

# SOCIAL SERVICES COMMITTEE

## AGENDA

Friday, April 25, 2014

9:30 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 March:  
Linda Pechette, Social Welfare Examiner, Temporary Assistance Unit  
Team Leader for the month of March:  
Tammy Corbett, Sr. Caseworker, Adult Protective Services/CASA Unit  
Team Player for the month of April:  
Katie Lambert, Caseworker, Child Protective Services Unit  
Team Leader for the month of April:  
Josette Kill, Senior Social Welfare Examiner, Temporary Assistance Unit  
  
See Attachment 3A
4. Information and Education
  - A. N/A
5. Action Items
  - A.
    1. Request permission for Beth Siegfried, Caseworker in the Child Protective Services Unit to attend CPS Common Core Training in Albany, NY from May 19 - 23, June 3 - 6, 17 - 20, and June 30 - July 3, 2014.
    2. Request permission for Jacqueline Bell, Caseworker in the Family Preservation & Youth Development Unit, to attend Common Core Training in Albany, NY on June 30-July 2, July 14-18, July 29-August 1, and August 11-15, 2014.
    3. Request permission for Beth Siegfried, Caseworker in the Child Protective Services Unit, to attend CPS Response Training in Albany, NY from July 14 – 18 and July 28 – August 1, 2014.
    4. Request permission for Allison Millis, Caseworker in the Child Protective Services Unit, to attend Sexual Abuse Dynamics & Intervention Training, in Albany, NY from June 18-20, 2014.

5. Request permission for Terra Cahill and Catherine Bearor, Caseworkers in the Adult Protective Services Unit, to attend PSA New Worker Institute Training in Albany, NY May 5-8 and 19-22, 2014.
6. Request permission for Terra Cahill and Catherine Bearor, Caseworkers in the Adult Protective Services Unit, to attend CPS Response Training in Albany, NY August 25-29 and September 8-12, 2014.
7. Request permission for Barbara Meade, Social Services Investigator in the Fraud Unit, to attend Welfare Fraud Investigator Training in Albany, NY from May 19 - 23, 2014.
8. Request permission for Barbara Meade and Sharon Walter, Social Services Investigator's in the Fraud Unit, to attend the New York Welfare Fraud Investigator's Association Annual Training Seminar in Lake Placid, NY from June 1 - 4, 2014.
9. Request permission for Julie Montero, Fiscal Manager, and Julie Pearl, Adult Protective Services Supervisor, to attend the Supervisory Training Certificate Program in Albany, NY on 4/23 & 24; 5/29 & 30; 8/21 & 22; 9/18 & 19; 10/29 & 30 and 11/13 & 14, 2014.

**See attachments 5A1-9**

**B. Youth Board Appointments**

1. Request to reappoint Mike Mender to the Warren County Youth Board representing the City of Glens Falls
2. Request to appoint Cathy O'Brien to the Warren County Youth Board representing the Town of Lake George.
3. Request to appoint Jack Binder to the Warren County Youth Board as a Youth Representative (Town of Warrensburg).

**See Attachments 5B1-3**

**C. Personnel Requests**

1. Request permission to fill the vacant position of Resource Clerk #1 in the Resource/Recovery Unit, due to the retirement of Vicki Smith, Salary \$32,778, Grade 4, step 11, effective April 28, 2014.  
Potential Savings: \$6,927

**See attachment 5C1**

2. Request permission to fill the vacant position of Social Services Attorney, due to the resignation/transfer of Patricia Nenninger, Salary \$66,940, effective 4/28/14.

**See attachment 5C2**

**6. Other**

1. Overtime Report
2. Budget Status Report
3. Monthly Statistics

*Please join the Commissioner in congratulating the Team Leader and Team Player for the month of March:*

**TEAM LEADER:**

*Tammy Corbett, Senior Caseworker, Adult Protective Services/CASA Unit*

*"Tammy helps make a high morale atmosphere in APS/CASA. Her ability to communicate and provide tips/tools for dealing with difficult scenarios with the clients makes working in the unit that much more easy and enjoyable. Tammy also allows for a smooth transition for new team members by creating a welcoming environment through positive thinking, open communication and willingness to help out in any case."*

*Other Team Leader Nominee: Josette Kill*

**TEAM PLAYER:**

*Linda Pechette, Social Welfare Examiner, Temporary Assistance Unit*

*"Good hearted, genuine, kind and sincere are some of the words I would use to describe Linda Pechette. Perhaps not your typical work place adjectives, but what I believe are the qualities in a person that make them REAL. It's the foundation of these REAL characteristics an exceptional employee is built on...the type of employee that embodies the qualities and work ethic expected by the Warren County Department of Social Services."*

*"Linda's help the last few weeks has enabled me to feel better about myself and the work I strive to accomplish for the DSS and the community. Linda truly believes all work is agency work no matter who it's assigned to. She is very willing to offer up her years of experience to help pull newer employees along to reach our common goal."*

*"Linda respects everyone she works with. With her good natured humor the most difficult days are made more tolerable."*

*"Please consider this gem of a person for employee of the month."*

*"Linda is very helpful to everyone in the department. She is always willing to assist me with my work. She is an asset to our team and she brings fun and energy to the table. I enjoy working with her and learning from her."*

*Other Team Player Nominees: Liz Dobert and Joanne Collins*

**Please join the Commissioner in congratulating the Team Leader and Team Player for the month of April:**

**TEAM LEADER:**

**Josette Kill**

*"Josette is known for her grace in handling clients and her staff. She makes sure that each client feels that they are taken care of in a timely and respectful manner."*

*"As a supervisor, she is swift to make sure her staff is on the ball, but she is there to answer questions that arise. She doesn't judge, just answers it no matter where it comes from or how many times she has already answered it."*

*"A breath of fresh air. Josette was destined to become a supervisor. Each day she faces the challenges of learning a new job, taking on an increased work load and catching the assorted "curve balls" that are thrown at her. Even with all this, she keeps a cheerful, even disposition. She professionally handles each and every question that we approach her with, without judgment. She gladly takes the time to help us understand decisions so we can move forward on our work with confidence. She is truly an asset to the agency."*

**Other nominees: Kristy Neel, Roette Rheel, Cindy Mulcahy.**

**TEAM PLAYER:**

**Katie Lambert**

*"Katie is always willing to assist co-workers and supervisors not only when directed to do so but on her own as well. Katie is a Caseworker that I know will step up when a crisis breaks out and when we need all hands on deck. Katie takes direction well and works well with supervisors and other Caseworkers."*

*"Katie is the "go to" Caseworker for our unit. She is reliable, dependable, knowledgeable and a big asset to our CPS unit. Katie makes my role as a supervisor easier because I know I can count on her and her skills when the situation arises. For these reasons and many more, I would like to nominate Katie Lambert as a team player of the month."*

**Other nominee: Joanna Brierton**

5A1

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Beth Siegfried,
Caseworker-Child Protective Services (CPS)
(Supervisory Committee) (Employee Name)

to attend CW-CPS Common Core H3 Training
(Name of meeting or organization)

at CDHS Syracuse Regional Office 200 Elwood Davis Rd, Liverpool, NY 13088
(Address)

on 5/19-23/2014; 6/3-6/2014; 6/17-20/2014; 6/30-7/3/2014. 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [X] Room rate \$52.00 GSA\* Rate \$ 104
[] Meal costs - GSA \*per diem rate \$

\*www.gsa.gov

Date: 4/24/14

[Handwritten Signature]

Department Head Signature

Date: 4/25/14

[Handwritten Signature]

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.

[X] REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

Filing Instructions:

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

**Cost Analysis**

Beth Seigfried

**Training**

CW-CPS Common Core H3

**Date(s)**

5/19-5/23, 6/3-6/6  
6/17-6/20, 6/30-7/3

Cost of Training/Person	\$	238.00
# of staff attending		<u>1</u>
	\$	238.00

**Overnight**  
# of miles/1 way 170  
X # trips 8  
Total # of miles 1360

**Commuting**  
                      
                      
0

X	Fleet Car - .12	
	Overnight	\$ 163.20
	Commute	\$ -

**Estimated Overtime**

	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	<u>36,093</u>	17.35	26.03	<u>                    </u>	0.00
#2	<u>                    </u>	0.00	0.00	<u>                    </u>	0.00
#3	<u>                    </u>	0.00	0.00	<u>                    </u>	0.00

Commuting OT \$ -

	# of hrs	Total OT
#1	<u>12</u>	312.34
#2	<u>                    </u>	0.00
#3	<u>                    </u>	0.00

Meals/Gas

Overnight OT \$ 312.34

<b>Hotel</b> (14 nites )	14	\$	Rate/night	52.00	Total Hotel Expense	\$	728.00
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**Totals**

Fleet Car + Training + Hotel + OT	\$	1,441.54
Fleet Car + Training + Overtime		

#### Training Description

This program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families to achieve the child welfare outcomes of safety, permanency, and well-being. The summary below identifies steps involved in completing the training program beginning with the pre-core conference, the on-the-job/field training, through the mid and post-core conferences. Beginning April 28, 2014 three weeks prior to the classroom training, the trainers, the trainees, their supervisors, and staff development coordinators will participate in a **pre-core conference**. The conference will be conducted by phone unless the supervisor requests an in-person conference, or if the supervisor has not yet participated in this trainee preparation and development process. During the conference, trainers will provide detailed information and expectations for participation in the training. After the pre-core conference, the trainee will engage in a series of **pre-classroom computer-based instructional activities** as a prerequisite for the first week of classroom training, which begins on May 19, 2014. Access to the internet is required for participation in computer-based training. Pre-classroom instructional activities will include a pretest, trainee self-assessment, and a number of computer-based components that cover child welfare definitions and concepts, laying the groundwork for further development in the classroom. The remaining pre-classroom computer-based instructional activities consist of narrated presentations that trainees may complete individually at their convenience. Computer-based instructional activities can be accessed through TrainingSpace (access instructions below). The total amount of time trainees will need to

2

complete all of the pre-classroom components, with the exception of the pre-core conference, is approximately 9 hours. There will also be **mid-classroom computer-based training components** that trainees will be required to complete in their home districts during the weeks when they are not participating in classroom training. Subsequent to the delivery of Module I, trainees will be required to complete approximately 16 hours of computer-based instruction, which must be completed prior to the resumption of in-classroom training. Trainees will also participate in **3 CONNECTIONS iLinc courses**. The dates for each course are listed in the "additional information" section of this announcement. Trainees will be assigned to either a morning or an afternoon session for each course. Session assignments will be emailed by PDP to the trainees no later than the Friday before the week of the course. Please note: CONNECTIONS training is required. Local districts and agencies will have the option of continuing to access this training as part of the Common Core classroom sequence or choosing to provide the training themselves within the district. (for CONNECTIONS questions, please contact [connections@pdp.albany.edu](mailto:connections@pdp.albany.edu)) It is essential that trainees have protected time to complete these assignments. Completion of activities will be tracked in STARS. It is the district's or agency's responsibility to verify the completion of all out-of-classroom instructional activities for each trainee. Computer-based instructional activities can be accessed through **TrainingSpace**. Go to [www.trainingspace.org](http://www.trainingspace.org) and login using your NYSDS Login and you will see the course you are registered for listed in the "My training space" area on the left. Note: Completion of pre-classroom and mid-classroom instructional activities as well as pre, mid and post-core conferences, is required for successful completion of this program. **Mandated Reporter Training** is required for successful participation in core training and must be completed before the first week of classroom training. The learner may participate in either of the following: •a mandated reporter training provided by their agency •a self-directed Web-based program provided by OCFS – Mandated Reporter Training: Identifying and Reporting Child Abuse and Maltreatment/Neglect (requires separate registration)

#### Target Population

New Child Welfare/Child Protective Services caseworkers and Voluntary Agency staff

#### Course Prerequisites

Mandated Reporter Web-Based Online

#### Course Content

Casework Practices

#### Pre-registration Required

Yes

#### Reimbursement

Mileage and Hotel

5A2

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Jaqueline Bell, Caseworker
(Supervisory Committee) (Employee Name)

to attend Common Core Training I
(Name of meeting or organization)

at CDHS Regional Office, 3 Marcus Blvd, Sute 105, Albany, NY 12205-1129
(Address)

on 6/30-7/2/2014; 7/14-18/2014; 7/29-8/1/2014 and 8/11-15/2014. 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [] Room rate \$ GSA\* Rate \$
[] Meal costs - GSA\*per diem rate \$

\*www.gsa.gov

Date: 4/24/14

[Signature]
Department Head Signature

Date: 4/25/14

[Signature]
Committee Chairman Signature

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

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Please check to request a fleet vehicle.

[X] REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

Filing Instructions:

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

Cost Analysis	Training	Date(s)
Jaqueline Bell	Common Core Training J	6/30-7/2, 7/14-7/18, 7/29-8/1, 8/11-8/15

Cost of Training/Person	\$	238.00
# of staff attending		<u>1</u>
	\$	238.00

Overnight	Commuting
# of miles/1 way <u>50</u>	<u>50</u>
X # trips <u>8</u>	<u>34</u>
Total # of miles 400	1700

Fleet Car - .12		
Overnight	\$	48.00
Commute	\$	204.00

**Estimated Overtime**

	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	<u>36,603</u>	17.60	26.40	<u>26</u>	686.31
#2	<u>          </u>	0.00	0.00	<u>          </u>	0.00
#3	<u>          </u>	0.00	0.00	<u>          </u>	0.00

Commuting OT	\$	686.31
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**Meals/Gas**

	# of hrs	Total OT
#1	<u>12</u>	316.76
#2	<u>          </u>	0.00
#3	<u>          </u>	0.00

Overnight OT	\$	316.76
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Hotel		Rate/night	Total Hotel Expense
13 nights	13	\$ 52.00	\$ 676.00

<b>Totals</b>	Fleet Car + Training + Hotel + OT	\$	1,278.76
	Fleet Car + Training + Overtime	\$	1,128.31

J-3		205 Wolf Road Albany 12205- 1124			
TS: CW/CPS Common Core Training J-Mid-week C	TrainingSpace.org		9	08/04/2014 - 08/15/2014	9:00am - 4:30pm
LL: CW/CPS Common Core Training J CONNX 2 Exploring the Stage Composition	LearnLinc Virtual Classroom		10	08/05/2014 - 08/05/2014	9:00am - 4:30pm
LL: CW/CPS Common Core Training J CONNX 3 Documenting SPR & Visiting Plans	LearnLinc Virtual Classroom		11	08/06/2014 - 08/06/2014	9:00am - 4:30pm
CW/CPS Common Core Training J-4	CDHS - Albany Regional Office	Holiday Inn - Albany 205 Wolf Road Albany 12205- 1124	12	08/11/2014 - 08/15/2014	9:00am - 4:30pm

5 4

**Course Description:**

This program will enhance caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families.

**Class Description:**

This program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families to achieve the child welfare outcomes of safety, permanency, and well-being. The summary below identifies steps involved in completing the training program beginning with the pre-core conference, the on-the-job/field training, through the mid and post-core conferences. Beginning March 31, 2014 three weeks prior to the classroom training, the trainers, the trainees, their supervisors, and staff development coordinators will participate in a **pre-core conference**. The conference will be conducted by phone unless the supervisor requests an in-person conference, or if the supervisor has not yet participated in this trainee preparation and development process. During the conference, trainers will provide detailed information and expectations for participation in the training. After the pre-core conference, the trainee will engage in a series of **pre-classroom computer-based instructional activities** as a prerequisite for the first week of classroom training, which begins on April 22, 2014. Access to the internet is required for participation in computer-based training. Pre-classroom instructional activities will include a pretest, trainee self-assessment, and a number of computer-based components that cover child welfare definitions and concepts, laying the groundwork for further development in the classroom. The remaining pre-classroom computer-based instructional activities consist of narrated presentations that trainees may complete individually at their convenience. Computer-based instructional activities can be accessed through TrainingSpace (access instructions below). The total amount of time trainees will need to complete all of the pre-classroom components, with the exception of the pre-core conference, is approximately 9 hours. There will also be **mid-classroom computer-based training components** that trainees will be required to complete in their home districts during the weeks when they are not participating in classroom training. Subsequent to the delivery of Module 1, trainees will be required to complete approximately 16 hours of computer-based instruction, which must be completed prior to the resumption of in-classroom training. Trainees will also participate in **3 CONNECTIONS iLinc courses**. The dates for each course are listed in the "additional information" section of this announcement. Trainees will be assigned to either a morning or an afternoon session for each course. Session assignments will be emailed by PDP to the trainees no later than the Friday before the week of the course. Please note: CONNECTIONS training is required. Local districts and agencies will have the option of continuing to access this training as part of the Common Core classroom sequence or choosing to provide the training themselves within the district. **(for CONNECTIONS questions, please contact connections@pdp.albany.edu)** It is essential that trainees have protected time to complete these assignments. Completion of activities will be tracked in STARS/HSLC. It is the district's or agency's responsibility to verify the completion of all out-of-classroom instructional activities for each trainee. Computer-based instructional activities can be accessed through TrainingSpace. Go to [www.trainingspace.org](http://www.trainingspace.org) and login using your

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Beth Siegfried, Caseworker-Child Protective Services (CPS) (Supervisory Committee) (Employee Name)

to attend CPS Response Training H (Name of meeting or organization)

at CDHS Syracuse Regional Office 200 Elwood Davis Rd, Liverpool, NY 13088 (Address)

on 7/14-18/2014 and 7/28-8/1/2014. 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [X] Room rate \$52.00 GSA\* Rate \$ 104
[ ] Meal costs - GSA\*per diem rate \$

\*www.gsa.gov

Date: 4/24/14

[Signature] Department Head Signature

Date: 4/25/14

[Signature] 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.

[X] REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

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

**Cost Analysis**

Beth Seigfried

**Training**

**Date(s)**

Child Protective Services Response

7/14-7/18, 7/28-8/1

**Training H**

Cost of Training/Person \$ 140.00

# of staff attending 1

\$ 140.00

**Overnight**

**Commuting**

# of miles/1 way 170

X # trips 4

Total # of miles 680

\_\_\_\_\_

\_\_\_\_\_

0

X

Fleet Car - .12

Overnight \$ 81.60

Commute \$ -

**Estimated Overtime**

**Commuting**

	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	_____	0.00	0.00	_____	0.00
#2	_____	0.00	0.00	_____	0.00
#3	_____	0.00	0.00	_____	0.00

Commuting OT \$ -

**Meals/Gas**

**Overnight**

	# of hrs	Total OT
#1	6	0.00
#2	_____	0.00
#3	_____	0.00

Overnight OT \$ -

**Hotel**

8 nights 8 \$ 52.00

Total Hotel Expense \$ 416.00

**Totals**

Fleet Car + Training + Hotel + OT \$ 637.60

Fleet Car + Training + Overtime

## Course Description

This two-module training program, which includes one and a half days of CONNECTIONS training, builds on the knowledge and skills taught in the Common Core, and will prepare local district caseworkers to competently investigate, respond to, and document reports of child abuse and maltreatment.

This training combines Child Protective Services Response Training and CONNECTIONS. This program is eight full days of training. The program is delivered in two modules; each module is three full days and two half days in length to accommodate trainee travel needs and the CONNECTIONS training. In addition to these classroom modules, there is on-line training through TrainingSpace the week prior to the first classroom module, and in between the two classroom modules. Registration for this integrated training has been combined.

## Training Description

This program provides instruction on how to conduct Child Protective Services investigations concerning reports of alleged child abuse and maltreatment, according to New York State law, regulation and policy recommendations. The program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families, and to conduct thorough, timely and accurate investigations to achieve the child welfare outcomes of safety, permanency and well-being. The summary below identifies steps involved in completing the training program, beginning with pre-classroom computer-based instructional activities. Beginning July 7, 2014, one week prior to Week 1 of classroom training, the trainee will engage in a series of pre-classroom computer-based instructional activities. Completion of these activities is a prerequisite to attending the classroom training. Pre-classroom instructional activities will include a pre-test, a survey of trainees' experience in the field of child welfare, and other computer-based components that will provide information on selected statutes from Social Services Law, information distinguishing law, regulation and policy, information regarding educational neglect, information regarding investigatory documentation requirements, information regarding the information contained within SCR reports, an overview of the Child Protective Services Program Manual and information from a research article pertaining to common errors in child welfare work. Completion of the pre-classroom components lays the foundation for further development in the classroom and is required prior to the trainee attending Week 1 of the classroom training. The pre-classroom computer-based components consist of narrated presentations that the trainee may complete individually at their convenience during that week. Computer-based instructional components can be accessed through TrainingSpace (access instructions below). The amount of time trainees will need to complete all of the pre-classroom components is approximately 2 hours. There will also be mid-week computer-based training components that trainees will be required to complete in their home districts during the week between Week 1 of the classroom training and Week 2 of the classroom training. These components include a review of Progress Notes and completion of Safety Assessments pertaining to two case scenarios used during the classroom training, review of selected statutes from Article Ten of the Family Court Act, review of selected sections from the CPS Program Manual, information related to the issue of emotional trauma, and the half-day CONNECTIONS iLinc course LL: Starting the Investigation in CONNECTIONS. Completion of these mid-week computer-based components will enhance trainee understanding of Week 2 classroom content. The amount of time trainees will need to complete all of the mid-week computer-based components is approximately 3 hours. Completion of the mid-week components is required prior to the trainee attending Week 2 of the classroom training. It is essential that trainees have protected time to complete both the pre-classroom and mid-week computer based components of this training. Completion of these components will be tracked in STARS/HSLC. Districts will be asked to validate the completion of all out-of-classroom instructional activities for each participant. Computer-based instructional activities can be accessed through TrainingSpace or iLinc. Please use the following instructions: 1. Go to [www.trainingspace.org](http://www.trainingspace.org) and login using your NYSDSS Login and you will see the course you are registered for listed in the "my training space" area on the left. 2. Note: Completion of the pre and mid-classroom activities is part of the training program and is required for the successful completion of this program. Full classroom attendance during the classroom portions of the training is a legal requirement for successful completion of this training program. Additionally, CONNECTIONS training is required. Local districts and agencies will have the option of continuing to access this training as part of the CPS Response training classroom sequence or choosing to provide the training themselves within the district.

## Target Population

New Child Protective Services caseworkers.

## Course Content

5A4

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 Allison Millis, Caseworker

(Supervisory Committee)

(Employee Name)

to attend Sexual Abuse Dynamics & Intervention Training

(Name of meeting or organization)

at Best Western Airport, 200 Wolf Rd, Albany, NY 12205-1129

(Address)

on 6/18-20/2014. 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

Date: 4/24/14

Department Head Signature

Date: 4/25/14

Committee Chairman Signature

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

\*\*\*\*\*

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

Filing Instructions:

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

Cost Analysis

Allison Millis

Training

Date(s)

Sexual Abuse Dynamics &  
Intervention Training

6/18-6/20

**Overnight**

# of miles/1 way	<u>50</u>
X # trips	<u>2</u>
Total # of miles	100

**Commuting**

<u>50</u>
<u>6</u>
300

Cost of Training/Person	\$	42.00
# of staff attending		<u>1</u>
	\$	42.00

Fleet Car - .12

X	Overnight	\$	12.00
	Commute	\$	36.00

**Estimated Overtime**

**Commuting**

	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	<u>42,126</u>	20.25	30.38	<u>6</u>	182.28
#2	<u>          </u>	0.00	0.00	<u>          </u>	0.00
#3	<u>          </u>	0.00	0.00	<u>          </u>	0.00

Commuting OT \$ 182.28

Meals/Gas

**Overnight**

	# of hrs	Total OT
#1	<u>2</u>	60.76
#2	<u>          </u>	0.00
#3	<u>          </u>	0.00

Overnight OT \$ 60.76

**Hotel**

3 nights	3	Rate/night	\$ 52.00
----------	---	------------	----------

Total Hotel Expense \$ 156.00

**Totals**

Fleet Car + Training + Hotel + OT \$ 270.76

Fleet Car + Training + Overtime \$ 260.28

**Sexual Abuse Dynamics and Intervention Training:** Email Announcement To:  
 Maureen.Schmidt@dfa.state.ny.us

Allison  
6/18

**Course:** Sexual Abuse Dynamics and Intervention Training  
**Class Status:** Open Nomination  
**No. Nominated:** 3  
**Attachments:** [Form.pdf](#)  
**Provider:** Fordham University/Children&Families Ins  
**Date:** 06/18/2014 - 06/20/2014  
**Time(s):** Day 1: 8:30am - 4:30pm , Day 1: 8:30am - 4:30pm , Day 1: 8:30am - 4:30pm ,  
**Location:** Best Western Airport- Albany Wolf Rd  
 200 Wolf Road Albany, NY 12205-0000 [find on map](#)  
**Lodging:** Best Western Airport- Albany Wolf Rd.200 Wolf Road Albany 12205-0000  
**Deadline:** 06/04/2014  
**Not part of a Multipart Course**

**Course Description:**

This 3 day course will provide caseworkers with an intense overview of the issues related to child sexual abuse. Caseworkers will participate in both large and small group exercise that will increase their sensitivity in working with incest families and improve skills related to their work with victims and offenders. The format will include lectures, role plays, films and group discussions and groups presentation.

**Class Description:**

Same as Course Description

**Region:** 4

**Target Population:**

Child protective and preventive workers with case management responsibilities whose salaries are allocated in full or part to Title IV-E, foster care, adoption caseworkers and supervisors.

**Course Prerequisites:**

This course fulfills the prerequisites required for attending Forensic Interviewing Best Practices offered by Safe Horizons CARC. To see if you are eligible for travel reimbursement, please call JoAnne at (914) 367-3371

**Course Content:** Casework Practices

**Pre-Registration Required:** yes

**Reimbursement:** Mileage & Hotel

**Class Fees:** Fees will be charged

**Meets CPS Requirement:** yes

**Additional Information:**

**Directions:**

From the East & West: Take the NYS Thruway ( I-90) to the Northway (I-87) to Exit 4. Turn right and the hotel will be in sight. From the North & South: Take the Northway ( I-87) to Exit 4. Turn right and the hotel will be in sight.

**For Additional Course Information Contact:**

Joanne McMahon

Phone: 9143673364

Email: [ajomcmahon@fordham.edu](mailto:ajomcmahon@fordham.edu)

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Terra Cahill and Catherine Bearor, Caseworkers, Adult Protective Services (Supervisory Committee) (Employee Name)

to attend PSA New Worker Institute Training (Name of meeting or organization)

at Comfort Inn & Suites Albany Airport, 16 Wolf Rd, Albany, NY 12205 (Address)

on 5/5-8/2014 and 5/19-22/2014 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [X] Room rate \$52.00 GSA\* Rate \$ 104
[] Meal costs - GSA\*per diem rate \$
\*www.gsa.gov

Date: 4/24/14

Department Head Signature

Date: 4/25/14

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.

[X] REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

Filing Instructions:

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

Cost Analysis	Training	Date(s)
Terra Cahill	PSA New Worker Institute	5/5-5/8, 5/19-5/22
Catherine Bearor		

Cost of Training/Person \$ 112.00

# of staff attending 2

\$ 224.00

Overnight	Commuting
# of miles/1 way <u>50</u>	<u>50</u>
X # trips <u>4</u>	<u>16</u>
Total # of miles 200	800

Fleet Car - .12

Overnight \$ 24.00

Commute \$ 96.00

**Estimated Overtime**

**Commuting**

	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	<u>36,603</u>	17.60	26.40	<u>8</u>	211.17
#2	<u>36,093</u>	17.35	26.03	<u>8</u>	208.23
#3	<u>          </u>	0.00	0.00	<u>          </u>	0.00

Commuting OT \$ 419.40

Meals/Gas

**Overnight**

	# of hrs	Total OT
#1	<u>4</u>	105.59
#2	<u>4</u>	104.11
#3	<u>          </u>	0.00

Overnight OT \$ 209.70

Hotel	Rate/night	Total Hotel Expense
(6 nites - 2 people) 12	\$ 52.00	\$ 624.00

**Totals**

Fleet Car + Training + Hotel + OT \$ 1,081.70

Fleet Car + Training + Overtime \$ 739.40 \*

PSA New Worker Institute - Upstate: Aging: Email Announcement To:

Maureen.Schmidt@dfa.state.ny.us

Send Email

*Terra  
Catherine  
5/5 -*

**Course:** PSA New Worker Institute - Upstate  
**Class Status:** Training Full  
**No. Nominated:** 39  
**Attachments:**  
**Provider:** Brookdale Center for Healthy Aging  
**Date:** 05/19/2014 - 05/19/2014  
**Time(s):** 9:00am - 4:00pm  
**Location:** Comfort Inn & Suites - Albany Airport  
 16 Wolf Road Albany, NY 12205- [find on map](#)  
**Lodging:** Comfort Inn & Suites - Albany Airport 16 Wolf Road Albany 12205-  
**Deadline:** 05/05/2014

Part 3 of 5 [show all parts](#)

Class	Class Site	Lodging	Part	Date	Day 1 Time
PSA New Worker Institute - Upstate: Assessment and Interviewing	Comfort Inn & Suites - Albany Airport	Comfort Inn & Suites - Albany Airport 16 Wolf Road Albany 12205-	1	05/05/2014 - 05/06/2014	9:00am - 4:00pm
PSA New Worker Institute - Upstate: Legal Aspects	Comfort Inn & Suites - Albany Airport	Comfort Inn & Suites - Albany Airport 16 Wolf Road Albany 12205-	2	05/07/2014 - 05/08/2014	9:00am - 4:00pm
PSA New Worker Institute - Upstate: Aging	Comfort Inn & Suites - Albany Airport	Comfort Inn & Suites - Albany Airport 16 Wolf Road Albany 12205-	3	05/19/2014 - 05/19/2014	9:00am - 4:00pm
PSA New Worker Institute - Upstate: Financial Exploitation	Comfort Inn & Suites - Albany Airport	Comfort Inn & Suites - Albany Airport 16 Wolf Road Albany 12205-	4	05/20/2014 - 05/20/2014	9:00am - 4:00pm
PSA New Worker Institute - Upstate	Comfort Inn & Suites - Albany Airport	Comfort Inn & Suites - Albany Airport 16 Wolf Road Albany 12205-	5	05/21/2014 - 05/22/2014	9:00am - 4:00pm



**Course Description:**

This mandated 8-day training course focuses on the application of knowledge and skill building, and contains many

activities derived from operational experience. To enrich the training, participants may be asked to engage in role play and modelling exercises. The institute is comprised of the following five modules: Assessment; Legal Aspects; Aging, Dementia, and Developmental Disability; Dual Diagnosis and Mental Health Assessment; and Investigating Adult Abuse and Financial Exploitation. Supplemental readings are available at each county PSA Office. Participants must attend all eight days of the course offering. Participants who register for the first week of training will automatically be registered for the subsequent week's dates. PLEASE NOTE: The New Worker Institute is a mandated training for all new PSA staff.

**Class Description:**

Same as Course Description

**Region:** 4**Target Population:**

PSA Caseworkers and Supervisors

**Course Prerequisites:****Course Content:** Adult Services**Pre-Registration Required:** yes**Reimbursement:** Mileage & Hotel**Class Fees:** Fees will be charged**Meets CPS Requirement:** no**Additional Information:****Directions:**

Take Adirondack Northway 87, take exit 2E/Wolf Road, take Left on first light, Wolf Road. Go 1/8 mile, and hotel will be directly across from the Colonie Mall Center on the left. We are located next to IHOP and Emperial Palace.

**For Additional Course Information Contact:****Ashley Faustin**

Phone: 212-396-7833

Email: [afaustin@hunter.cuny.edu](mailto:afaustin@hunter.cuny.edu)

314

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Terra Cahill, Catherine Bearor and Jaqueline Bell, Caseworkers
(Supervisory Committee) (Employee Name)

to attend Child Protective Services Response Training I
(Name of meeting or organization)

at CDHS Regional Office, 3 Marcus Blvd, Sute 105, Albany, NY 12205-1129
(Address)

on 8/25-29/2014 and 9/8-9/2014 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

[ ] Room rate \$ GSA \* Rate \$
[ ] Meal costs - GSA \*per diem rate \$

\*www.gsa.gov

Date: 4/24/14

[Handwritten Signature]

Department Head Signature

Date: 4/25/14

[Handwritten Signature]

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.

[X] REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

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



**Class Description:**

This program provides instruction on how to conduct Child Protective Services investigations concerning reports of alleged child abuse and maltreatment, according to New York State law, regulation and policy recommendations. The program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families, and to conduct thorough, timely and accurate investigations to achieve the child welfare outcomes of safety, permanency and well-being. The summary below identifies steps involved in completing the training program, beginning with pre-classroom computer-based instructional activities.

Beginning August 18, 2014, one week prior to Week 1 of classroom training, the trainee will engage in a series of pre-classroom computer-based instructional activities. Completion of these activities is a prerequisite to attending the classroom training. Pre-classroom instructional activities will include a pre-test, a survey of trainees' experience in the field of child welfare, and other computer-based components that will provide information on selected statutes from Social Services Law, information distinguishing law, regulation and policy, information regarding educational neglect, information regarding investigatory documentation requirements, information regarding the information contained within SCR reports, an overview of the Child Protective Services Program Manual and information from a research article pertaining to common errors in child welfare work. Completion of the pre-classroom components lays the foundation for further development in the classroom and is required prior to the trainee attending Week 1 of the classroom training.

The pre-classroom computer-based components consist of narrated presentations that the trainee may complete individually at their convenience during that week. Computer-based instructional components can be accessed through TrainingSpace (access instructions below). The amount of time trainees will need to complete all of the pre-classroom components is approximately 2 hours. There will also be mid-week computer-based training components that trainees will be required to complete in their home districts during the week between Week 1 of the classroom training and Week 2 of the classroom training. These components include a review of Progress Notes and completion of Safety Assessments pertaining to two case scenarios used during the classroom training, review of selected statutes from Article Ten of the Family Court Act, review of selected sections from the CPS Program Manual, information related to the issue of emotional trauma, and the half-day CONNECTIONS iLinc course LL: Starting the Investigation in CONNECTIONS. Completion of these mid-week computer-based components will enhance trainee understanding of Week 2 classroom content. The amount of time trainees will need to complete all of the mid-week computer-based components is approximately 3 hours.

Computer-based instructional activities can be accessed through TrainingSpace or iLinc. Please use the following instructions: 1. Go to [www.trainingspace.org](http://www.trainingspace.org) and login using your NYSDSS Login and you will see the course you are registered for listed in the "my training space" area on the left.

2. Note: Completion of the pre and mid-classroom activities is part of the training program and is required for the successful completion of this program. Full classroom attendance during the classroom portions of the training is a legal requirement for successful completion of this training program.

Additionally, CONNECTIONS training is required. Local districts and agencies will have the option of continuing to access this training as part of the CPS Response training classroom sequence or choosing to provide the training themselves within the district.

**Region:** 4

**Target Population:**

New Child Protective Services caseworkers.

**Course Prerequisites:**

CW/CPS Common Core and completion of on-line components.

**Course Content:** Child Protection

**Pre-Registration Required:** yes

**Reimbursement:** Mileage & Hotel

**Class Fees:** Fees will be charged

**Meets CPS Requirement:** yes

**Additional Information:****Directions:**

From the South, East or West: Take the NYS Thruway to the Northway(I-87). Continue north to Exit 4. Turn right at the light and move into the middle lane. Turn left onto Marcus Blvd. just past Pizza Hut and proceed to the last building on the right. Park in front or on the side of the building. The office number is 105. (Marcus Boulevard is located between the Marriott Hotel and the Holiday Inn Turf) From the North: Take the Northway (I-87) to Exit 4. Turn left at the signal, then left again at the next signal onto Albany-Shaker Road, then right onto Wolf Road and move into the middle lane.

**Child Protective Services Response Training -I-1: Email Announcement To:**

Maureen.Schmidt@dfa.state.ny.us

[Send Email](#)

*Cahill  
Beaton  
Bell  
8/25*

**Course:** Child Protective Services Response Training  
**Class Status:** Open Nomination  
**No. Nominated:** 3  
**Attachments:**  
**Provider:** SUC Buffalo - CDHS  
**Date:** 08/25/2014 - 08/29/2014  
**Time(s):** Day 1: 1:00pm - 5:00pm , Day 1: 8:30am - 12:00pm ,  
**Location:** CDHS - Albany Regional Office  
 3 Marcus Blvd, Suite 105 Albany, NY 12205-1129 [find on map](#)  
**Lodging:** Holiday Inn - Albany 205 Wolf Road Albany 12205-1124  
**Deadline:** 07/21/2014

Part 2 of 5 [show all parts](#)

Class	Class Site	Lodging	Part	Date	Day 1 Time
TS: Child Protective Services Response Training -I	TrainingSpace.org		1	08/18/2014 - 09/12/2014	1:00pm - 5:00pm
Child Protective Services Response Training -I-1	CDHS - Albany Regional Office	Holiday Inn - Albany 205 Wolf Road Albany 12205-1124	2	08/25/2014 - 08/29/2014	1:00pm - 5:00pm
TS: Child Protective Services Response Training -I-Mid-Week	TrainingSpace.org		3	09/01/2014 - 09/12/2014	1:00pm - 5:00pm
LL: CPSRT I CONNX Starting the Investigation in CONNECTIONS	LearnLinc Virtual Classroom		4	09/04/2014 - 09/04/2014	1:00pm - 5:00pm
Child Protective Services Response Training -I-2	CDHS - Albany Regional Office	Holiday Inn - Albany 205 Wolf Road Albany 12205-1124	5	09/08/2014 - 09/12/2014	1:00pm - 5:00pm

**Course Description:**

This two-module training program, which includes one and a half days of CONNECTIONS training, builds on the knowledge and skills taught in the Common Core, and will prepare local district caseworkers to competently investigate, respond to, and document reports of child abuse and maltreatment. This training combines Child Protective Services Response Training and CONNECTIONS. This program is eight full days of training. The program is delivered in two modules; each module is three full days and two half days in length to accommodate trainee travel needs and the CONNECTIONS training. In addition to these classroom modules, there is on-line training through TrainingSpace the week prior to the first classroom module, and in between the two classroom modules. Registration for this integrated training has been combined.

5117

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 Barbara Meade, Social Services Investigator, Fraud Unit  
 (Supervisory Committee) (Employee Name)

to attend Welfare Fraud Investigator Training Institute  
 (Name of meeting or organization)

at NYS Police Academy State Campus Bldg 24, Albany NY 12202  
 (Address)

on 5/19 - 5/23/2014. 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 \$ 52.00 GSA\* Rate \$ 104
- Meal costs - GSA\* per diem rate \$ \_\_\_\_\_

\*www.gsa.gov/

Date: 4/24/14

  
 Department Head Signature

Date: 4/25/14

  
 Committee Chairman Signature

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

\*\*\*\*\*  
 \*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*  
 \*\*\*\*\*

Filing Instructions:

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

<u>Cost Analysis</u>		<u>Training</u>		<u>Date(s)</u>			
Barb Meade		Welfare Fraud Instigator Training		5/19-5/23			
		Cost of Training/Person		\$ 70.00			
		# of staff attending		<u>1</u>			
				\$ 70.00			
<b>Overnight</b>		<b>Commuting</b>					
# of miles/1 way	<u>50</u>	<u>50</u>					
X # trips	<u>2</u>	<u>10</u>					
Total # of miles	100	500	X				
		Fleet Car - .12					
		Overnight		\$ 12.00			
		Commute		\$ 60.00			
<b>Estimated Overtime</b>							
		<b>Commuting</b>					
	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	<u>43,673</u>	21.00	31.49	<u>10</u>	314.95		
#2	<u>          </u>	0.00	0.00	<u>          </u>	0.00	Commuting OT	\$ 314.95
#3	<u>          </u>	0.00	0.00	<u>          </u>	0.00		
				<b>Overnight</b>			
				# of hrs	Total OT		
#1				<u>2</u>	62.99		
#2				<u>          </u>	0.00	Overnight OT	\$ 62.99
#3				<u>          </u>	0.00		
				<b>Meals/Gas</b>			
<b>Hotel</b>	# of days	Rate/night		Total Hotel Expense			
(5 nites - 1 people)	5	\$		52.00		\$	260.00
<b>Totals</b>							
		Fleet Car + Training + Hotel + OT			\$		404.99
		Fleet Car + Training + Overtime			\$		444.95

Barbara Meade

5/1

**Schmidt, Maureen (DFA)**

**From:** StarsRequests@bsc-cdhs.org  
**Sent:** Monday, April 07, 2014 2:03 PM  
**To:** Schmidt, Maureen (DFA)  
**Subject:** Albany- Welfare Fraud Investigator Training Institute - Statewide Version  
**Attachments:** 643615\_Course Outline-2014statewide.pdf; 643615\_Registration Form - OVERNIGHTS rev1-14.pdf; 643615\_updated Travel and Accommodation Policies.pdf

This email has been automatically sent to you. DO NOT respond. It is not monitored.

✓ Overnight starts

**TRAINING ANNOUNCEMENT**

**Training Title**

**Welfare Fraud Investigator Training Institute - Statewide Version**

**Provider**

**SUNY Albany - PDP**

Date & Time	Name & Location	Registration Deadline	Lodging
05/19/14 8:30am to 4:30pm 05/20/14 8:30am to 4:30pm 05/21/14 8:30am to 4:30pm 05/22/14 8:30am to 4:30pm 05/23/14 8:30am to 4:30pm	Welfare Fraud Investigator Training Institute - Statewide Version NYS Police Academy - Albany State Campus - Building 24 Room: Library, Albany 12202-0000 Location Phone: (518) 457-7254	05/01/2014	CrestHill Suites 1415 Washington Avenue, Albany 12206-0000 Phone: (518) 454-0007

**Additional Information**

Registration on first day: 8:15am.

**Attached please find:** Course Outline; updated Travel and Accommodation Policies; and Registration Form for those who cannot register directly via HSLC.

For overnight participants, the CrestHill Suites provides breakfast and the Research Foundation for The SUNY provides dinner coupons for each eligible night. Lunch is provided to all training participants.

As a pre-requisite to the institute, trainees are required to complete a multimedia interactive course on Investigative Interviewing for Welfare Fraud Investigators. The CAI disks are on hand with your Staff Development Coordinator.

**Course Description**

The Welfare Fraud Investigator Training Institute is a five-day residential program for Welfare Fraud Investigators employed by social service districts within New York State. The program addresses TA and SNAP fraud. New investigators will have the opportunity to understand the context of their work and their roles and responsibilities within the investigative process. Parts of the course are taught by experts in the field of welfare fraud investigation and NYS Police Academy training staff.

**Course content will include:** understanding professional standards and legal issues; eligibility processing; program requirements; gathering evidence and leads; budgeting (TA and SNAP), including claim determination; detecting counterfeit and forged documents; planning investigations; investigative interviewing and advanced interrogation skills; evaluating evidence; pursuing IPV and/or criminal prosecution; and testifying guidelines.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Sharon Walter and Barbara Meade, Social Services Investigators (Supervisory Committee) (Employee Name)

to attend Annual Training Seminar - NY Welfare Fraud Investigators Assoc. (Name of meeting or organization)

at High Peaks Conference Center, Lake Placid, NY 12946 (Address)

on June 1 - 4, 2014. 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [X] Room rate \$65.10 GSA\* Rate \$
[] Meal costs - GSA\* per diem rate \$

\*www.gsa.gov

Date: 4/24/14

Department Head Signature

Date: 4/25/14

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.

[X] REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

Filing Instructions:

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

Cost Analysis

Training

Date(s)

Barb Meade

NY Welfare Investigators

6/2-6/4/14

Sharon Walter

Association

Cost of Training/Person

<b>Overnight</b>		<b>Commuting</b>		# of staff attending			<u>2</u>
# of miles/1 way	<u>86</u>					\$	-
X # trips	<u>2</u>						
Total # of miles	172		<u>0</u>	X	Fleet Car - .12		
					Overnight	\$	20.64
					Commute	\$	-

Estimated Overtime

				<b>Commuting</b>			
	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	<u>43,673</u>	21.00	31.49		0.00		
#2	<u>39,355</u>	18.92	28.38		0.00	Commuting OT	\$ -
#3		0.00	0.00		0.00		

Meals/Gas

				<b>Overnight</b>			
				# of hrs	Total OT		
#1				<u>2</u>	62.99		
#2				<u>2</u>	56.76	Overnight OT	\$ 119.75
#3					0.00		

<b>Hotel</b>				Rate/night	Total Hotel Expense		
2	4			\$ 114.60	\$	458.40	

**Totals**

						\$	598.79
					Fleet Car + Training + Hotel + OT		
					Fleet Car + Training + Overtime		

# COURSE DESCRIPTIONS

## Opening

Local officials from Essex County along with Officials from NYS Office of Temporary and Disability Assistance and Office of Children and Family Services will open the training Seminar.

## Ways to Pursue IPV's and the IPV & DA Referral Process

**Judy Gardner, Wyoming County DSS**

This session will explain the variety of ways to pursue Intentional Program Violations either through Disqualification Consent Agreements, Administrative Hearings, or in a criminal proceeding. The session will also include processing cases through the District Attorney's Office and what to do with the case once it comes back to you.

## THIS... IS ... JEOPARDY!!!!

**Stephen Bach, Karen Stern, Lisa McClain OTDA**

A NYWFIA Regional favorite is back to test your knowledge of current Program Integrity programs and policies. This fun filled 75 minute session is packed full of questions and answers on all things fraud. Prizes will be given out to top performers!

## Program Integrity Fraud Reporting

**Stephen Bach, Rebecca Lynch OTDA**

This presentation will discuss the changing requirements regarding the manner in which Local SSDs report on fraud activities. This will cover IPV's (Intentional Program Violations), eDRS (Electronic Disqualified Recipient System), the newly redesigned Quarterly Fraud Report, and the Federal 366B Report.

## Free Web Resources for Investigators

**Joe Stephenson**

This presentation provides the participant with a sampling of websites, programs, and cell phone apps showcasing the enormously free information available to you on the World Wide Web. Topics include how to best capture and retain the information, understanding search functions and how to narrow a search for better results, exploring add-ons and third party applications, accessing photograph metadata, plotting multiple addresses through mapping sites, using social media analytic tools, creating your own search engine and more.

As for the presentation materials, it will likely follow the PPT format from the NYSSIU presentation. It will not be updated and finalized until probably a week before I present since the materials can change quite a bit over the next 7 months. It will be a powerpoint presentation though, and if I have an internet connection in the room, I may try going online to show some examples, but it really depends on the crowd and how the material flows as we get into it.

### **Roundtable Session**

**Rhonda Duffney, OCFS; Jim Hart, OCFS; Mark Lahey, OAH; William Gilbert, OMIG; Steve Bach, OTDA.**

There will be 4-5 different tables, each with a different moderator. Moderators will start with a brief introductory statement, and will address questions about their subject from participants regarding their field of expertise. Bring your questions. Any questions not immediately answered will be followed up on by other means of communication.

### **The Achilles Heel - A Mock Trial**

**Andrew Weiss, Nassau County DA's Office**

Achilles was arrested for concealing his income from self-employment, and now he is going to trial. The defendant claims that he did not understand the application because English is not his first language, and he merely followed the lead of the facilitated enroller. During his trial, two attorneys will present the prosecutor's and defendant's arguments and demonstrate the various issues and challenges that arise when trying to prove the defendant's intent to defraud in a welfare fraud prosecution. The judge presiding over the trial will issue the Court's verdict as to the defendant's guilt or innocence.

### **CWFI Examination**

Administered by Larry Pittz, Director of Program Integrity in the Office of Audit & Quality Improvement. The application to take the CWFI exam can be found in the Member Services section of the UCOWF website, [www.UCOWF.net](http://www.UCOWF.net), and should be submitted electronically to Paula Kingery at [ucowf@comcast.net](mailto:ucowf@comcast.net) no later than two weeks prior to the conference. Payment in advance would also be helpful.

#### **Qualifications**

In order to apply for the Certified Welfare Fraud Investigator (CWFI) examination, you must meet the following qualifications/criteria:

- be a UCOWF member in good standing;
- be a current and full time investigator, supervisor, administrator, etc. who is also involved in fraud investigation activities;
- have a minimum of two years of ongoing, continuous experience in public assistance fraud investigations;
- in the case of employment by a state or province whose welfare delivery system is state-supervised and locally administered, spend 50% or more of your time in fraud investigation activities (i.e. FPI or back-end fraud investigations). Other duties must be fraud control related. It is required that you have worked in that capacity continuously for two years at the time of application;
- agree to perform all professional duties in accordance with applicable government standards (e.g. Government Auditing Standards as published by the U.S. Comptroller General);
- complete the CWFI Certification Exam and;
- agree to obey all federal, state and local laws and the UCOWF Code of Ethics.

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 Julie Montero and Julie Pearl  
(Supervisory Committee) (Employee Name)

to attend Supervisory Training Certificate Program  
(Name of meeting or organization)

at SUNY Albany PDP Training Center, Albany NY  
(Address)

on 4/23-24; 5/29-30; 7/30-31; 8/21-22; 9/18-19; 10/29-30; 11/13-14, 2014  
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:

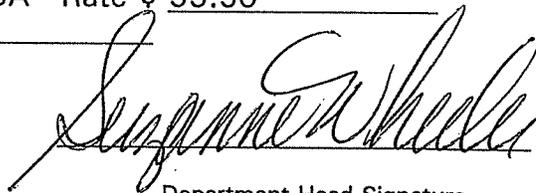
**Proper documentation must be attached when submitting for approval.**  
(Please check documents attached)

- Notice of meeting or convention including cost.

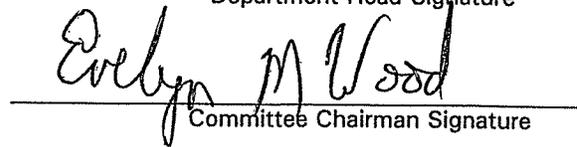
**For Overnight Travel**

- Room rate \$ \_\_\_\_\_ GSA \* Rate \$ 55.50
- Meal costs - GSA \*per diem rate \$ \_\_\_\_\_  
\*[www.gsa.gov](http://www.gsa.gov)

Date: 4/24/14

  
Department Head Signature

Date: 4/25/14

  
Committee Chairman Signature

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

\*\*\*\*\*  
\*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*  
\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

<u>Cost Analysis</u>		<u>Training</u>		<u>Date(s)</u>	
Julie Montero		Supervisory Training Certificate		4/23-4/24, 5/29-5/30, 7/30-7/31	
Julie Pearl		Program		8/21-8/22, 9/18-9/19	
				10/29-10/30, 11/13-11/14/14	
		Cost of Training/Person		\$	196.00
		# of staff attending			2
				\$	392.00
<b>Overnight</b>		<b>Commuting</b>			
# of miles/1 way	<u>50</u>		<u>50</u>		
X # trips	<u>2</u>		<u>28</u>		
Total # of miles	<u>100</u>		<u>1400</u>		
	X 7	700			
		X		Fleet Car - .12	
				Overnight	\$ 84.00
				Commute	\$ 168.00
<b>Estimated Overtime</b>					
		<b>Commuting</b>			
	Salary	Hr Rate	OT Rate	# of hrs	Total OT
#1	<u>          </u>	0.00	0.00	<u>          </u>	0.00
#2	<u>50,407</u>	24.23	36.35	<u>28</u>	1017.83
#3	<u>          </u>	0.00	0.00	<u>          </u>	0.00
				Commuting OT	\$ 1,017.83
				Meals/Gas	
		<b>Overnight</b>			
				# of hrs	Total OT
#1				<u>          </u>	0.00
#2				<u>          </u>	0.00
#3				<u>          </u>	0.00
				Overnight OT	\$ -
<b>Hotel</b>	# of days		Rate/night	Total Hotel Expense	
(7 nites - 2 people)	14		\$ 55.50	\$	777.00
<b>Totals</b>					
		Fleet Car + Training + Hotel + OT		\$	1,253.00
		Fleet Car + Training + Overtime		\$	1,577.83

Evaluation

Western  
Avenue Albany  
12203-0000**Course Description:**

PLEASE SEE ATTACHMENT FOR COURSE DESCRIPTIONS.

**Class Description:**

**Course 1 - Improving Communication Effectiveness** Improving Communication Effectiveness is designed to increase interpersonal effectiveness at work. Participants learn the communication skills of an effective supervisor -- an integrated set of principles and specific skills for supervising people, behavior and work. This workshop focuses on how to: > Manage the self in interpersonal communication; > Utilize positive and productive communications methods; > Encourage and build good interpersonal relations; and > Manage performance and motivation through the effective use of feedback. Workshop Agenda: > Elements of Communication Process > Barriers to Effective Communication > Four Communication Styles > Ineffective and Effective Communications > Motivational and Formative Feedback > Ten Keys of Effective Listening > Effective Listening Techniques > Techniques for Improving Written Communications

**Course 2 - Building High Performance Teams** Building High Performance Teams is designed to increase team building skills--an integrated set of principles and specific skills for supervising people in ways that model and encourage team skills. This workshop focuses on how to: > Implement the team building process; > Utilize process and task skills to build team work; > Encourage and build process and task skills of team members; and > Manage behavior and motivation through the use of specific techniques. Workshop Agenda: > Introduction to Team Building > Benefits of Team Building > Characteristics of Effective Teams > The Stages of Group Development > Assessing Individual Teams > Facilitating Group Growth > Understanding Group Dynamics > Defining a Team Vision > Valuing and Utilizing Team Diversity > Building a Motivational Climate > Team Decision-Making > Building Teamwork Through Meetings

**Course 3 - Planning & Goal Setting** Planning & Goal Setting is a simulation and learning lab environment designed to give participants an opportunity to learn and apply planning and goal setting skills. Participants will utilize tactical and operational planning tools to apply to issues that are currently encountering in their work settings. This workshop develops skills for: > Creating shared vision and values; > Goal Setting; > Problem analysis and problem solving; > Team decision making; and > Implementation of plans. Workshop Agenda: > Situational Planning > Visioning > The Components of Planning and Goal Setting > Implementation Strategies > Evaluating the Plan > Problem Analysis > Real Work Skill Application

**Course 4 - Work Management** Work Management is designed to focus on the supervisor's role in maintaining the productivity of the unit, work group, team, and individual employee. Participants are given the opportunity to practice key concepts and techniques that will develop skills in the following areas: > Managing Performance; > Controlling Work in Progress; > Situational Leadership Workshop Agenda: > Understanding Obstacles to High Performance > Analyzing and Overcoming Obstacles > Job Design and Interpretation > Job Enrichment Strategies > The Action-Based Job Description > Work Unit Analysis Framework > The Stewardship Delegation Model > Tracking Delegated Work > Setting Priorities > Controlling Work in Progress > Situational Leadership and Worker Performance

**Course 5 - A Winning Training Approach** A Winning Training Approach is intended for supervisors who need to develop their skills as trainers and coaches. It focuses on the developmental processes that shape, form, evolve, and result in the facilitative and leadership skills of an effective trainer/coach. This workshop is based upon the three essential elements of the trainer development model in the context of staff development, theory, skills, and the self as a person. Workshop Agenda: > How Adults Learn > On-The-Job-Training > Coaching for Performance Improvement > Transfer of Training > Presentation Skills

**Course 6 - Managing Conflict** Managing Conflict is designed to develop supervisor's ability to work more effectively with others to achieve organizational goals. Supervisors need to strengthen inter- and intra- organizational interactions through the use of conflict management techniques that increase collaboration. Participants will learn how to improve inter- and intra- work unit collaboration by applying strategies that will build and maintain good team relations. This involves the ability to manage conflict and negotiate solutions that will achieve the desired results. Workshop Agenda: > Understanding the Nature of Conflict > Reasons for Avoiding Conflict > Assessing Individual Reactions to Conflict > Overcoming Resistance to Deal with Conflict > A Process for Handling Interpersonal and Intra-Group Conflict > Conflict Management Styles > Managing Individual Conflict > Managing Change to Minimize Conflict

**Course 7 - Selection Interviewing & Performance Evaluation** Selection Interviewing and Performance Evaluation is designed to help supervisors think through the processes of selection interviewing and evaluation. Participants will learn how to conduct evaluations that encourage positive relationships, and help to improve individual performance. Interviewing will be viewed not only as part of the selection process, but as part of coaching, counseling and performance evaluation. Work Agenda: > The Hiring and Selection Interviewing Process > Selection Interview Strategies > Questioning Do's and Don'ts > Introduction to Performance Evaluation > Why Performance Evaluations Fail > Preparing to Evaluate Performance > Documenting Employee Performance > Conducting the Evaluation Discussion > Counseling for Performance Improvement > Conducting the Counseling Session > Planning for Future Performance

**Region: 4****Target Population:**

Inexperienced and experienced first-line supervisors. Inexperienced supervisors are individuals with 3 or less years of supervisory experience, irrespective of program area. Experienced supervisors are individuals with 4 or more years of experience.

## ***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: SOCIAL SERVICES / Youth Bureau**

**DATE: 4/25/14**

- (a) Name of Appointee: Mike Mender
- (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 Youth Board Membership
- (e) Address of Appointee: Mike Mender 42 Ridge St, Glens Falls, NY 12801
- (f) Title of Appointment: Warren County Youth Board Member
- (g) Effective Date of Appointment: 1/1/14
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable): n/a
- (j) Reason for Replacement: n/a

## ***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: SOCIAL SERVICES / Youth Bureau**

**DATE: 4/25/14**

- (a) Name of Appointee: Cathy O'Brien
- (b) Is this a Reappointment? no      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 Youth Board Membership
- (e) Address of Appointee: Cathy 'Brien 119 Cooper St, Lake George, NY 12845
- (f) Title of Appointment: Warren County Youth Board Member,  
Village of Lake George
- (g) Effective Date of Appointment: 5/16/14
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable): n/a
- (j) Reason for Replacement: n/a

## ***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: SOCIAL SERVICES / Youth Bureau**

**DATE: 4/25/14**

- (a) Name of Appointee: Jack Binder
- (b) Is this a Reappointment? Yes      If so, please provide the Resolution No. which authorized the last appointment of this individual      Certificate of Appointment No. 09 of 2013.
- (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      Youth Representative
- (e) Address of Appointee: Jack Binder 43 Hudson St, Warrensburg, NY 12885
- (f) Title of Appointment: Youth Representative
- (g) Effective Date of Appointment: 1/1/14
- (h) Termination Date of Appointment: 12/31/14
- (i) Name of Person Being Replaced (if applicable): n/a
- (j) Reason for Replacement: n/a

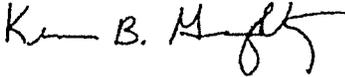
# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, KEVIN B. GERAGHTY, 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>
Annie McMahon (Town of Lake Luzerne)	1/1/13 - 12/31/13
Mindy Conway (Town of Chester)	1/1/13 - 12/31/13
Jack Binder (Town of Warrensburg)	Upon approval - 12/31/13
Brooke Viele (City of Glens Falls)	Upon approval - 12/31/13

Dated: September 20, 2013

  
KEVIN B. GERAGHTY, CHAIRMAN  
Warren County Board of Supervisors

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department SOCIAL SERVICES Payroll Dept. No. 40.00  
Title of Position Resource Clerk #1 Annual Salary \$25,851 Grade 4  
Budget code and title A.6010 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10551  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 39%  State 38%  Other Local 23%  
Impact to Budget: Current staff salary of \$32,778 (Step 11) for a savings of \$6,927  
Personnel Officer has approved this form when initialed. CS

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 4/24/14  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date April 25, 2014  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date APR  
 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 \_\_\_\_\_

29 East Holcomb Street  
North Creek, NY 12853  
April 20, 2014

Warren County Department of Social Services  
Attention Laurel Johnson, Resource Assistant  
1340 State Route 9  
Lake George, NY 12845

Dear Laurel,

Please accept this letter of retirement from my position effective April 30, 2014. My last day at Resources will be April 29, 2014. I will be using the last of my personal time Tuesday, leaving at noon that day.

I have enjoyed working at Social Services with my colleagues for the past 11 years and am ready to move on to the next phase of my life.

During the next week, I am willing to help you in any way to make the transition as smooth as possible for my department. Feel free to call me with any questions that I can help you with after my departure.

Everyone take care!

Sincerely,

A handwritten signature in cursive script that reads "Vickie Smith".

Vickie Smith

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department SOCIAL SERVICES Payroll Dept. No. 40.02  
Title of Position Social Services Attorney Annual Salary \$ TBD Grade  
Budget code and title A.6010 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 9770  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 39%  State 38%  Other Local 23%  
Impact to Budget:

Personnel Officer has approved this form when initialed.

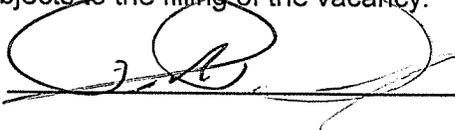


### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date April 25, 2014

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

Administrator Signature

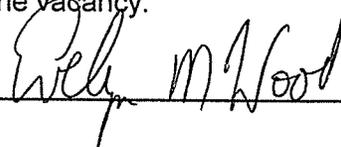


### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date April 25, 2014

- 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

Suzanne F. Wheeler  
Commissioner

Maureen Schmidt  
Deputy Commissioner

April 24, 2014

Suzanne F. Wheeler, Commissioner  
Warren County Department of Social Services  
1340 State Route 9  
Lake George, New York 12845

RE: Social Services Attorney Position

Dear Suzanne:

It is with sadness that I provide you with formal notice that, effective April 28, 2014, I will no longer act as your Social Services Attorney. On that date I will begin my new position as Personnel Officer for Warren County.

I have enjoyed representing the Department of Social Services over the past three years, and look forward to working with you in my new role.

Very truly yours,



Patricia C. Nenninger

PCN/jc

## SOCIAL SERVICES ATTORNEY

**Distinguishing Features of the Class:** This is a full-time professional position requiring performance and administration of local district Department of Social Services (“Department”) legal work which falls outside the scope of legal services provided to the Department by the County Attorney’s Office. This position also serves as confidential counsel to its Commissioner. The work is performed in accordance with the provisions of the New York State Social Services Law, New York State Rules and Regulations, Family Court Act, other applicable laws and rules, policies established by the Commissioner and policies approved by the County Board of Supervisors. The position requires ongoing interpretation and implementation of the foregoing, legal research, independent informed judgment, pursuit of appropriate legal action as well as administration of legal services and supervision of legal personnel for the Department. The position is under the general direction of the Commissioner of Social Services. The attorney is on-call on a 24 hours basis at all times. Does related work as required.

### **Typical Work Activities:**

- Provides legal counsel to the Commissioner, officials and employees of the Department relating to the administration of Department programs, including Public Assistance, Child Services, Adult Services, Family Preservation and Youth Development, Child Support, Medical Assistance, Recovery and Fraud.
- Represents and/or oversees the representation of the Commissioner in Mental Hygiene Law Article 81 proceedings relating to guardianship of incapacitated persons.
- Prepares and/or oversees the preparation of all petitions filed by the Department on behalf of those it serves. Examples include, but are not limited to, abuse and neglect petitions, permanency hearings, petitions to terminate parental rights and/or finalize adoptions, child support proceedings and paternity actions.
- Prosecutes and/or oversees the prosecution of the foregoing in Supreme, County, Family and Surrogate’s Court, and oversees the submission of court orders for signature as directed by Judges in such proceedings.
- Represents and/or oversees legal representation at Department fair hearings.
- Provides counsel with regard to medicaid liens and enforcement of the same.
- Provides counsel and pursues legal action with regard to recovery against the estates of decedents for monies expended by the Department on the recipient’s behalf.
- Meets with and effects strategies with the County Attorney and District Attorney regarding issues of mutual responsibility and concern.
- Initiates legal actions as directed by the Commissioner.
- Serves as confidential counsel to the Commissioner or designee in Department legal matters.
-

April 2014 Salary Survey  
DSS Attorney Positions

<u>Positions</u>	<u>Warren County</u>	<u>Seneca County</u>	<u>Greene County</u>	<u>Chenango County</u>	<u>Tioga County</u>	<u>Franklin County</u>	<u>Fulton County</u>	<u>Cayuga County</u>	<u>Wayne County</u>	<u>Ulster County</u>	<u>Niagara County</u>
<b>POPULATION</b>	65831	34,198	48,954	50,118	51,043	51,551	55,180	79,738	93,436	182,448	216,011
<b>Hours</b>	8.0/2080	7.5/1950	7/1820	7/1820	7/1820	7/1820	7/1820	17 wk/875	7/1820	7/1820	7/1820
DSS Attorney	\$66,940		\$64,832	\$72,566	\$82,770	\$83,500	\$68,781	\$50,193	\$90,486	\$65,991	
1st Assistant Attorney	\$64,134	\$66,630	\$63,874	\$57,749		\$62,894	\$26,481*		\$59,459	\$63,141	
2nd Assistant Attorney									\$55,963		
3rd Assistant Attorney					\$64,572						
Part-Time											
Assistant DSS Attorneys	\$33,520										8@17.5 hrs \$41,408
Assistant DSS Attys (2)											\$61,173
DSS Attorney (Competitive)											\$73,606

70-77

Salary	Local Share	difference
66,940	15,387	
70,000	16,100	713
71,000	16,330	943
72,000	16,560	1,173
73,000	16,790	1,403
74,000	17,020	1,633
75,000	17,250	1,863
76,000	17,480	2,093
77,000	17,710	2,323