

# **SOCIAL SERVICES COMMITTEE**

## **AGENDA**

**Tuesday, January 8, 2013**

**9 am**

**1. Committee Meeting called to order by Chairman.**

**2. Motion to approve minutes of prior Committee meeting.**

**3. ANNOUNCEMENTS**

**A. Team Player for the month of December**

- 1. Kyle Depew, Preventive Unit Case Worker  
Attachment 3A**

**4. ACTION ITEMS**

**A. REQUEST to Fill the position of Deputy Commissioner and all back fills.**

**RATIONAL:** This position is needed to assist the Commissioner in the administration and operation of the Department primarily the immediate oversight of Staff Development, Staff Discipline and the Juvenile Justice/Child Welfare Unit as well as representing the Commissioner during her absence. Please see attached job description.

**Attachment 4A**

**B. REQUEST to Fill the position of Confidential Secretary to the Commissioner and any back fills.**

**RATIONAL:** This position is needed to assist the Commissioner with general and sometimes sensitive and confidential clerical written and verbal communication responsibilities in the administration and operation of the Department. Please see attached job description.

**Attachment 4B**

**C. REQUEST to Fill the position of Principal Social Welfare Examiner (due to resignation) and any back fills.**

**RATIONAL:** This position is needed to supervise the Community Medicaid Unit which consists of 3 Senior Social Welfare Examiners, 11 Social Welfare Examiners, 2 MA Clerks and an Intake Clerk. Please see attached job description.

**Attachment 4C.**

- D. REQUEST to Fill the position of Senior Social Welfare Examiner (due to retirement) and any backfills.**

**RATIONAL:** This position is needed for the immediate supervision of the Medicaid Managed Care Unit which consists of 1 Social Welfare Examiner, 2 MA Clerks and 1 Intake Clerk. Please see attached job description.

**Attachment 4D**

- E. AUTHORIZATION for DSS Staff to attend the NYPWA Winter Conference.**

**Attachment 4E**

**RATIONAL:** This biannual conference provides DSS Staff with the most up to date information on the NYS Executive Budget and various topics such as new Child Welfare and Eligibility laws/regulations and Medicaid Redesign.

- F. AUTHORIZATION for the Chairman of the Warren County Board of Supervisors to sign the Warren County DSS Child and Family Services Plan Annual Update. 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 update includes new documentation regarding Social Services Law 447-b which requires each social services district to address the needs of sexually exploited children in their child welfare services plan and, to the extent that funds are available, provide short-term safe placement, crisis intervention and other appropriate services**

**Attachment 4F**

- G. AUTHORIZATION for the Commissioner of the Department of Social Services to sign a Bailment Agreement with NYSOCFS regarding video conferencing equipment NYSOCFS provided to DSS at no cost to use for video conferencing of Child Welfare fair hearings**

**Attachment 4G**

- H. REQUEST the Chairman of the Board of Supervisors appoint the following to the Warren County Youth Board:**

Steven Lovering (Queensbury), Maureen Schmidt(DSS), Robert Iusis (Probation), Kim Monthony (Warrensburg) and Rudolph Meola (Hague).

**Attachment 4H**

**5. BUDGET ANALYSIS**

**6. OVERTIME ANALYSIS**

Please join me in congratulating Kyle Depew, Preventive Unit Case Worker, for being nominated Team Player for the month of December.

Kyle assists the Department and the Preventive Unit in many ways. He has taken on the unit county car responsibilities and did so without hesitation. Kyle helps other staff by carrying and loading paper reams. He recently assisted another worker in transporting a difficult client whom he knew nothing about but did so without question. Kyle is a valued member of the Preventive unit and can be depended on to carry out any given task. Kyle always treats every family he is responsible for with respect and kindness even though it may not be easy at times. He is always helpful and courteous. He is always willing to go the extra mile to find help for the families for which he is responsible.

**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 DSS Payroll Dept. No. Admin  
 Title of Position Deputy Commissioner Annual Salary \$60,000 Grade  
 Budget code and title A6010 110 Salaries-Regular Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No.  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 50%  State 25%  Other %  
 Impact to Budget: 0

Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 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 \_\_\_\_\_ Date \_\_\_\_\_  
 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 \_\_\_\_\_

# Warren County Department of Social Services

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1340 State Route 9  
Lake George, New York 12845-3434  
Telephone 518-761-6310  
Fax 518-824-8812

## NOTICE OF VACANCY

### Deputy Commissioner

The position of Deputy Commissioner is vacant in the Department of Social Services. The position is non competitive, exempt and is at the will of the Commissioner.

**Job Title:** Deputy Commissioner  
**Job Status:** At Will/ Full-Time/ Non-competitive/ Exempt  
**Supervised By:** Commissioner  
**Salary:** \$60,000

#### **General Summary:**

Under the direction of the Commissioner, the Deputy Commissioner of Social Services is responsible for all aspects of operations for both Services and Eligibility in the absence of the Commissioner. The ideal candidate will be proactive in developing and implementing effective strategies and procedures. The position calls for an innovative leader with excellent analytical, planning and organizational skills, as well as the capability to carryout major initiatives. Thorough knowledge of all applicable laws, regulations and guidelines governing child welfare services and eligibility programs is required.

#### **Typical Duties:**

1. Staff Development
2. Staff Discipline
3. Assist Commissioner in developing and implementing policies and procedures
4. Assist Commissioner in developing and implementing internal controls
5. Immediate oversight of the Juvenile Justice Unit and Youth Board
6. Plan development
7. Contract monitoring

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

*The requirements listed below are representative of the knowledge, skills abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

**Education:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree in Social Work, Public or Business Administration or closely related field..

**Experience:**

Four (4) years of supervisory experience in social casework Includes those activities that are directed toward enhancing a client's abilities to cope with and to solve problems, and referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a plan for services, motivational support, counseling, crisis intervention, referral to social and support services, and coordination of services.

**Necessary/Special Requirements:**

- Must possess, or obtain, and maintain a valid New York State Vehicle Drivers License.
- Ability to prepare accurate written records and reports.
- Ability to perform detail oriented work with frequent interruptions
- Skill in the use of automated office equipment, including computers, related software, and the networking environment.
- Proficiency in the use of Microsoft software applications, including Word, Excel, Access, Outlook, and PowerPoint
- Proficiency in the use of the internet
- Ability to meet deadlines and to concentrate and pay attention to detail.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate, understand instructions, follow and give directions.
- Must reside in Warren County

**Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is typically in an office setting. The employee is regularly required to operate a computer, copier, file and retrieve written documents, communicate with others on the phone and in person. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit; use hands to finger, handle or feel, and reach with hands and arms. The employee must frequently lift and/or move lightweight items. The employee must be able to move freely about the department from one unit to another and one department to the other. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Exposure to Unpleasant Working Conditions**

- Subject to complaints from consumers and employees.

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 DSS Payroll Dept. No. Admin
Title of Position Confidential Secretary Annual Salary \$34,050 Grade
Budget code and title A6010 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %
Impact to Budget: -2450

Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Date
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 Date
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

# Warren County Department of Social Services

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Lake George, New York 12845-3434  
Telephone 518-761-6310  
Fax 518-824-8812

## NOTICE OF VACANCY

### Confidential Secretary to the Commissioner

The position of Confidential Secretary to the Commissioner is vacant in the Department of Social Services. The position is non competitive, exempt and is at the will of the Commissioner.

**Job Title:** Confidential Secretary  
**Job Status:** At Will/ Full-Time/ Non-competitive/ Exempt  
**Supervised By:** Commissioner  
**Salary:** \$34,050

#### **General Summary:**

Under the supervision and direction of the Commissioner, assists on a variety of administrative matters relating to the Department of Social Services, performs a variety of administrative support duties which require proficiency in typing, record keeping, communication and a high degree of confidentiality, assists in identifying problems through research, collection and analysis of data, and preparing technical solutions and alternatives. Furthers communications of department programs, policies and procedures and carries out various tasks to promote positive public and employee relations. Work may involve handling sensitive issues and confidential information requiring discretion on the employee's part.

#### **Typical Duties:**

1. Assists the Commissioner and Deputy Commissioner in preparing agendas, conducting research, organizing and reporting information and preparing reports.
2. Assists the DSS Attorneys in preparing letters and court documents.
3. Assists Deputy Commissioner with orientation of new staff.
4. Schedules trainings and travel for the Department of Social Services Employees.
5. Prepares itineraries and makes reservations for Department Employees.
6. Makes arrangements for physical facilities and equipment for meetings and trainings.
7. Takes minutes at various meetings, primarily any meetings called by the Commissioner.
8. Conducts research, collecting pertinent information and/or conferring with involved individuals regarding projects/programs, providing requested information and researching and compiling data as directed by the Commissioner.
9. Greets persons visiting the Commissioner. Answers administrative phone line and either directs calls to appropriate staff or responds to callers needs.

10. Maintains a filing system for general and personnel records, reports, complaints, correspondence, etc.

11. Performs various other related clerical duties as workloads, temporary absences or emergencies dictate.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

*The requirements listed below are representative of the knowledge, skills abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

#### **Education:**

Possess a minimum of high school diploma or equivalent. Special or technical training in the field of secretarial science, public administration or public relations preferred.

#### **Experience:**

A minimum of 5 years of progressively more responsible experience as an administrative assistant, clerk, key board specialist or secretary who has communication with the public.

#### **Necessary/Special Requirements:**

- Must possess, or obtain, and maintain a valid New York State Vehicle Drivers License.
- Ability to prepare accurate written records and reports.
- Ability to perform detail oriented work with frequent interruptions
- Skill in the use of automated office equipment, including computers, related software, and the networking environment.
- Proficiency in the use of Microsoft software applications, including Word, Excel, Access, Outlook, and PowerPoint
- Proficiency in the use of the internet
- Ability to meet deadlines and to concentrate and pay attention to detail.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to effectively communicate, understand instructions, and follow directions

#### **Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is typically in an office setting. The employee is regularly required to operate a computer, copier, file and retrieve written documents, communicate with others on the phone and in person. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit; use hands to finger, handle or feel, and reach with hands and arms. The employee must frequently lift and/or move lightweight items. The employee must be able to move freely about the department from one unit to another and one department to the other. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

#### **Exposure to Unpleasant Working Conditions**

- Subject to complaints from consumers and employees.



AUG 15 1997

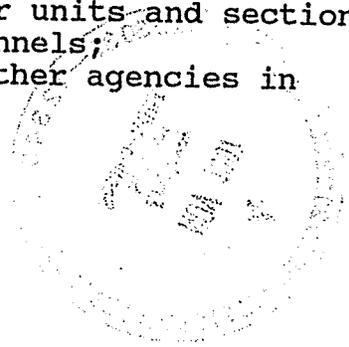
Amended, Warren County Personnel, August 6, 1997

**PRINCIPAL SOCIAL WELFARE EXAMINER**

**GENERAL STATEMENT OF DUTIES:** Depending upon the examining workload and organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local social services district or the validation section; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under supervision of a higher level social welfare examiner or under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to the validation section.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)  
Assists in the formulation of policies and procedures which relate to financial eligibility;  
Interprets federal, state and local policies and programs as they relate to financial eligibility;  
Plans, coordinates, supervises and manages the activities within assigned area of responsibility;  
Establishes necessary controls for determining staff performance and makes necessary performance evaluation;  
Reviews recommendations made by lower level examiners and approves or disapproves them;  
Approves referral of clients to social service section for services;  
Maintains cooperative relationships with other units and sections of the agency through administrative channels;  
Maintains contact with community groups and other agencies in area of responsibility.



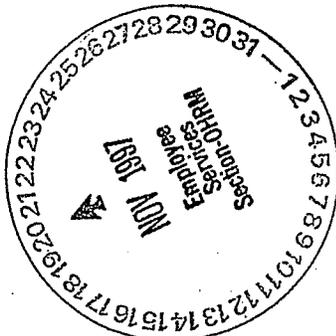
APPROVED BY NEW YORK STATE  
DEPARTMENT OF SOCIAL SERVICES  
REVIEWER Sally Martinus  
DATE 8/8/97 COUNTY Warren

cont.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial assistance; thorough knowledge of the agency's overall programs, policies and procedures, good knowledge of other laws and programs which may affect eligibility such as Workman's Compensation, Social Security and Unemployment Insurance; good knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; initiative; tact; good judgment; leadership; emotional maturity and physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four years experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, one year of which has been in a supervisory capacity.

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or business college registered by New York State may be substituted for three years of the general experience but not for the supervisory experience on a year for year basis.



40

**RESOLUTION REQUEST FORM NO. 12**

*Schedule "A"*

**NOTICE OF INTENT TO FILL VACANT POSITION**

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department DSS Payroll Dept. No. Admin-11

Title of Position Senior Social Welfare Examiner Annual Salary \$33,026 Grade 11

Budget code and title A6010 110 Salaries Regular Union  Non-Union

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

Employee No.

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal 50%  State 50%  Other %

Impact to Budget: -7330

Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_

SENIOR SOCIAL WELFARE EXAMINER

GENERAL STATEMENT OF DUTIES: Depending on the examining workload and the organizational structure of the agency supervises a group of examiners, or a unit, or the eligibility section; or validates a sample of the determinations for assistance under programs administered by a local social services district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an experienced worker who can assume responsibility for (1) supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district; (2) supervision of a unit within the eligibility section; (3) supervision of an entire section responsible for establishing financial eligibility; or (4) verification including field review of a sample of the initial financial eligibility determination in the validation section. The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under supervision of a higher level social welfare examiner or under the general supervision of Director of Social Services or Director of Administrative Services if assigned to validation section.

EXAMPLES OF WORK: (Illustrative only)

In the validation section:

Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to verify eligibility;

Contacts cooperating agencies to verify client's eligibility;

Makes field visits, when necessary, to verify information relevant to the validation process, obtains corroborative written or recorded documentation in cases of possible ineligibility;

Appears at Administrative or Judicial proceedings when required to interpret decisions on applications;

Interviews applicants and recipients, and, as needed, collateral contacts redocumentation of eligibility for public assistance;

Reports findings of investigation, makes recommendations for proper disposition of cases reviewed, i.e., reduce grant, close case, release grant, refer to law enforcement;

Prepares required statistical reporting appropriate to action;

Provides feedback on validity of decisions to the agency to pin-point causes of error;

In eligibility determination section, depending upon the examining workload may do any or all of the following:

Serves as a working supervisor over a group of social welfare examiners, or supervises a unit or section;

Reviews social welfare examiner's recommendation and approves or disapproves it;

Approves referral of clients to social services section for services;

Assists in the formulation of policies and procedures and interprets federal, state and local policies and programs;

Establishes necessary controls for determining staff performance and makes necessary performance evaluations.

Senior Social Welfare Examiner--contd.

2.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments; familiarity with other laws as they affect eligibility, such as Workmen's Compensation, Social Security and Unemployment Insurance; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; initiative; tact; judgment, emotional maturity and good health.

ACCEPTABLE TRAINING AND EXPERIENCE:

Promotion:

One year of permanent competitive status as a Social Welfare Examiner.

Open Competitive:

Three years experience in examining, investigating or evaluating claims for assistance, veterans, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for two years of the experience on a year for year basis.

APPROVED BY NEW YORK STATE  
DEPARTMENT OF SOCIAL SERVICES  
REVIEWER *S. Hankins-Teeter*  
DATE *6/21/85* UTY *Warren*

4E

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 Suzanne Wheeler, Trish Nenner, Anthony Jordan, Julie Pearl, Maureen Schmidt, Julie Montero, Diane Coughlin and Chris Hanchett  
 (Supervisory Committee) (Employee Name)

to attend NYPWA Conference  
 (Name of meeting or organization)

at Albany Marriott, Albany New York  
 (Address)

on Jan 29-Feb 1, 2013. 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:

\_\_\_\_\_

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 \$ \_\_\_\_\_ GSA \* Rate \$ \_\_\_\_\_

Meal costs - GSA \*per diem rate \$ \_\_\_\_\_

\* [www.gsa.gov](http://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.

Cost Analysis

Training

Date(s)

NY Public Welfare Association

1/29-2/1/13

Cost of Training/Person/Full Conference \$ 154.00  
6th registrant is free # of staff registrations 5

\$ 770.00

Cost of Training/One day of Conference \$ 101.00  
# attending 2

\$ 202.00

**Total Cost \$ 972.00**

Fleet Car

X 0.105 \$ 31.50

X (2 fleet cars) \$ 63.00

# of miles - round trip 100  
X # of days attending 3  
Total # of Miles 300

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total		
#1	<u>45,000.00</u>	21.63	32.45	<u>2</u>	64.90		
#2	<u>43,000.00</u>	20.67	31.01	<u>2</u>	62.02	Total OT	\$ 126.92

**Totals**

Fleet Car + Training + OT \$ 1,161.92  
Lunches 18 \$15.00 \$ 270.00

**Total Conference Cost (9 Staff) \$ 1,431.92**

# NYPWA's 144<sup>th</sup> Annual Winter Conference

January 29 - February 1, 2013 • The Albany Marriott Hotel • Albany, New York

## **Local DSS: Where the Action Is**



### **Opening Address**

Uma S. Ahluwalia, Director, Montgomery County (Maryland) Department of Health and Human Services, has developed a national reputation for her innovative leadership. Ms. Ahluwalia will be addressing our conference theme "Local DSS: Where the Action Is." By all ac-

counts, local social services departments are bustling with activity. Medicaid is in constant motion as we grapple with transition. The Supplemental Nutrition Assistance Program has grown to new heights. Temporary Assistance, Homeless Services, Safety Net Assistance, and Child Support each have their own set of challenges. Services to Children and Families and Adults are being stretched by increased demands. Fiscal constraints are driving public policy decisions. Recognizing the high demands on our system, Uma Ahluwalia will be sharing her insights and enthusiasm for managing our changing human services landscape.

This winter, local districts will receive one **FREE** conference registration with every five paid registrations!

## **Attorneys can earn up to 10.5 CLEs!**

Please see page 14 for more information on legal sessions at the NYPWA winter conference.

### **New York Public Welfare Association**

130 Washington Avenue

Albany, NY 12210

518-465-9305

[info@nypwa.org](mailto:info@nypwa.org)

[www.NYPWA.org](http://www.NYPWA.org)

### **Tuesday • January 29**

3:00 PM - 6:00 PM

**Exhibit Setup and Registration**

4:30 PM - 6:00 PM

**Conference Registration**

### **Wednesday • January 30**

8:00 AM - 5:00 PM

**Conference Registration**

9:00 AM - 5:00 PM

**Exhibit Area Open**

9:00 AM - 10:30 AM

**NYPWA Board of Directors' Meeting**

9:00 AM - 10:30 AM

**Staff Development Association Meeting**

9:00 AM - 10:30 AM

**Concurrent Sessions**

### **Family Team Meetings + Parent Partners = Better Outcomes for Families**

The Albany County Department for Children, Youth and Families has been conducting Family Team Meetings since January of 2010. As of January 2011, we have added a Parent Partner as a further resource for families. Parent Partners are individuals who have gained a unique set of skills and knowledge based on their personal experiences, and are advocates for parents who are involved in one or more formal service systems. We will outline the history of FTM's, how we conduct FTM's, utilize Parent Partners, and some of the successes that have resulted from these family-focused, strength-based interventions.

*Presenters:*

**Nick Kurtessis**, Supervisor A, Albany County DCYF  
**Michelle Dowe**, Senior Caseworker, FTM Facilitator, Albany County DCYF  
**Mi-Lyn Dolan**, Senior Caseworker, FTM Facilitator, Albany County DCYF  
**Amanda Tiffany Thomas**, Caseworker, FTM Facilitator, Albany County DCYF  
**Vida Murdock**, Parent Partner, Visions of Hope/DCYF

***The 411 on Bath Salts & Synthetic Drugs***

The presenter will provide an overview of synthetic drugs including bath salts, synthetic marijuana, and hallucinogenic amphetamines. The presentation will include presenting symptoms, routes of exposures, treatment modalities, and current trends.

*Presenter:*

**T. Michele Caliva, RN, CSPI**, Administrative Director, Upstate New York Poison Center, Upstate Medical University

***CSEU Staff ONLY Roundtable***

**This session is limited to LDSS staff.**

Please join your colleagues for this roundtable discussion. This is an opportunity to share what is going on in your own district and hear what is happening around the state.

*Facilitators:*

**Randi Johnson**, Director of Child Support Enforcement, Oneida County DSS  
**Mary Lynn Eddy**, Support Supervisor, Washington County DSS

***Year 3 of CCTA – Are We Hitting the Mark?***

This session will look at where we have been and where we are going with the Child Care Time and Attendance system (CCTA). We will be seeking input from CCTA users for future enhancements that will streamline attendance and payment process for social services districts.

*Presenters:*

**Rhonda Duffney**, Director of the Child Care Subsidy Program, Division of Child Care Services, OCFS  
**Renee Rider**, Assistant Commissioner, OCFS

***Mental Hygiene Law Article 81 Guardianships***

**(1.5 CLEs anticipated. Application for accreditation of this course in New York is currently pending.)**

One of the options available to Protective Services for Adults is guardianship under Article 81 of the Mental Hygiene Law. This presentation will look at the legal aspects of Article 81 Guardianship, from information gathering by PSA to the preparation of the court papers, the hearing, and post-hearing practice.

*Presenter:*

**Mark E. Maves, Esq.**, Deputy County Attorney, Monroe County Law Department

10:30 AM

**Coffee Break • Sponsored by Deloitte**

11:00 AM - 12:15 PM

**Welcome by Government Officials & Keynote Address**

12:15 PM - 1:15 PM

**Luncheon**

1:30 PM - 3:00 PM

**Concurrent Sessions**

***State & Local Commissioners' Dialogue***

State Commissioners and their executive deputies from DOH, OCFS, and OTDA are invited to participate in a discussion with local DSS Commissioners. This is an opportunity for state officials to present information on upcoming policies impacting on local districts and to obtain input. Local commissioners will convey information and ideas on issues of most importance to them for discussion. (The meeting will shift to a brief, closed session at 3:00 PM for local commissioners to vote in the NYPWA Board of Directors elections.)

*Chaired by David Jolly*, NYPWA President

## **Successful Case Management Models**

You will hear how Tioga County has developed and implemented a task-based model with streamlined eligibility operations, monthly standards, and accountability. This model also provides equitable allocation of work and positive results for customer service in both a NTA FS and a FS/MA environment. The presentation incorporates both "lean management models" and "clean desk" approaches. Monroe County will provide a brief overview of the development of their task-based management system for financial assistance programs. This monumental change in caseload management was met with significant resistance from the DHS staff and the advocacy community. Monroe will share their efforts to promote a "holistic" view of case processing in a task-based world and the challenges they encountered with centralized customer service teams. Districts will share the good, bad, and ugly of a task-based model and encourage discussions on best practices.

### *Presenters:*

**Valerie Nitti**, Director of Employment & Transitional Supports, Tioga County DSS  
**Nancy Forgue**, Director of Financial Assistance, Monroe County DHS

## **Youth in Transition: Core to Success**

Improving outcomes for youth in foster care is of paramount importance to child welfare policy makers, advocates, and practitioners on federal, state, and local levels. Albany County Department for Children, Youth and Families set a course to challenge traditional practices by developing universal and consistent expectations of contractual agencies through the establishment of minimum standards of care for youth 14 and older. Participants will learn how minimum standards of care were developed as well as learning approaches to working collaboratively with local foster care agencies to intensify and focus efforts on improved educational, vocational, and other life area outcomes while mobilizing community resources to support the transition of youth to successful adulthood.

### *Presenters:*

**Marian Logan**, Director, Children's Services, Albany County DCYF

**Margaret S. Diggs**, Executive Director, Youth Bureau & Prevention Services, Albany County DCYF  
**Mary Ellen Bussey**, Senior Caseworker, Children's Services, Albany County DCYF  
**Christine DeMare**, Special Education Liaison, Children's Services, Albany County DCYF

## **Child Support Establishment, Modification, and Enforcement: Current Issues Facing Support Collection Unit Counsel**

(1.5 CLEs will be provided by OTDA.)

This session will feature a panel of child support attorneys discussing a potpourri of current issues and recent court decisions. The discussion will focus on practical solutions to barriers to obtaining, modifying and enforcing child support orders.

### *Presenters:*

**Susanne H. Dolin, Esq.**, Associate Attorney, Office of Legal Affairs, OTDA  
**Eileen Stack, Esq.**, Deputy Counsel, Office of Legal Affairs, OTDA  
**Brian S. Wootan, Esq.**, Associate Counsel, Office of Legal Affairs, OTDA

## **Planning for the Future: Succession Planning and Executive Coaching**

This workshop will highlight two initiatives that HRA launched over the past few years: succession planning and executive coaching. These initiatives will be framed in a discussion around the value to agencies of putting these types of leadership development into place. This presentation will discuss the two step process that HRA instituted around succession planning: 1) direct interviews with senior leaders to discuss who is the "next in line" for various positions and to identify what development those future leaders might need in the interim; and 2) the development and implementation of a curriculum to instruct managers at various levels how to prepare a succession plan and develop staff. The second element will be to discuss the executive coaching program HRA developed, which is geared to mid-level managers who have been identified as emerging leaders, and highlight the benefits of the initiative and provide some thoughts as to how smaller localities can put a similar program into place.

*Presenter:*

**Rachel Levine**, Executive Deputy Commissioner,  
Office of Staff Resources, NYC HRA

### ***Medicaid Data Warehouse Revisited***

The presenters will provide a status update on the June 2012 New York State Medicaid Data Warehouse (MDW) implementation and will answer district questions on how the MDW can be made to be more accessible and useful for users and to help carry out important county missions. Time will be allocated for a Q&A session.

*Presenters:*

**Mike Jabonaski**, Deputy Director, NYS Medicaid Data Warehouse, NYS DOH  
**Karen Van Cleef**, Training and Communications Lead, CMA Consulting Services

3:00 PM

**Coffee Break**

### **3:30 PM - 5:00 PM** **Concurrent Sessions**

#### ***FFFS and TRACS 2 Plans: Whose Line Is It Anyway?***

This session will explore relationships between the FFFS Plan and necessary TRACS 2 work. The presenter will expand that to also cover reporting requirements and TRACS 2 resources, including a visual aid, and will also provide information on the TRACS 2 Plans and the importance of reporting, as it feeds the Performance Accountability matrices. There will be an opportunity to discuss, and hopefully to resolve, some TRACS 2 system “glitches.”

*Presenter:*

**Christine Insull**, OTDA

#### ***Westchester County Temporary Assistance Service Delivery Restructure***

In order to provide necessary services to our customers while managing within existing economic constraints, Westchester County has developed a more efficient model of service delivery as well as Information Technology strategies to more effectively manage caseloads and services, including:

- ***Creation of a Case Management Information Center (CMIC)*** to handle all customer and community inquiries.
- ***Restructuring of the Department's service delivery model*** for Food Stamps, Medicaid and Temporary Assistance.
- ***Continued Development of our REACH Case Management System*** to streamline processes and increase productivity and accountability.

*Presenters:*

**Jacqueline Green**, REACH Project Manager, Westchester County DSS  
**Karen Vigliotti**, Supervising Eligibility Examiner, Westchester County DSS  
**Alice Toro**, Eligibility Examiner, Westchester County DSS  
**Jose Oseguera**, Eligibility Examiner, Westchester County DSS  
**Louise Hough**, Assistant Supervising Eligibility Examiner, Westchester County DSS

#### ***iPads, Apps, and Tablets, Oh My: Emerging Best Practices in Mobile Technology***

There has been increased emphasis on caseworkers having the ability to access applications and complete tasks on mobile devices while in the field. OCFS has piloted the use of tablets within state and local district staff, and the results are extremely positive. Additionally, Bring Your Own Device, BYOD, is becoming more prevalent. OCFS would like to share best practices with regard to each of these.

*Presenters:*

**Jack Nabozny**, Project Implementation Coordinator, OCFS-IT  
**Mike Demars**, OCFS-IT  
**Pamela Knowles**, Acting ISO, OCFS-IT

#### ***State Medicaid Administration and Health Insurance Exchange***

This presentation will include an update on activities related to the transfer of administration of the Medicaid program from the local social services districts to the Department of Health. The State will also provide an update on activities related to implementation of the New York Health Benefit Exchange.

*Presenters:*

**Judy Arnold**, Director, Division of Health Reform and Health Insurance Exchange Integration, NYS DOH OHIP

**Wendy Butz**, Director, Bureau of Medicaid Enrollment and Exchange Integration, Division of Health Reform and Health Insurance Exchange Integration, NYS DOH OHIP

***Ethical Considerations for the Child Support Attorney***

(1.5 CLES will be provided by OTDA.)

This session will provide an interactive discussion of the ethical responsibilities of attorneys representing the child support collections unit. It will also focus on the potential conflicts and dilemmas which may arise in providing legal services to applicants for child support services under SSL 111-g. Best practices for common conflict situations will be addressed.

*Presenters:*

**Brian S. Wootan, Esq.**, Associate Counsel, Office of Legal Affairs, OTDA

**Eileen Stack, Esq.**, Deputy Counsel, Office of Legal Affairs, OTDA

**Susanne H. Dolin, Esq.**, Associate Attorney, Office of Legal Affairs, OTDA

***Managing Vulnerable Populations & Health Care Reform***

This is a time of transition and opportunity for managed care and adult services. This session will explore how we can use the new opportunities under health care reform to better serve persons with mental illness and developmental disabilities who have chronic health care needs. We will discuss care coordination and explore the changing role of local DSS, managed care, and other systems, and the challenge of supporting vulnerable populations who are not compliant with treatment.

*Presenters:*

**Arthur Johnson**, Commissioner, Broome County DSS (facilitator)

**Sheila Poole**, Executive Deputy Commissioner, OCFS

**Elizabeth Berlin**, Executive Deputy Commissioner, OTDA

**Gregory Allen**, Director, Program Development and Management, NYS DOH OHIP

**Robert Myers**, Senior Deputy Commissioner, Division of Adult Services, OMH

5:00 PM - 5:55 PM

**Local Commissioners' Private Reception**

6:00 PM - 7:00 PM

**Networking Reception**

7:00 PM

**Dinner on Your Own**

**Thursday • January 31**

7:30 AM - 8:45 AM

**Breakfast Buffet**

8:00 AM - 5:00 PM

**Conference Registration**

9:00 AM - 5:00 PM

**Exhibit Area Open**

**9:00 AM - 10:30 AM**

**Concurrent Sessions**

***Understanding the Use of Psychiatric Medication for Children in Foster Care and Residential Treatment - Part 1***

Dr. Martin Irwin, internationally known child and adolescent psychiatrist, former professor and head of the division of child and adolescent psychiatry at SUNY Upstate, and a visiting professor with Ben Gurion University of the Negev, Beersheva, Israel, will share insight into his award winning work to reduce over medication for children in foster care and residential treatment. Part 1 will focus on general principles of treatment of children, especially those in care, with psychiatric medications and a review of effectiveness and side effects of commonly used psychiatric medications. Part 2 will focus on a

discussion of strategies of decreasing the overuse of psychiatric medication, including evidence-based informed consent, quality assurance, monitoring systems, and clinical consultation.

*Presenter:*

**Martin Irwin, MD**

### **Location 101**

Review of FPLS, PLS, and other automated searches. Skip tracing and using internet to supplement automated search information for hard-to-locate non-custodial parents. Review of various free and pay websites and services. How to construct internet and information service searches to maximize results. Use of information subpoenas in locating non-custodial parents.

*Presenters:*

**Karen A Sicurelli**, Bureau Chief, Center for Child Wellbeing, OTDA

**Monique Rabideau**, Bureau Chief, Center for Child Wellbeing, OTDA

### **MRT 1458 – New Populations and Benefits Transitioning to Mainstream Managed Care**

This session will focus on the impact on the Mainstream Managed Care program with the continuation of implementation of MRT #1458 year two, including new populations being enrolled, benefit package changes, and other updates including mandatory enrollment expansions, eligibility changes that affect managed care enrollment, and managed care systems changes.

*Presenters:*

**Jennifer Dean**, Director, Bureau of Program Implementation and Enrollment, NYS DOH OHIP  
**Eric Planck**, Project Assistant, NYS DOH OHIP

### **Supplemental Nutrition Assistance Program (SNAP) Roundtable**

This roundtable will provide an opportunity for LDSS SNAP Directors to raise and discuss issues regarding administration of the SNAP with the Director of Nutrition Policy, the SNAP Bureau Chief, and the Nutrition Bureau Chief from OTDA. The Director will also provide updates on recent releases and new initiatives.

*Presenters:*

**Tom Hedderman**, Director of Nutrition Policy, OTDA

**Frances Shannon-Akstull**, SNAP Bureau Chief, OTDA

**Lisa Irving**, Nutrition Bureau Chief, OTDA

### **Case Law Update on CPS and Permanency Issues for July 2012 to January 2013**

(1.5 CLEs anticipated. Application for accreditation of this course in New York will be made upon completion of the course.)

Hear the critical details on new case law in child welfare covering Abuse, Neglect, Dispositions, and Permanency Hearings.

*Presenter:*

**Margaret A. Burt, Esq.**, Counsel to the NYPWA

### **Executive Budget Overview**

Budget experts from OCFS, OTDA, and the Health Department will discuss the Governor's budget proposal for 2013-14.

*Presenters:*

**Elizabeth Dexter-Hinton**, Director, Bureau of Budget Management, OTDA

**Derek Holtzclaw**, Director, Bureau of Budget Management, OCFS

**Mike Gwizdala**, Chief Budgeting Analyst, Bureau of Budget Management, NYS DOH

### **The OTDA Mental Health Screening Tool Validation Study**

OTDA contracted with the Nathan Kline Institute for Psychiatric Research through the Research Foundation for Mental Hygiene to conduct a validation study in selected districts to determine the validity and reliability of an abbreviated mental health screening instrument for recipients of PA benefits. The Modified Mini Screen (MMS) is a 22 item scale designed to identify persons in need of an assessment in the domains of Mood Disorders, Anxiety Disorders, and Psychotic Disorders. In this study, the screening process was used to determine the possible existence of a mental health condition that may interfere with an individual's ability to fully participate and successfully engage in work activities and ultimately obtain and/or

retain employment. For the purpose of the study, the actual presence of a mental health barrier was determined through a subsequent mental health evaluation with a researcher using the Structured Clinical Interview for DSM IV Diagnosis (SCID). Analysis of the MMS screens and the SCID diagnostic interviews determined the MMS is a valid tool for this population.

*Presenters:*

**Mary Jane Alexander, Ph.D.**, Director, The Center to Study Recovery in Social Contexts, Senior Research Scientist, Statistics and Services Research Division, Nathan Kline Institute for Psychiatric Research

**Deborah Layman, MA**, The Center to Study Recovery in Social Contexts, Nathan Kline Institute for Psychiatric Research

**Paige Parker**, Caseworker, Albany County DSS

10:30 AM

**Coffee Break**

**11:00 AM - 12:15 PM**

**Concurrent Sessions**

***Understanding the Use of Psychiatric Medication for Children in Foster Care and Residential Treatment - Part 2***

Dr. Martin Irwin, internationally known child and adolescent psychiatrist, former professor and head of the division of child and adolescent psychiatry at SUNY Upstate, and a visiting professor with Ben Gurion University of the Negev, Beersheva, Israel, will share insight into his award winning work to reduce over medication for children in foster care and residential treatment. Part 1 will focus on general principles of treatment of children, especially those in care, with psychiatric medications and a review of effectiveness and side effects of commonly used psychiatric medications. Part 2 will focus on a discussion of strategies of decreasing the overuse of psychiatric medication, including evidence-based informed consent, quality assurance, monitoring systems, and clinical consultation.

*Presenter:*

**Martin Irwin, MD**

***Temporary Assistance and Employment Roundtable***

Attendance at this roundtable discussion is strictly limited to Temporary Assistance and Employment Directors or their staff. Participants will discuss items identified by OTDA as agency priorities as well as topics for discussion identified by districts. The agenda will reflect local input to ensure a session filled with meaningful dialogue. Discussion topics may include housing issues and employment engagement.

*Presenters:*

**Jeff Gaskell**, Director, Temporary Assistance Bureau, OTDA

**Barbara Guinn**, Director, Employment and Advancement Services Bureau, OTDA

***Executive Budget in Depth***

Our panel of local DSS fiscal experts will offer comments, ask questions of the state agencies, and raise issues for the audience to consider on what 2013-14 Executive Budget proposals will have the most significant impact on social services from a local perspective. All attendees will have an opportunity to participate in a Q&A segment with state agency budget representatives.

*Panelists:*

**Elizabeth Dexter-Hinton**, Director, Bureau of Budget Management, OTDA

**Derek Holtzclaw**, Director, Bureau of Budget Management, OCFS

**Mike Gwizdala**, Chief Budgeting Analyst, Bureau of Budget Management, NYS DOH

**Peter Simon**, Director of Administrative Services, Dutchess County DSS

**Thomas Herden**, Director of Administrative Services, Tompkins County DSS

**Robert Franklin**, Deputy Commissioner, Monroe County DHS

***Managing Managed Long Term Care – The View from Adult Protective Services***

New York City is the first region in New York State to transition dual eligible personal care clients to Managed Long Term Care. The transition brings with it a host of challenges and questions. Representatives from the New York City Human

Resources Administration's Adult Protective Services (APS), Home Care Services, and Medicaid programs will share the strategies employed and experiences encountered in supporting the vulnerable and frequently difficult-to-serve APS client population through this transition. Additionally, the presenters will discuss the automatic enrollment process and the impact to all home care service consumers.

*Presenters:*

**Lin Saberski**, Deputy Commissioner, Adult Protective Services, NYC HRA  
**Annette Holm**, Deputy Commissioner, Home Care Services Program, NYC HRA  
**Linda Hacker**, Assistant Deputy Commissioner, Medicaid Program Strategy, Support and Analysis, NYC HRA

***Case Law Update on Foster Care, TPRs, and Adoptions for July 2012 to January 2013***

(1.5 CLEs anticipated. Application for accreditation of this course in New York will be made upon completion of the course.)

Hear the critical details on new case law in child welfare covering Foster Care, Terminations of Parental Rights, and Adoptions.

*Presenter:*

**Margaret Burt, Esq.**, Counsel to the NYPWA

***Child Support Coordinators' Roundtable (1 of 2)***

This roundtable discussion presents an opportunity to brief LDSSs on emerging child support issues impacting policy, program, systems, the processing center, and training.

*Presenters:*

**Lee Sapienza**, Bureau Chief, Center for Child Wellbeing, OTDA  
**Barbara Ruggirello**, Bureau Chief, CCWB, OTDA  
**Karen Sicurelli**, Bureau Chief, CCWB, OTDA  
**Matt Hotopp**, Bureau Chief, Center for Child Wellbeing, OTDA  
**Monique Rabideau**, Bureau Chief, CCWB, OTDA  
**John McPhillips**, Fiscal Specialist, CCWB, OTDA

***Creating a Culture of Workplace Accountability***

Accountability—it's one of the greatest challenges leaders face in today's workplace environment. Accountability is defined as being answerable for one's actions or lack of actions. Without organizational systematic accountability there is little chance of high performance; nonperformers thrive; stress levels increase; communication drops; morale bottoms out; and territorialism is rampant. When an organization takes on a culture of accountability, all employees (managers, supervisors, line staff) contribute to the overall success of the organization. This workshop will present the actions Columbia County DSS took to create a culture of accountability within their organization.

*Presenters:*

**Paul Mossman**, Commissioner, Columbia County DSS  
**Judy Richards**, Director of Administration & Training, Columbia County DSS  
**Vicki L. Bryan, M.Ed.**, Consultant, Brookdale Center for Healthy Aging/Hunter College/CUNY

12:15 PM - 1:15 PM

**Lunch**

**1:30 PM - 3:00 PM**

**Concurrent Sessions**

***Confidentiality of Social Services Records***

(1.5 CLEs anticipated. Application for accreditation of this course in New York is currently pending.)

Social Services records are confidential under various statutes, regulations, and agency directives. This presentation will include a discussion of the December, 2012 edition of the presenter's "Confidentiality of DSS Records" handbook, as well as a discussion of various real life case scenarios, submitted by social services attorneys from around New York State.

*Presenter:*

**Mark E. Maves, Esq.**, Deputy County Attorney, Monroe County Law Department

## **Implementation of Managed Long Term Care**

This session will highlight progress of the MLTC transition of the PCSP and CDPAP cases in NYC, including how it was handled in terms of systems, notices that were sent, responses to enrollment letters, number of enrollees, numbers that were auto enrolled, number of plans approved statewide, and the district role.

*Presenter:*

**Margaret Willard**, Deputy Director, Division of Long Term Care, NYS DOH OHIP  
**Annette Holm**, Deputy Commissioner, Home Care Services Program, NYC HRA

## **Child Welfare Supervision: Learning from BASSICS Pilot Sites**

This collaboration between OCFS, a diverse statewide implementation team, six local departments of social services, and the federally funded Northeast and Caribbean Implementation Center is piloting a model of 21<sup>st</sup> century child welfare supervision and support. Project staff and representatives from the pilot sites will discuss the activities and learning from the pilot process. Pilot site local implementation teams direct how each site implements the model and selects the focus of supervisory coaching, skills clinics, and peer networks from the competencies areas developed by the statewide implementation group. Each presenter is also a member of the statewide Implementation Group, which guides the design and sustainability of the model of supervision and support system as well as the transition of the supervisor support system from grant funding to the OCFS training plan.

*Presenters:*

**Gail Haulenbeek**, Director, BASSICS Project, OCFS CWCS  
**Grace Thompson**, BASSICS Project Coordinator, OCFS CWCS  
**Barbara Gavin**, Children's Special Services Administrator, Rockland County DSS  
**Helene Etienne**, Program Development Director, DCP, NYC ACS  
**Casey Meyer**, Deputy Director, Cayuga County DSS  
**Karen Mullin**, Grade A Supervisor, Jefferson County DSS

## **Addressing Peer Abuse in the Workplace**

Peer Abuse (bullying) is one of the major components which leads to workplace violence. Learning how to address these bad behaviors is instrumental in preventing an incident of violence in the workplace. This program provides tools for all levels in the workplace setting.

*Presenter:*

**Sandra J. King**, President, Practical Consultants LLC

## **Child Support Coordinators' Roundtable (2 of 2)**

This roundtable discussion presents an opportunity to brief LDSSs on emerging child support issues impacting policy, program, systems, the processing center, and training.

*Presenters:*

**Lee Sapienza**, Bureau Chief, Center for Child Wellbeing, OTDA  
**Barbara Ruggirello**, Bureau Chief, CCWB, OTDA  
**Karen Sicurelli**, Bureau Chief, CCWB, OTDA  
**Matt Hotopp**, Bureau Chief, CCWB, OTDA  
**Monique Rabideau**, Bureau Chief, CCWB, OTDA  
**John McPhillips**, Fiscal Specialist, CCWB, OTDA

## **Using the "Housing First" Model to Serve Chronically Homeless Persons with Mental Illness and Other Disabilities**

Research shows that approximately 10 percent of the adult homeless population uses up to 50 percent of the resources in the homeless services system. Typically, these are single persons with mental illness, chemical dependency, developmental disabilities, and/or who are in poor physical health who repeatedly cycle in and out of housing and treatment. The "Housing First" model of providing permanent supportive housing to these chronically homeless persons has been very successful, resulting in housing retention rates of more than 85 percent, reduced hospitalizations for mental illness, increased periods of sobriety, and decreased utilization of Medicaid funding. Come learn about the model and how its implementation might reduce costs and increase positive outcomes for the most difficult-to-serve clients.

*Presenters:*

**Linda Glassman**, Deputy Commissioner, Center for Specialized Services, OTDA  
**Tracy Neitzel**, Executive Director, Joseph's House and Shelter

### ***Fiscal Roundtable***

Local fiscal administrators and OCFS, OTDA, and DOH staff will address an array of current fiscal issues.

*Presenters:*

**Virginia Lattanzio**, Chief Accountant, Office of Budget Finance and Data Management, OTDA  
**James Carroll**, Assistant Director, Bureau of Financial Operations, OCFS  
**Mike Gwizdala**, Chief Budgeting Analyst, Bureau of Budget Management, NYS DOH

3:00 PM

**Coffee Break**

**3:30 PM - 5:00 PM**

### **Concurrent Sessions**

#### ***Emergency Operations***

We have learned a lot of things about planning and being prepared to assist the public during storms, floods, and earthquakes. We also live in uncertain times, and man-made disasters such as a nuclear accident or acts of terrorism are also a threat. This session will cover Continuity of Operations Plans, D-SNAP, and strategies implemented by local districts.

*Presenters:*

**David Jolly**, Commissioner, Orange County DSS (facilitator)  
**Kevin McGuire**, Commissioner, Westchester County DSS  
**Susan Sherwood**, Commissioner, Rockland County DSS  
**John Imhof, Ph.D.**, Commissioner, Nassau County DSS  
**Michael J. Piazza, Jr.**, Commissioner, Putnam County DSS  
**John O'Neill**, Deputy Commissioner, Suffolk County DSS

#### ***Transforming Care Delivery through Health Homes***

Deirdre Astin will provide an overview of Medicaid's Health Home program and the unique opportunity of local social service districts have to work with designated Health Homes in their areas. Health Homes are a network of behavioral, physical, and social service providers working together to assure Medicaid members with chronic medical and/or behavioral health conditions have access to comprehensive care coordination services that will both improve the member's health status and help create a more sustainable Medicaid program.

*Presenter:*

**Deirdre Astin**, Health Home Program Manager, Division of Program Development & Management, NYS DOH OHIP

#### ***Child Support Audits and Reports***

Districts will hear DCSE discussing the 157 and Data Reliability Audit, the yearly Self-Assessment, the State Single Audit, and IRS reviews. Learn what these mean and what these audits and reports entail. This session will review each audit and/or report, the implications of each for districts, and ways that district performance impacts each.

*Presenters:*

**Karen A Sicurelli**, Bureau Chief, Center for Child Well-Being, OTDA  
**John McPhillips**, Fiscal Specialist, Center for Child Well-Being, OTDA  
**Larry Dole**, Child Support Specialist 3, Center for Child Well-Being, OTDA

#### ***Juvenile Justice Reform at the Regional Level, The Monroe County Model***

Monroe County and its OCFS partners will describe how they have formed a strong working relationship to create sustainable transition plans for youth returning home from OCFS placement.

*Presenters:*

**Cindy Lewis**, Director, Monroe County DHS  
**Robert Burns**, Probation Administrator, Office of Probation Community Corrections  
**Felipe Franco**, Deputy Commissioner, OCFS-DJJOY  
**Mark Keefe**, OCFS-DJJOY  
**Todd Johnson**, OCFS-DJJOY

**Reducing Departmental Gridlock**

Organizations that serve the Public Interest have been faced with greater client needs to meet, constrained resources, heavier caseloads, and changing regulations – you would think cross-departmental cooperation, out of necessity, would be the best ever. Yet, these demanding and stressful conditions have actually influenced higher levels of disagreement and gridlock that have made accomplishing desired outcomes more difficult than ever. This program examines the six most common team “headaches” and the best remedies to alleviate congestion and “open up” pathways to greater inter-departmental cooperation.

*Presenter:*

**Bob Blenn**, Organizational Development Consultant, Inspiring Human Potential

**Local DSS Fiscal Policy Roundtable**

**This session is limited to local districts.**

Fiscal administrators and fiscally-minded commissioners and program staff will come together to discuss information presented throughout the conference and its impact on social services. This forum will provide participants with an opportunity to share best practices and to discuss what other districts have done to put themselves in a better financial position.

*Facilitators:*

**Peter Simon**, Director of Administrative Services, Dutchess County DSS

**Robert Franklin**, Deputy Commissioner, Monroe County DHS

**myBenefits/myWorkspace: Surviving the Implementation**

This session will offer a discussion on how districts can approach implementation of myBenefits/my-Workspace for TA, SNAP, and HEAP. The workshop includes an overview of the last year’s releases and enhancements, as well as a look to the future. Also included is a walkthrough of the planned implementation process, a discussion of training including training needs and requirements, and a discussion of recent pilot experiences from a TA, SNAP, and HEAP point of view.

*Presenters:*

**Inez DeGroat**, Deputy Commissioner for Financial Aid, Madison County DSS

**Tara Perry**, Principal Social Welfare Examiner, Jefferson County DSS

**Tom Homovich**, Director of Upstate Systems Bureau, OTDA/CEES

**Janet Krak**, Training Coordinator, OTDA/CEES

**Kathy Kingsley**, Project Manager, OTDA/CEES

**Immunity and Constitutional Issues in CPS**

**(1.5 CLEs anticipated. Application for accreditation of this course in New York is currently pending.)**

This session will explore the duties of the child protective worker upon receiving a report of suspected child abuse and/or maltreatment under Social Services Law and NY State Regulations, Policies, and Procedures. What is the status of immunity for workers in performing those legally mandated investigatory duties? Constitutional issues and child welfare law regarding rights of children and parents will also be discussed.

*Presenters:*

**Gene D. Skarin, Esq.**, Child Welfare Counsel and Trainer

**Margaret A. Burt, Esq.**, Counsel to the NYPWA

6:00 PM - 7:00 PM

**Cocktail Reception • sponsored by  
The Albany Marriott Hotel**

7:00 PM - 9:00 PM

**Annual Banquet**

**Friday • February 1**

7:30 AM - 8:45 AM

**Breakfast Buffet**

8:00 AM - 11:00 AM

**Conference Registration**

## **Local DSS Commissioners' Meetings**

*Presiding:*

**Kira Pospesel**, NYPWA President Elect

7:30 AM - 8:30 AM

### **Commissioners' Only Networking Breakfast**

*Arrive by 8:15 AM*

8:30 AM - 9:30 AM

### **Commissioners' Meeting & Policy Discussion**

9:30 AM - 11:00 AM

**Meeting with State Medicaid Director**  
Local DSS Commissioners' Dialogue with State Medicaid Director, **Jason Helgerson**, Deputy Commissioner, Office of Health Insurance Programs, NYS Health Department.

11:00 AM - 11:15 AM

**Wrap-Up and Adjourn**

8:00 AM - 9:15 AM

## **Deputy Commissioners' Leadership Network Meeting**

*Steering Committee Members:*

**Theresa Giovannello**, Deputy Commissioner, Dutchess County DSS

**Brian Moore**, Director of Services, Temporary Assistance & Employment, Cortland County DSS

**David Kircher**, Deputy Commissioner, Albany County DSS

**Patti Anne Kirst**, Deputy Commissioner, Chautauqua County DSS

**Helen DeTiberus**, Deputy Commissioner, Schoharie County DSS

**John Redden**, Deputy Commissioner, Clinton County DSS

8:30 AM - 9:30 AM

## **CLE Legal Committee Meeting**

Individuals on the committee will take a lead in providing us with guidance for legal sessions in

specific program areas (child welfare, adult services, child support, Medicaid, Public Assistance) for future sessions to be submitted for CLE consideration.

*Chaired by* **Margaret Burt**, Counsel to the NYPWA

9:30 AM - 11:30 AM

## **Attorneys' Meeting with State Agency Counsel**

State Counsel from are invited to meet with local DSS attorneys.

**Howard Schultz**, Chairman, NYPWA Legal Committee

9:30 AM - 11:00 AM

## **Fiscal Administrators' Meeting**

9:30 AM - 11:00 AM

## **Professional Boundaries**

This session will address basic protocols for professional behavior. Attendees will learn how best to handle difficult behavioral displays, how to approach supervisor-to-staff critical conversations, how to avoid or address insubordination, and tactics for resolving conflict. Generational trends and issues with technology usage will also be covered.

*Presenter:*

**Denise Y. Schaller**, Lead Trainer, Schaller Solutions

## Attorneys' CLE Information

Attorneys may earn up to 10.5 CLEs by attending seven workshops.

OTDA will be providing CLEs for:

- *Child Support Establishment, Modification, and Enforcement: Current Issues Facing Support Collection Unit Counsel* (1.5 CLEs)
- *Ethical Considerations for the Child Support Attorney* (1.5 CLEs)

Application for accreditation of the following courses in New York through the NYS CLE Board is currently pending:

- *Mental Hygiene Law Article 81 Guardianships* (1.5 CLEs)
- *Confidentiality of Social Services Records* (1.5 CLEs)
- *Immunity and Constitutional Issues in CPS* (1.5 CLEs)

Application for accreditation of the following courses in New York through the NYS CLE Board will be made upon completion of these courses:

- *Case Law Update on CPS and Permanency Issues for July 2012 to January 2013* (1.5 CLEs)
- *Case Law Update on Foster Care, TPRs, and Adoptions for July 2012 to January 2013* (1.5 CLEs)

*Please arrive to sessions early for CLE check-in.*

**Handouts** for legal workshops will be posted at [www.NYPWA.org](http://www.NYPWA.org) for you to download, review, and choose which documents to bring to the conference.

Attorneys must attend in-person to participate and to qualify for CLEs. Both attorneys and non-attorneys must bring handouts for legal sessions if they wish to have them at the conference.

Documents will be posted in January 2013, approximately one week prior to the conference.

To access documents click the "conferences" button on our website, and then click on "legal track handouts."

*All sessions are suitable for transitional and non-transitional attorneys.*

### **The NYPWA Financial Assistance Policy for Continuing Legal Education**

The cost of CLE credits is waived for all social services attorneys who are county or NYC government employees. Attorneys may also request to have the entire conference registration fee waived based on financial hardship criteria. To apply, attorneys must submit a letter authorized by the local social services commissioner, explaining in detail why this training is essential to them and include the unique circumstances on why the agency and the attorney do not have the fiscal resources to cover the total fee. The letter should include a request for a specific discount (e.g., 25%, 50%, or 75%) based on need. Financial aid does not cover travel, hotel rooms or meals. Applications for CLE financial assistance should be sent to [info@nypwa.org](mailto:info@nypwa.org).

# NYPWA'S 144<sup>TH</sup> ANNUAL WINTER CONFERENCE

JANUARY 29 - FEBRUARY 1, 2013

## REGISTRATION INSTRUCTIONS

1. Complete the Conference Registration form (upper portion of this page). Complete, detach, and return the upper half of the form to the NYPWA office with your voucher, check, or credit card information.
2. Meals ARE included with overnight hotel packages. If you want to order meals only and do not need lodging, use the "Meal Order Form" below. Send it, with payment, directly to the Albany Marriott Hotel by **Monday, January 14, 2013**. Please note, meals are NOT included with the cost of conference registration; they must be purchased separately. Meal tickets purchased as part of a hotel package will be available at the Marriott front desk under the name listed on the form. Meal tickets purchased separately from a hotel package can be picked up at the ticket sales window near the NYPWA conference registration table.
3. Carefully read the Hotel Reservation Policy, noting that the cut-off date for hotel registration is **Monday, January 14, 2013**.
4. Complete the Hotel Registration form with all applicable information - be sure to check the correct rooming package and a Thursday banquet entree. Then return the form to the Albany Marriott Hotel.

**CANCELLATION POLICY:** Refund of conference registration fee, less an administrative fee of \$15, will be made only when received in writing by January 24, 2013.

## NYPWA CONFERENCE REGISTRATION

	By January 14	After January 14	6 <sup>th</sup> LDSS Registrant
<input type="checkbox"/> Full Conference	\$154.00	\$169.00	FREE
<input type="checkbox"/> One-Day	\$101.00	\$109.00	FREE

*Please note that meals must be purchased separately.*

**PAYMENT OR VOUCHER MUST ACCOMPANY REGISTRATION FORM.**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 County/Agency \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Payment Type:  Check  Voucher  Credit Card  
 Card Type: (VISA or MasterCard) Exp.: \_\_\_\_\_  
 Number: \_\_\_\_\_

**Please submit conference registration form with payment to:**  
 NYPWA • 130 WASHINGTON AVENUE • ALBANY, NEW YORK 12210  
 PHONE: 518-465-9305 • FAX: 518-465-5633 • EMAIL: INFO@NYPWA.ORG

## MEAL ORDER FORM

If you are not reserving a hotel package, all meals must be purchased individually through the Albany Marriott Hotel by completing this MEAL ORDER FORM. Mail or fax the completed form with payment directly to the hotel.  
**Cancellation Policy is by 8 AM on January 24, 2013, to avoid a charge for all meals ordered.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 County/Agency: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Payment:  Check  Voucher  Credit Card Card Type: \_\_\_\_\_ Exp: \_\_\_\_\_ Number: \_\_\_\_\_

	PRICE	SELECTION
<b>WEDNESDAY, JANUARY 30</b>		
Lunch	\$25.01	<input type="checkbox"/>
Reception	\$37.51	<input type="checkbox"/>
<b>THURSDAY, JANUARY 31</b>		
Breakfast	\$17.99	<input type="checkbox"/>
Lunch	\$25.01	<input type="checkbox"/>
Banquet	\$48.74	<input type="checkbox"/>
Please make your entree selection: <input type="checkbox"/> Fish <input type="checkbox"/> Beef		
<b>FRIDAY, FEBRUARY 1</b>		
Breakfast	\$17.99	<input type="checkbox"/>

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

*Please state any special dietary needs:* \_\_\_\_\_

**Please submit meal form with payment to:**  
 ALBANY MARRIOTT HOTEL • 189 WOLF ROAD • ALBANY, NEW YORK 12205  
 PHONE: 518-458-8444 • FAX: 518-482-7809

**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: Department of Social Services**

**DATE: 1/8/2013**

- (a) Purpose of Request: Chairman of the Board of Supervisors signature on Child and Family Services Plan Annual Update
  
- (b) Details: 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 update includes new documentation regarding Social Services Law 447-b which requires each social services district to address the needs of sexually exploited children in their child welfare services plan and, to the extent that funds are available, provide short-term safe placement, crisis intervention and other appropriate services
  
- (c) Previous Resolution Number: N?A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: NA

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 3*****Request for New Contract*****DEPARTMENT NAME: Social Services****DATE: January 7, 2013**

- (a) Is this a Result of a Bid or Request for Proposal? NO
- (b) Purpose of Contract: Facilitate video conferencing to expedite the conduction of administrative hearings in response to requests for expungements and/or legal sealing of indicated reports of child abuse and maltreatment within certain timeframes
- (c) Name of Contractor: New York State Office of Children and Family Services
- (d) Address of Contractor: 52 Washington St, Rensselaer, NY 12144
- (e) Contractor's Contact Person and Telephone Number: William E. Travis Jr  
( 518) 402-3194
- (f) Has or will the Contract be provided, if so, please attach: yes
- (g) Commencement Date of Contract: Upon signing by both parties
- (h) Termination Date of Contract: Upon written notice by either party
- (i) Payment Provisions: i) lump sum amount NA  
ii) hourly rate amount NA  
iii) total amount not to exceed NA  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. NA
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: NA

## BAILMENT AGREEMENT

This Bailment Agreement is entered into by and between the NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES, whose principal office is located at 52 Washington Street, Rensselaer, New York 12144 (hereinafter "OCFS") and WARREN COUNTY DSS, whose principal office is located at 1340 State Route 9, Lake George, NY 12845 (hereinafter "LDSS"). In recognition of the mutual promises, and other good and valuable consideration, receipt of which is hereby acknowledged, OCFS agrees to deliver and the LDSS agrees to accept the bailment of certain of OCFS's property, at no cost to the LDSS, as described herein below.

### WITNESSETH:

**WHEREAS**, OCFS must conduct administrative hearings in response to requests for expungement and/or legal sealing of indicated reports of child abuse and maltreatment within certain timeframes; and

**WHEREAS**, the use of video-teleconferencing will facilitate and expedite the conduct of such administrative hearings at the LDSS, as well as conserve both OCFS and LDSS resources;

Now therefore it is agreed between the parties as follows:

#### A. OCFS Responsibilities

OCFS (or any other person or entity designated by OCFS) will, at no cost to LDSS, provide and install certain video-teleconferencing equipment (hereinafter "Equipment") at a mutually agreed-upon LDSS site. For the purpose of this Agreement, the Equipment shall include, but not be limited to Cisco Profile42 video-conferencing systems and Lexmark x464de multi-function fax/scanner/printers. Attached to this Agreement as Exhibit 1 will be a listing of all such Equipment provided and installed.

OCFS (or any other person or entity designated by OCFS) will, at no cost to LDSS, be responsible for maintenance of and repairs to the equipment. All maintenance or repair services to the equipment will be performed on-site. However, OCFS, at its sole discretion or acting on the advice of the person or entity contracted to perform the maintenance or repair service on the equipment, may decide that the equipment be removed off-site for such necessary maintenance or repair services.

#### B. LDSS Responsibilities

1. Prior to the installation, the LDSS will be responsible to supply a power source, two Human Services Enterprise Network (HSEN) data ports and one telephone line in the room that will be used to conduct the hearings. LDSS will provide, at no cost to OCFS, a secure, properly wired site, which meets the Equipment's environmental requirements for installation and use. For purposes of this agreement, "site" shall include all rooms and suitable locations within a single

building or structure, but shall not include any room or space in any other free-standing building or structure, or any building or structure adjoining or abutting the site, regardless of whether the adjoining or abutting building or structure has the same physical or postal address as the "site", or the free-standing building or structure is within the same complex or compound with the "site".

2. Prior to installation of the Equipment, and at no cost to OCFS, LDSS shall complete all site work and renovations necessary to support the installation and operation of the Equipment.
3. LDSS agrees that it is responsible for all Equipment installed pursuant to this Agreement, and that any and all such Equipment may be used only for the conduct of administrative hearings, unless otherwise authorized by OCFS.
4. LDSS shall be responsible for any required repair or replacement of site facilities necessary in order to maintain the proper functioning environment for the Equipment throughout the duration of this Agreement.
5. LDSS agrees to maintain sufficient insurance coverage and assumes all financial liability in the event of Equipment damage, loss or theft, and OCFS shall be named as a loss payee and co-insured thereon. LDSS agrees that it shall be responsible for any loss or damage to the Equipment, whether or not such loss or damage results from its fault or negligence or that of its employees, or whether such loss or damage occurs through theft or intentional acts of its employees or third parties. In the event of loss or damage to any item, LDSS agrees to pay OCFS the full replacement cost (as at time of loss or damage) of any such item.
6. Upon termination of this Agreement, LDSS agrees to return all Equipment installed pursuant to this Agreement to OCFS, or allow OCFS, upon reasonable terms and conditions, access to the site so that the Equipment can be retrieved by OCFS.
7. LDSS shall designate in writing to OCFS an individual who is an LDSS employee to serve as a "Site Contact" at the Equipment site. The Site Contact will be responsible for serving as a liaison with OCFS (or any other person or entity designated by OCFS) for the installation, removal, maintenance, relocation of the Equipment, and resolving any problems with the Equipment.
8. LDSS shall submit any request to move Equipment to OCFS with 180 days prior notice. No such Equipment may be moved offsite or to a different building prior to obtaining OCFS' written consent, which shall not be unreasonably withheld. In the event that the printer/scanner/fax device is moved, the hard drive on the device must be forensically cleaned in accordance with the New York State Office of Cyber Security Information Security Policy P03-002. LDSS agrees that during any such authorized move, administrative hearings will continue to be conducted at an LDSS site.

9. The LDSS agrees that it shall not reconfigure or alter the settings to any of the equipment or install, or allow to be installed, any unauthorized software or hardware to any of the equipment.
10. When utilizing the scanning or faxing functionality of the equipment, the LDSS shall maintain the security of the data contained on any storage device according to the applicable rules and regulations pertaining to child welfare information, including but not limited to 18 NYCRR Part 466.
11. When utilizing the scanning or faxing functionality of the equipment, the LDSS shall establish, maintain and enforce appropriate policies and procedures governing the use of equipment provided pursuant to this Agreement, particularly with respect to maintaining the confidentiality of client-identifiable data.
12. When utilizing the scanning or faxing functionality of the equipment, the LDSS shall comply with encryption requirements for data at rest and in transit that are set out in NYS Office of Cyber Security Policy, Cryptographic Controls Standard (P03-002, Part 11 Systems Development and Maintenance Policy S10-006 - V1.1 - July 30, 2010.) and under the New York State Cyber Security Policy P03-002, Information Security Policy.

C. Termination/Modification

1. This Agreement may be modified upon the written consent of the parties.
2. This Agreement may be terminated by OCFS in the event it deems that termination is in the best interests of the State. In such an event, OCFS shall give written notice to LDSS not less than thirty days prior to the date upon which termination shall become effective. The date of such notice shall be deemed to be the date the notice is received by the Agency. In the event of such termination, all Equipment shall be returned to OCFS as set forth in Section B.6 of this Agreement.

D. Effective Term

The terms and conditions of this Agreement shall commence upon execution and shall remain in full force until terminated by OCFS and all Equipment is returned to OCFS.

E. Additional Conditions

1. OCFS is the sole owner of all Equipment installed at LDSS pursuant to this Agreement. Such Equipment may not be sold, rented, pledged, used as collateral or disposed of by LDSS. Such equipment may not be relocated to another building or offsite by LDSS without OCFS' prior written approval pursuant to the terms of this Agreement.
2. Nothing in this contract shall abridge, enlarge, modify or otherwise affect the privacy rights of preventive services clients under applicable law, including where

applicable, the Interim Agreement of Settlement and Compromise in Advocates for Children v. Blum.

3. LDSS agrees that it shall hold OCFS harmless from any claim, demand or cause of action for damages or injury to any person or entity based on any latent or patent defect in any Equipment pursuant to this Agreement.
4. LDSS agrees to be bound by the additional terms and conditions contained in Appendix A (Standard Clauses for All New York State Contracts) attached hereto and made a part hereof.
5. Any notice, or other communication required or permitted to be given to either party hereto shall be deemed to have been properly given and to be effective on the date of delivery if delivered in person or by first-class certified mail, postage paid, to the respective address given below, or to such other address as it shall designate by written notice given to the other party as follows:

In the case of the OCFS:	In the Case of the LDSS:
Office of Children and Family Services	
Information Technology Division	
52 Washington St.	
Rensselaer, NY 12144	

IN WITNESS WHEREOF, both OCFS and LDSS have executed this BAILMENT AGREEMENT by their respective officers on the day and year hereinafter written.

**NEW YORK STATE OFFICE OF CHILDREN & FAMILY SERVICES:**

By \_\_\_\_\_

Date \_\_\_\_\_

**LDSS:**

By \_\_\_\_\_

Date \_\_\_\_\_

Exhibit 1  
EQUIPMENT

The list of equipment bailed to LDSS has been taken from documents provided by the OCFS. The transfer of equipment will be the responsibility of the LDSS.

Description	Model No.
Lexmark Multi-function Printer	X464de
Cisco Profile42 Video Conference System:	42" LCD Screen
	C20 Codec
	1080p Camera
	Touch Screen Pad

**RESOLUTION REQUEST FORM NO. 1*****Request to Appoint or Reappoint Member of Committee, Board or Agency\****

*\*If more than one person is being appointed, please attach additional sheets*

**DEPARTMENT NAME: Department of Social Services/Youth Board**

**DATE: 01/07/2013**

- (a) Name of Appointee: Steven Lovering
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title      Queensbury Parks and Recreation
- (e) Address of Appointee: 742 Bay Rd, Queensbury , NY 12845
- (f) Title of Appointment: Warren County Youth Board
- (g) Effective Date of Appointment: 01//01/13
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, DANIEL G. STEC, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT the following named individuals as members of the Warren County Youth Board, for the term set opposite his/her name:

<u>NAME/ADDRESS</u>	<u>TERM</u>
Wendy Burkowski (Town of Bolton)	1/1/11 - 12/31/13
Josh Milton (City of Glens Falls)	1/1/11 - 12/31/13
Daniel Girard (City of Glens Falls)	1/1/11 - 12/31/11
Harold "Bud" Taylor (City of Glens Falls)	1/1/11 - 12/31/11
Rudolph Meola (Town of Hague)	1/1/11 - 12/31/12
Steven Lovering (Town of Queensbury)	1/1/11 - 12/31/12
Maureen Schmidt (WC Department of Social Services)	1/1/11 - 12/31/12
Robert Iusi (WC Probation Department)	1/1/11 - 12/31/12
Annie McMahon (Town of Lake Luzerne)	1/1/11 - 12/31/12
Kim Monthony (Town of Warrensburg)	1/1/11 - 12/31/12

Dated: January 4, 2011



DANIEL G. STEC, CHAIRMAN  
Warren County Board of Supervisors

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

***\*If more than one person is being appointed, please attach additional sheets***

**DEPARTMENT NAME: Department of Social Services/Youth Board**

**DATE: 01/07/2013**

- (a) Name of Appointee: Maureen Schmidt
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title      Warren County DSS, Acting Deputy Commissioner
- (e) Address of Appointee: 1340 State Route 9, Lake George, NY 12845
- (f) Title of Appointment: Warren County Youth Board
- (g) Effective Date of Appointment: 01//01/13
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, DANIEL G. STEC, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT the following named individuals as members of the Warren County Youth Board, for the term set opposite his/her name:

<u>NAME/ADDRESS</u>	<u>TERM</u>
Wendy Burkowski (Town of Bolton)	1/1/11 - 12/31/13
Josh Milton (City of Glens Falls)	1/1/11 - 12/31/13
Daniel Girard (City of Glens Falls)	1/1/11 - 12/31/11
Harold "Bud" Taylor (City of Glens Falls)	1/1/11 - 12/31/11
Rudolph Meola (Town of Hague)	1/1/11 - 12/31/12
Steven Lovering (Town of Queensbury)	1/1/11 - 12/31/12
Maureen Schmidt (WC Department of Social Services)	1/1/11 - 12/31/12
Robert Iusi (WC Probation Department)	1/1/11 - 12/31/12
Annie McMahon (Town of Lake Luzerne)	1/1/11 - 12/31/12
Kim Monthony (Town of Warrensburg)	1/1/11 - 12/31/12

Dated: January 4, 2011



DANIEL G. STEC, CHAIRMAN  
Warren County Board of Supervisors

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

*\*If more than one person is being appointed, please attach additional sheets*

**DEPARTMENT NAME: Department of Social Services/Youth Board**

**DATE: 01/07/2013**

- (a) Name of Appointee: Robert Iusi
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title      Warren County Probation Department, Director
- (e) Address of Appointee: 1340 State Route 9, Lake George, NY 12845
- (f) Title of Appointment: Warren County Youth Board
- (g) Effective Date of Appointment: 01//01/13
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, DANIEL G. STEC, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT the following named individuals as members of the Warren County Youth Board, for the term set opposite his/her name:

<u>NAME/ADDRESS</u>	<u>TERM</u>
Wendy Burkowski (Town of Bolton)	1/1/11 - 12/31/13
Josh Milton (City of Glens Falls)	1/1/11 - 12/31/13
Daniel Girard (City of Glens Falls)	1/1/11 - 12/31/11
Harold "Bud" Taylor (City of Glens Falls)	1/1/11 - 12/31/11
Rudolph Meola (Town of Hague)	1/1/11 - 12/31/12
Steven Lovering (Town of Queensbury)	1/1/11 - 12/31/12
Maureen Schmidt (WC Department of Social Services)	1/1/11 - 12/31/12
Robert Iusi (WC Probation Department)	1/1/11 - 12/31/12
Annie McMahon (Town of Lake Luzerne)	1/1/11 - 12/31/12
Kim Monthony (Town of Warrensburg)	1/1/11 - 12/31/12

Dated: January 4, 2011



DANIEL G. STEC, CHAIRMAN  
Warren County Board of Supervisors

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

*\*If more than one person is being appointed, please attach additional sheets*

**DEPARTMENT NAME: Department of Social Services/Youth Board**

**DATE: 01/07/2013**

- (a) Name of Appointee: Kim Monthony
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title      Chestertown
- (e) Address of Appointee: 135 Forest Lake Road, Chestertown, NY 12817
- (f) Title of Appointment: Warren County Youth Board
- (g) Effective Date of Appointment: 01//01/13
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, DANIEL G. STEC, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT the following named individuals as members of the Warren County Youth Board, for the term set opposite his/her name:

<u>NAME/ADDRESS</u>	<u>TERM</u>
Wendy Burkowski (Town of Bolton)	1/1/11 - 12/31/13
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Daniel Girard (City of Glens Falls)	1/1/11 - 12/31/11
Harold "Bud" Taylor (City of Glens Falls)	1/1/11 - 12/31/11
Rudolph Meola (Town of Hague)	1/1/11 - 12/31/12
Steven Lovering (Town of Queensbury)	1/1/11 - 12/31/12
Maureen Schmidt (WC Department of Social Services)	1/1/11 - 12/31/12
Robert Iusi (WC Probation Department)	1/1/11 - 12/31/12
Annie McMahon (Town of Lake Luzerne)	1/1/11 - 12/31/12
Kim Monthony (Town of Warrensburg)	1/1/11 - 12/31/12

Dated: January 4, 2011



DANIEL G. STEC, CHAIRMAN  
Warren County Board of Supervisors

## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

*\*If more than one person is being appointed, please attach additional sheets*

**DEPARTMENT NAME: Department of Social Services/Youth Board**

**DATE: 01/07/2013**

- (a) Name of Appointee: Rudolph Meola
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title    Town of Hague
- (e) Address of Appointee: PO Box 509, Hague, NY 12836
- (f) Title of Appointment: , Warren County Youth Board
- (g) Effective Date of Appointment: 01//01/13
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, DANIEL G. STEC, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT the following named individuals as members of the Warren County Youth Board, for the term set opposite his/her name:

<u>NAME/ADDRESS</u>	<u>TERM</u>
Wendy Burkowski (Town of Bolton)	1/1/11 - 12/31/13
Josh Milton (City of Glens Falls)	1/1/11 - 12/31/13
Daniel Girard (City of Glens Falls)	1/1/11 - 12/31/11
Harold "Bud" Taylor (City of Glens Falls)	1/1/11 - 12/31/11
Rudolph Meola (Town of Hague)	1/1/11 - 12/31/12
Steven Lovering (Town of Queensbury)	1/1/11 - 12/31/12
Maureen Schmidt (WC Department of Social Services)	1/1/11 - 12/31/12
Robert Iusi (WC Probation Department)	1/1/11 - 12/31/12
Annie McMahan (Town of Lake Luzerne)	1/1/11 - 12/31/12
Kim Monthony (Town of Warrensburg)	1/1/11 - 12/31/12

Dated: January 4, 2011



DANIEL G. STEC, CHAIRMAN  
Warren County Board of Supervisors