alcoholism and Substance Abuse Counselor Training Program (CASAC)** certification. To complete the entire 350 hours, it is necessary to complete all four sessions, in any order. All four sessions will take a bit over a year to complete. There are no classes scheduled for the summer months of July and August. Please contact me if you have further questions regarding this or any other non credit course. Thank you for contacting SUNY Adirondack Continuing Education!

Leza Wood

Workforce and Professional Development Coordinator

SUNY Adirondack Continuing Education

640 Bay Road

Queensbury, NY 12804

Phone: 518.832.7604

Fax: 518.743.2318

Website:

<http://www.sunyacc.edu/academics/continuinged>

CALL TO REGISTER TODAY: 518.743.2238
SUNYADIRONDACK CONTINUING EDUCATION

**Credentialed Alcoholism and Substance Abuse
 Counselor Training Program (CASAC)**



Upon completion of this program the student may work as a CASAC, or a CASAC Counselor in Training. The course is divided into 4 separate sessions. The topics include: ethics, HIPAA, laws, confidentiality, and historical development of addiction, assessments and interviews, diagnosing addiction vs. abuse, use of DSM-IV, counseling skills for groups and individuals, mental health issues, stress reduction and relaxation techniques, chemical dependency and treatment approaches, case management and documentation, self-help models, clinical supervision, professional development, trends for the future, educational and employment opportunities, health and nutrition.

Note: All sessions are held on a Tuesday and Thursday.

**Substance Abuse Training Program:
 Module I**
 Lydia Treadway No. 10088
 Total: \$965.00 25 sessions
 Tuition \$895.00 Fee: \$70.00
 Tuesdays and Thursdays Sept. 10 - Dec. 8, 6:30pm-9:00pm
 (No class Nov. 22 & Nov. 24)

**Substance Abuse Training Program:
 Module III**
 Lydia Treadway No. 20001
 Total: \$965.00 25 sessions
 Tuition \$895.00 Fee: \$70.00
 Tuesdays and Thursdays Mar. 15 - Jun. 7, 6:30pm-9:00pm
 Registration deadline: Mar. 8

**Substance Abuse Training Program:
 Module II**
 Lydia Treadway No. 10089
 Total: \$965.00 25 sessions
 Tuition \$895.00 Fee: \$70.00
 Tuesdays and Thursdays Dec. 13 - Mar. 13, 6:30pm-9:00pm
 (No class Dec. 27 & Dec. 29)
 Registration deadline: Dec. 6

**Substance Abuse Training Program:
 Module IV**
 Lydia Treadway No. 10001
 Total: STBD 25 sessions
 Tuition \$895.00 Fee: STBD
 Tuesdays and Thursdays Sept. 8 - Dec. 6, 6:30pm-9:00pm
 (No class Nov. 20 & Nov. 22)
 Registration deadline: Aug. 31

*Please note: Modules I, II, III, IV use the same text book. If you have already purchased this text book, the course fee may be waived. Registration deadlines are set to facilitate book orders.

CASAC FREE INFORMATION SESSION
 A free information session will be held on the evening of Thursday, September 8.
 Please call SUNY Adirondack Continuing Education at 743-2238 to register
 for this free session.

SUNY Adirondack Wilton Center

Supporting the mission of SUNY Adirondack, the Wilton Center is committed to providing life-long learning opportunities for our community that promote student success. It is located just minutes from Saratoga Springs. The Wilton Center offers more than 50 courses per semester and is continuing to expand both its credit and non-credit course offerings. Coupled with comprehensive services and a strong focus on customer service, the Wilton Center and Continuing Education are committed to connecting students with accessible educational opportunities.

SUNY Adirondack's Wilton Center • 5 Mountain Ledge, Gansevoort, NY
www.sunyacc.edu

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Rachael DuRose, Elizabeth Fregeau, Janet Baker
 (Supervisory Committee) (Employee Name)

to attend GPSII/MAPPS Leader Certification Training
 (Name of meeting or organization)

at CDHS, 3 Marcus Blvd., Albany, NY
 (Address)

on 11/-11/4 and 11/14-11/18/11 Mode of transportation to be used
N/A
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: Per the discretion of the Commissioner

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ commuting GSA * Rate \$ _____
- Meal costs - GSA *per diem rate \$ \$15/day/person *www.gsa.gov

Date: _____ Department Head Signature

Date: _____ Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Training Announcement			
Training Title			
GPSII/ MAPP Leader Certification J-I			
Attachments - click to view			
201294_Hotel Cancellation Policy 2011.pdf			
201294_Registration Form.pdf			
201294_TravelPolicy.pdf			
Provider			
SUC Buffalo - CDHS			
Date & Time	Location	Registration Deadline	Hotel
11/01/2011 - 11/04/2011 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Adirondack , Albany 12205-1129	10/04/2011	Best Western Airport- Albany Wolf Rd 200 Wolf Road, Albany 12205-0000 Phone: (518) 458-1000
11/14/2011 - 11/18/2011 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Adirondack , Albany 12205-1129		Best Western Airport- Albany Wolf Rd 200 Wolf Road, Albany 12205-0000 Phone: (518) 458-1000
Training Description			
The training prepares Leaders to deliver the Group Preparation and Selection II, Model Approach to Partnerships in Parenting (GPSII/MAPP) program for prospective foster/ adoptive parents.			
Target Population		Additional Information	
Foster/Adoptive parents, foster care and adoption caseworkers, supervisors, homefinders, CPS and preventive workers and supervisors. Directors of Services and agency administrators in local districts and contract agencies.			
Course Prerequisites			
None			
Pre-registration Required			
Yes			
Reimbursement			
Mileage & Hotel			
Training Fees			
Local District staff will be charged Training fees			
Meets In-Service CPS Requirements			
No			
For Additional Course Information Contact			
Ronald Robinson			

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, termination or promotion. 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 Payroll Dept. No. 40.03
Title of Position SWE #13 Annual Salary \$30,230 Grade 8
Budget code and title A. 6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10174
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100% State % Other %
Impact to Budget: (\$5,335)
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 9/23/2011
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 9/23/2011
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

8

Schedule "A"

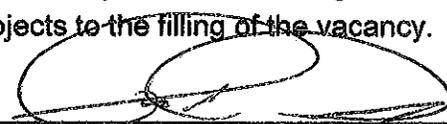
NOTICE OF INTENT TO FILL VACANT POSITION

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, termination or promotion. 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 Payroll Dept. No. 40.06
 Title of Position SR. SWE #6 Annual Salary \$33,026 Grade 11
 Budget code and title A.6010 1100 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 8238
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50% State % Other LOCAL 50%
 Impact to Budget: (\$1,000)
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 9/23/2011
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 9/23/2011
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 Ranking Committee Member Signature William Lort

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
 Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

9

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, termination or promotion. 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 Payroll Dept. No. 40.01
Title of Position CASEWORKER #16 Annual Salary \$35,385 Grade 14
Budget code and title A.6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No. 11237
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [X] Other LOCAL 25%
Impact to Budget: (\$5,415)
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 9/23/2011
[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 9/23/2011
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
[] The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
[] The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____