

Health, Human and Social Services Committee  
Mental Health/Office of Community Services

AGENDA

1/25/19

Committee Members:           Chairwoman Frasier  
  Supervisor McDevitt  
  Supervisor Braymer  
  Supervisor Leggett  
  Supervisor Loeb  
  Supervisor Driscoll  
  Supervisor Hyde  
  Supervisor Magowan  
  Supervisor Sokol

- I.       Action Agenda/New Business
  - 1.       Application for Approval to Enroll in Job-Related Courses by Employee

- II.     Motion to adjourn

Attachments:  
Resolution request form and related documents

# RESOLUTION REQUEST FORM NO. 19

## Application for Approval to Enroll in Job-Related Courses by Employee

1. Name: Carrie Wright
2. Position: Program Analyst 3. Department: Office of Community Service  
(attach job description)
4. Course Title: Intro to Public Admin.
5. Institution or School: Marist

6. Please explain how this course relates to your current position (attach course description):

*Will allow me a more thorough understanding of govt processes and coalition building in addition to familiarizing myself w/ a host of new technology & platforms that assist w/ planning*

7. Starting Date: January 2019 8. Completion Date: January 2020
9. Cost (attach documentation): \$333 credit x 3 credits = 999.00 (CW) *& presentation to meet the goals of our office & community*
10. Employee Signature: Carrie Wright Date: 1/24/19
11. Supervisor Comments (Approve/Deny)

Supervisor Signature: N/A Date: \_\_\_\_\_

12. Department Head Comments (Approve/Deny) Is funding in the department budget? (Yes/No) *\* see below*
- Department Head Signature: [Signature] Date: 1/24/19

13. Human Resources Comments (Approve/Deny)
- Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

14. Committee Recommendation (Approve/Deny)
- Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

*\* I do not have funds specifically budgeted for this, but would have funds I could transfer. R. York*

## HOW TO USE THIS FORM

1. All requests must be approved by the Board of Supervisors prior to the start date of your class.
2. Complete sections 1 – 10 on the front of this form. Once complete, forward to your immediate supervisor for review. When forwarding please be sure to include your job description, the course description from the course catalogue, along with documentation for the amount you are requesting. If you report directly to a Department Head, skip No. 11 and forward your request directly to you Department Head for review.
3. Department Heads will review request and forward the form to Human Resources for review regardless of whether they approve or deny the request.
4. Human Resources will review request and forward to the Committee Chair for review regardless of whether they approve or deny the request.
5. Oversight committee will review the request and determine if they would like to move the request forward to the Personnel Committee.
6. If Personnel Committee approves, a resolution will go to the Board of Supervisors to approve. Once the Board of Supervisors passes a resolution for your reimbursement, you will receive the Warren County Tuition Reimbursement Voucher along with instructions on how to submit documentation for reimbursement once you've completed your class.

Warren County Policy (for reference)

(H) *Job-related course benefit.*

(1) County employees who are not represented by a union or collective bargaining agreement, with the exception of elected officials, shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.

## Add or Drop Classes

20103636 Carrie E. Wright  
Spring 2019  
Nov 26, 2018 10:35 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Nov 20, 2018	None	12491	MPA	500L	718	Graduate	3.000	Standard	Letter	INTRO PUBLIC ADM
**	None						1			
	None						12			
	None						12			

Total Credit Hours: .. *3.0 credits*  
 Billing Hours:  
 Minimum Hours: 0.000  
 Maximum Hours:  
 Date: Nov 26, 2018 10:35 am

## Add Classes Worksheet

CRNs














RELEASE: 8.7.1

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# Graduate Tuition & Fees

*(These are 2018-19 tuition and fees. Subject to change in 2019-2020)*

## SCHOOL OF COMMUNICATION & THE ARTS

PROGRAM	TUITION RATE
Master of Arts in Integrated Marketing Communication	\$800/credit
Master of Arts in Museum Studies (Florence Campus Only) *	\$980/credit

*\* Please note, students in the Museum Studies Program have additional fees*

## SCHOOL OF COMPUTER SCIENCE & MATHEMATICS

PROGRAM	TUITION RATE
Advanced Certificate in Business Analytics *This certificate does not qualify for Federal Financial Aid*	\$800/credit
Advanced Certificate in Information Systems	\$800/credit
Master of Science in Information Systems	\$800/credit
Master of Science in Computer Science - Software Development	\$800/credit

## SCHOOL OF MANAGEMENT

PROGRAM	TUITION RATE
Master of Business Administration *	\$800/credit
Master of Public Administration *	\$800/credit
	\$333/credit**
Master of Science in Professional Accountancy	\$1,050/credit

*\* Please note, students in the MBA and MPA Program are assessed a \$50/semester Program Fee during the fall and spring terms.*

*\*\* MPA students pursuing the program in Albany, Queens, or online law enforcement/emergency service personnel receive a tuition discount.*

## SCHOOL OF SCIENCE

<b>PROGRAM</b>	<b>TUITION RATE</b>
Master of Science in Physician Assistant Studies	\$1,050/credit
<i>* Please note, students in the Physician Assistant Program have additional fees</i>	
Doctor of Physical Therapy	\$1,075/credit
<i>* Please note, students in the Doctor of Physical Therapy Program have additional fees</i>	

## SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES

<b>PROGRAM</b>	<b>TUITION RATE</b>
Master of Arts in Educational Psychology	\$800/credit
Master of Arts in Educational Psychology-Summer Hybrid Program	\$333/credit
Master of Arts in Mental Health Counseling	\$800/credit
Master of Arts in School Psychology	\$800/credit
Master of Arts in Teaching	\$800/credit

# Core Courses for Online MPA

## Public Administration Master's Degree Required Core Courses

A student may be waived from the internship, MPA 660, at the time of admission.

### **MPA 500 Introduction to Public Administration**

Introduction to Public Administration Introduction to Public Administration provides a general overview of the field of public administration. The course includes theoretical and practical aspects of key governmental processes, historical development of the field, contributions of social science to understanding organizations, and ethical issues in contemporary government activities.

### **MPA 503 Public Budgeting**

Public Budgeting covers the theory and practice of public budget preparation and review, governmental accounting and auditing, and political issues in the budget process. The course includes consideration of capital budgeting, revenue estimation, and the history of budget reform efforts.

### **MPA 506 Administrative Law**

Administrative Law explores the study of the legal framework of public administration. Basic principles of constitutional law and the institutions of American government are reviewed. The development of the administrative agency as a contemporary legal and social phenomenon and its relationship to other branches of government are considered. The structure of an administrative agency, its jurisdiction, powers, processes, and accountability are analyzed.

### **MPA 507 Technology Management for Public Managers**

Technology Management for Public Managers focuses on what an individual in a managerial position should know about information technology. Social, political, and organizational effects of the technology on individuals, groups, and society are covered. Students gain understanding of how to use information management for strategic and

## MENTAL HEALTH PROGRAM ANALYST

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for developing and monitoring information systems for programs under contract with the Community Services Board by which the various elements of the program in mental health areas can be evaluated and improved. This employee works closely with community mental health personnel, representatives of the State Office of Mental Health and representatives of private agencies in the formulation of goals, information systems and means of analyzing and evaluating services to determine their suitability and efficiency. The incumbent will also be expected to conduct research for identifying needs that current programs do not satisfy. The incumbent works under general direction of the Director of community Mental Health Services. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Monitors quality assurance on an on-going basis using computer systems to generate outcome data;  
~~Develops quality assurance monitoring and evaluation tools specific to each program evaluated to ensure that programs are meeting their expected outcomes.~~

Assists in planning for mental health services in the Warren/Washington County area;  
Coordinates services so that diverse programs work in concert, including the calling of case conferences;  
Acts as a representative on a wide variety of planning, advisory and coordinating efforts by other state agencies, county departments, and/or provider agencies;  
Provides recommendations to the Director and the Community Service Boards regarding programmatic development opportunities;  
Aids the Director in the development of new programs for the mentally disabled;  
Prepares reports and other studies including the Annual Report of the Office of Community Service;  
Researches national, statewide and local standards of care and quality for use in quality assurance systems;  
Conducts focused studies on particular aspects of mental health services;  
Provides technical assistance and acts as a resource person in the area of quality assurance and outcome measurement for agencies of programs;  
Works with providers of mental health services in the formulation of goals and objectives for the mental health service delivery system;  
Determines the manner in which information should be collected to measure progress toward program objectives.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of mental health services and the role of county government in the system; good knowledge of long and short term objectives and priorities of a mental health services system; good knowledge of office terminology, practices, procedures and equipment including personal computers; ability to develop and monitor computerized information systems; ability to monitor and evaluate program effectiveness; ability to evaluate and recommend changes and improvements of programs providing mental health services; ability to analyze and interpret program costs and other data; ability to understand and interpret laws, rules and regulations governing local mental health services; ability to identify local mental health needs and existing or potential resources; ability to communicate effectively both orally and in writing; ability to operate a personal computer; ability to organize and maintain records and files; ability to prepare and maintain program records and reports; ability to establish cooperative relations with the public and staff in other governmental and private agencies; ability to carry out oral and written directions; ability to collect information for program operations;

ability to perform close, detailed work involving considerable visual effort and strain.

MINIMUM QUALIFICATIONS:

1) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a master's degree in business administration, public administration or a human services field or a comparable field and two years of experience in any of the following areas:

- a) providing direct patient services to or in administering a community or state mental health program or facility, or
- b) analysis and evaluation of public or private sector programs and/or services involving quality assurance and improvement.

OR

2) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a bachelor's degree in business administration, public administration, human services or a human services field or a comparable field and four years of experience as defined in (1) above.

OR

3) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Warren County Civil Service  
Amended: 6/24/99, 12/9/02, 10/28/15  
JC: Competitive