

Human Services Committee
Warren County Department of Social Services

COMMITTEE MEETING AGENDA

March 19, 2024

Committee Members: Supervisors DRISCOLL, Bruno, Patchett, Turner, Wild, Strainer and Runyon.

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board.

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. Request:

Request to Amend County Budget; to increase expenses and appropriations, to reflect the receipt of Federal Grant Funds [Administration for Community Living – American Rescue Plan Act – Adult Protective Services Grant FFY Aug 22-Sept 24], in the amounts of \$25,000 and \$9,129, for a total amount of \$34,129.

Rationale: The New York State Office of Children & Family Services (OCFS) Local Commissioner’s Memorandum (22-OCFS-LCM-25) has confirmed Statewide allocations as outlined on the attached. This allocation will be used to purchase a fleet car for the Adult Protective Services Unit.

Attachment #1

2. Personnel Request: To Amend the Table of Organization (Items 2, 3 and 4)

Request to Create the position of Intake Clerk, Grade 4, Base Annual Salary (2023) \$38,447, in the Reception Unit; and delete the position of Social Welfare Examiner #18, Grade 8, Base Annual Salary (2023) \$44,729, in the Medicaid Unit.

Rationale: This results in a total savings of \$9,903 which includes salary and benefits saved. The Reception Unit has a steady increase in applications; thereby increasing the demands on Intake Clerks across all benefit areas. As there are vacancies, the department reviews the needs of the agency and will make requests for changes in the organizational structure to align duties and meet agency needs.

Attachment #2

3. Personnel Request: Request to Create the position of Director of Services, Grade 15

(Management/Confidential), Base Annual Salary not to exceed \$91,062, and delete the position of Case A Supervisor (Services), Salary \$83,979.

Rationale: The Director of Services will be responsible for the administrative oversight of the Services units under the general direction of the Commissioner. This title aligns with the duties of the position and supports the organizational mission.

Attachment #3

■ PAGE 2

4. **Personnel Request:** Request to Create the position of Director of Social Services/Public Assistance, Grade 15 (Management/Confidential), Base Annual Salary not to exceed \$83,846, and delete the position of Deputy Commissioner, Salary \$90,947.

Rationale: The Director will be responsible for the administrative oversight of the Eligibility and Income Maintenance divisions under the direction of the Commissioner.

Attachment #4

V. Discussion Items:

1. Christina Mastrianni, Acting Commissioner
 - Commissioner's Report of Activities & Updates;
(Previously submitted and distributed by Committee Chairman Driscoll)
 - Overview of DSS Annual Report (Previously sent to Committee Chair)

Announcements:

 - April is Child Abuse Prevention Awareness Month
 - May is Foster Care Awareness Month

2. Julie Montero, Fiscal Manager, DSS
 - Monthly Reports: Revenue, Expenditures and Overtime.

Attachment #5

3. Sue Mowrey, Warren-Washington County - Youth Bureau

VI. Referrals/Pending Items: NONE

VII. Privilege of the Floor and public comment

VII. Motion to Adjourn

ATTACHMENTS:

1. Request to Amend County Budget-American Rescue Plan Act APS Federal Grant
2. Request to Create Intake Clerk position and Delete Social Welfare Examiner position
3. Request to Create Director of Services position and Delete Case A Supervisor in Services
4. Request to Create Director of Social Services/Public Assistance and Delete Deputy Commissioner position
5. Monthly Fiscal Reports and Overtime

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Social Services

DATE: 3/7/24

- (a) Purpose of Amendment: **To increase expenses and revenue based on two allocations received by NYS OCFS (per attached letters, 22-OCFS-LCM-25 - \$25,000 & 22-OCFS-LCM-04 - \$9,129). These allocations are to enhance and improve the lives of our Adult Protective Services clients. OCFS has approved a vehicle purchase so that APS will be more able provide services for these purposes.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 230
Automotive Equipment \$34,129**

- (c) Revenue Code (with title), and Amount:
A.6010 3610 State Aid Admin \$34,129

8/1/22 - 9/30/24

ARPA 2 (APS)

\$25,000.



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	22-OCFS-LCM-25
To:	Local Departments of Social Services Commissioners Directors of Services Adult Protective Supervisors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Administration
Date:	September 8, 2022
Subject:	Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant FFY 22
Contact Person(s):	See section IV.
Attachments:	Attachment A: <i>District Allocation Amounts</i> Attachment B: <i>Attestation of Use of Administration for Community Living – American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services</i> Attachment C: <i>Large Purchase Request for Expenditure Exceeding \$5,000</i> Attachment D: <i>Tribes in New York State and County of Residence</i> Attachment E: <i>Annual Program Report Template and Instructions</i> Attachment F: <i>For U.S. Administration for Community Living Grants</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$9,195,346 to New York State for use from August 1, 2022, through September 30, 2024. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

II. Background

These funds are being made available to states to provide resources to enhance, improve and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect and exploitation. The New York State Office of Children and Family Services (OCFS) recently surveyed the districts to ascertain the current needs and services of vulnerable adults in their LDSSs as well as their staff's needs. The survey identified the following needs and services: the need for additional/temporary staff; additional personal protection equipment; the use of tele-

**Attachment A:
District Allocation Amounts**

District	Allocation	District	Allocation
Albany	\$125,945	Ontario	\$31,007
Allegany	\$26,322	Orange	\$102,121
Broome	\$75,888	Orleans	\$25,000
Cattaraugus	\$28,463	Oswego	\$42,250
Cayuga	\$29,133	Otsego	\$25,000
Chautauqua	\$64,913	Putnam	\$35,780
Chemung	\$40,509	Rensselaer	\$75,353
Chenango	\$25,000	Rockland	\$96,588
Clinton	\$25,000	Saratoga	\$79,904
Columbia	\$38,859	Schenectady	\$53,804
Cortland	\$25,000	Schoharie	\$25,000
Delaware	\$57,106	Schuyler	\$25,000
Dutchess	\$98,819	Seneca	\$25,000
Erie	\$412,142	St. Lawrence	\$51,975
Essex	\$25,000	St. Regis	\$25,000
Franklin	\$25,000	Steuben	\$73,836
Fulton	\$30,516	Suffolk	\$187,333
Genesee	\$25,000	Sullivan	\$40,777
Greene	\$25,000	Tioga	\$25,000
Hamilton	\$25,000	Tompkins	\$36,226
Herkimer	\$35,736	Ulster	\$27,660
Jefferson	\$33,906	Warren	\$25,000
Lewis	\$25,000	Washington	\$25,000
Livingston	\$25,786	Wayne	\$25,000
Madison	\$25,000	Westchester	\$129,915
Monroe	\$195,230	Wyoming	\$25,000
Montgomery	\$25,000	Yates	\$25,000
Nassau	\$127,908		
Niagara	\$104,351	NYC	\$4,152,425
Oneida	\$47,870		
Onondaga	\$186,040	Statewide Total	\$7,577,396

\$9129



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	22-OCFS-LCM-04
To:	Local District Commissioners Directors of Services Adult Protective Supervisors
Issuing Division/Office:	Division of Child Welfare and Community Services Division of Administration
Date:	March 17, 2022
Subject:	Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant
Contact Person(s):	Shelly Fiebich Shelly.Aubertine-Fiebich@ocfs.ny.gov; 518-402-1639
Attachments:	Attachment A: <i>District Allocation Amounts</i> Attachment B: <i>Attestation of Use of Administration for Community Living – American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services</i> Attachment C: <i>Request for Approval of Equipment Expenditure Exceeding \$5,000</i> Attachment D: <i>Tribes of New York State and County of Residence</i> Attachment E: <i>Annual Program Report Template and Instructions</i> Attachment F: <i>For U.S. Administration for Community Living Grants</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$4,864,372 to New York State for use from August 1, 2021, through May 31, 2023. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

II. Background

These funds are being made available to states to provide resources to enhance, improve and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect and

**Attachment A:
District Allocation Amounts**

District	Allocation	District	Allocation
Albany	\$66,403	Ontario	\$16,457
Allegany	\$13,156	Orange	\$57,049
Broome	\$39,342	Orleans	\$4,702
Cattaraugus	\$7,178	Oswego	\$23,686
Cayuga	\$16,332	Otsego	\$13,706
Chautauqua	\$35,915	Putnam	\$19,458
Chemung	\$22,710	Rensselaer	\$40,718
Chenango	\$3,177	Rockland	\$54,148
Clinton	\$8,429	Saratoga	\$40,093
Columbia	\$17,357	Schenectady	\$25,336
Cortland	\$11,830	Schoharie	\$5,077
Delaware	\$31,714	Schuyler	\$9,729
Dutchess	\$51,622	Seneca	\$4,552
Erie	\$231,050	St. Lawrence	\$29,137
Essex	\$6,478	St. Regis	\$1,951
Franklin	\$8,654	Steuben	\$41,117
Fulton	\$17,108	Suffolk	\$105,020
Genesee	\$11,905	Sullivan	\$22,860
Greene	\$8,529	Tioga	\$12,080
Hamilton	\$1,275	Tompkins	\$20,309
Herkimer	\$18,383	Ulster	\$15,506
Jefferson	\$18,708	Warren	\$9,129
Lewis	\$4,051	Washington	\$13,055
Livingston	\$14,456	Wayne	\$5,478
Madison	\$7,929	Westchester	\$72,831
Monroe	\$109,447	Wyoming	\$4,927
Montgomery	\$9,629	Yates	\$2,176
Nassau	\$71,706		
Niagara	\$55,223	NYC	\$2,327,885
Oneida	\$26,836		
Onondaga	\$99,568	Statewide Total	\$4,044,272

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From: Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>
Sent: Friday, January 19, 2024 2:32 PM
To: Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>
Subject: RE: REMINDER: ARPA Funding

Hi Julie,

I'm pretty sure we already approved this. 😊

From: Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>
Sent: Friday, January 19, 2024 1:57 PM
To: Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>
Subject: RE: REMINDER: ARPA Funding

Hi Julie,

I just want to follow up on this and see if the use of the ARPS 1 and 2 attestation and funding use was approved . If it is, the car bid will be going out in February. Thanks.

Thanks,

Julie Pearl

APS/CASA Supervisor
Warren County Dept. of Social Services
Human Services Bldg.
1340 State Rte. 9
Lake George, N.Y. 12845
P-518-761-6277 F-518-761-6499

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From: Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>
Sent: Thursday, December 7, 2023 4:29 PM
To: Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>
Cc: Barrett, Devon (OCFS) <Devon.Barrett@ocfs.ny.gov>
Subject: RE: REMINDER: ARPA Funding

Thank you, Julie.

From: Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>
Sent: Thursday, December 7, 2023 4:18 PM

Montero, Julie (DFA)

From: Pearl, Julianna (DFA)
Sent: Friday, January 19, 2024 4:58 PM
To: Montero, Julie (DFA)
Subject: FW: REMINDER: ARPA Funding

Hi Julie,

Please see the below email. You probably don't want the full email train though.

Thanks,

Julie Pearl

APS/CASA Supervisor
Warren County Dept. of Social Services
Human Services Bldg.
1340 State Rte. 9
Lake George, N.Y. 12845
P-518-761-6277 F-518-761-6499

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From: Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>
Sent: Friday, January 19, 2024 3:45 PM
To: Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>
Subject: RE: REMINDER: ARPA Funding

My apologies if I didn't send it. You're attachment C is approved.
Thanks,
Julie

From: Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>
Sent: Friday, January 19, 2024 3:41 PM
To: Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>
Subject: RE: REMINDER: ARPA Funding

Thank you. The last email I could find that I received from you was the December 7th one. My Accounting Dept wanted something that stated the attestation was approved.

Thanks,

Julie Pearl

APS/CASA Supervisor
Warren County Dept. of Social Services
Human Services Bldg.
1340 State Rte. 9
Lake George, N.Y. 12845

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 3/19/24

- (a) Title of Requested Position: **Intake Clerk #12, Grade 4**
- (b) Annual **Base** Salary (and Grade if Applicable): **(2023) \$38,447**
- (c) Effective Date for New Position:* **4/22/24**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Social Welfare Examiner #18, Grade 8, Annual Base Salary \$44,729
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, reimbursed 50% Federal, 25% State
- (h) Is there expected revenue from this position? If so, please explain:

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;

Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;

Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;

Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;

Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;

Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;

Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;

Performs reproduction and collating duties of applications, materials and documents;

Sends, receives and logs faxes;

Maintains pamphlets, brochures and related materials for visitors;

Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;

May perform general clerical duties and maintain simple records related to the duties assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP);

Working knowledge of office terminology, procedures and equipment;

Ability to enter data into query and issue reports from database and spreadsheet programs;

Ability to deal courteously with the public both in person and on the telephone;

Ability to understand and follow simple oral and written directions;

Ability to greet the public in a pleasing manner and provide requested information;

Ability to refer visitors to appropriate staff member after ascertaining their needs;

Ability to operate fax and copy machines; Ability to hear well and speak distinctly;

Ability to write legibly; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- B) Two (2) years of clerical experience.

WC: Adopted 5.11.05

JC: Competitive

Format Update 2022

Position Changes
2024

Budget/Personnel Requests

	Grade	Salary/Entry Level	FICA/Med	Health/Dental	Total
Delete Social Welfare Examiner (03)	8	\$ 44,729	\$ 3,421.77	\$ 22,364.50	\$ 70,515.27
Add Intake Clerk (00)	4	\$ 38,447	\$ 2,941.20	\$ 19,223.50	<u>\$ 60,611.70</u>
				Decrease to Salary/Benefits	\$ 9,903.57
Delete Deputy Commissioner		\$ 90,947	\$ 6,957.45	\$ 45,473.50	\$ 143,377.95
Delete Grade A Supervisor		\$ 83,979	\$ 6,424.39	\$ 41,989.50	\$ 132,392.89
Add Director of Services		\$ 91,062	\$ 6,966.24	\$ 45,531.00	\$ 143,559.24
Add Director of Public Assistance		\$ 83,846	\$ 6,414.22	\$ 41,923.00	<u>\$ 132,183.22</u>
				Decrease to Salary/Benefits	\$ 28.38
				Total Cost Savings	\$ 9,931.95

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 3/19/24

- (a) Title of Requested Position: **Director of Services**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$91,062**
- (c) Effective Date for New Position:* **4/22/24**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Case A Supervisor (Services), Salary \$83,979
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, reimbursed 50% Federal, 25% State
- (h) Is there expected revenue from this position? If so, please explain:

DIRECTOR OF SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An employee in the position is responsible for the administrative oversight of a social services division in the Department of Social Services. Duties include planning, implementation and coordination of programmatic and operational policies/procedures which ensure compliance with Federal and State laws, rules and regulations as well as related program guidance. Additional duties include the supervision of service delivery for children and adults of assigned units. The incumbent shares the Department's mission by providing leadership, commitment, and support to a diverse workforce. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES (illustrative only):

Develops and recommends programs, written policies and procedures to comply with State and Federal laws/regulations as well as Department needs; advises the Commissioner and mandates for division use;

Interprets Federal, State and Local laws/regulations as they relate to service programs and adopts guidelines; advises Commissioner and mandates for division use;

Plans, organizes, directs and coordinates the various functions of the division for efficient and effective operation, including preparation of required plans;

Establishes necessary controls and systems to ensure that casework notes, correspondence and reports are completed and current;

Identifies key division issues, develops strategies and implements plans to address them, including making projections for budget planning purposes;

Recommends staffing and funding requirements for programs and services of the division;

Determines staffing patterns within the Services division;

Delegates specific duties to Case Supervisors and other staff;

Supervises and monitors the case management staff in the delivery of human services;

Reviews and determines suitability of new projects within the division;

Plans and supervises staff development through periodic individual and group conferences with supervisors, in-service training sessions, and by professional knowledge sharing;

Provides direction and leadership to division staff that reflects the Department's commitment to promoting access to the social services programs administered by the division, providing high quality customer service, and maintaining program integrity;

Oversees performance appraisals of subordinate staff; appraises performance of staff directly supervised;

Monitors contracts that are related to services and programs provided by the division;

Provides leadership to the division, promoting a spirit of cooperation and common purpose, while recognizing individual and team achievements;

Acts as a liaison between the agency and the community, serves as agency representative on appropriate committees;

Acts as a liaison with state/federal agencies, other county departments and agencies as related to services programs;

Represents the Agency/Commissioner of Social Services at conferences, public meetings, etc. as directed;

Assists in identifying grant opportunities and preparing grant applications that will assist in the provision of services;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs other related duties necessary to the efficient function of the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern principles and practices of social casework and social services administration;

Thorough knowledge of Federal, State, and local social services laws, regulations and programs as they relate to the delivery of human services;

Good knowledge of program planning and evaluation techniques;

Good knowledge of case recording and case management techniques;

Ability to plan, direct and supervise the work of others;

Ability to lead, manage and/or develop a team;

Ability to implement program policies consistent with legal obligations and best practices;

Ability to plan and execute strategic decisions, implement critical management practices, and deliver the outcomes expected by the individuals we serve;

Ability to prepare clear and accurate records and reports;

Ability to express oneself, both orally and in writing;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to establish and maintain effective working relationships with people from a variety of social, economic, cultural and ethnic backgrounds;

Sensitivity to cultural diversity issues that may arise in meeting Department mission objectives;

Sound judgment; emotional maturity; resourcefulness; initiative; tact.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and 5 years of experience in social casework with a public or private agency adhering to acceptable standards, two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at the time of appointment. License must remain valid throughout appointment.
2. State Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 3/19/24

- (a) Title of Requested Position: **Director of Social Services/Public Assistance**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$83,846**
- (c) Effective Date for New Position:* **4/22/24**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Deputy Commissioner of Social Services, Salary \$90,947
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, Reimbursed 50% Federal, 25% State
- (h) Is there expected revenue from this position? If so, please explain:

DIRECTOR OF SOCIAL SERVICES – PUBLIC ASSISTANCE

DISTINGUISHING FEATURES OF THE CLASS: An employee in the position is responsible for the administrative oversight of the division regulating eligibility and assistance programs in the Department of Social Services. Duties include planning, implementation and coordination of programmatic and operational policies/procedures which ensure compliance with Federal and State laws, rules and regulations as well as related program guidance. Additional duties include the supervision of service delivery for assigned units regulating eligibility and assistance programs. The incumbent shares the Department's mission by providing leadership, commitment, and support to a diverse workforce. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES (illustrative only):

Develops and recommends programs, written policies and procedures to comply with State and Federal laws/regulations as well as Department needs; advises the Commissioner and mandates for division use;

Interprets Federal, State and Local laws/regulations as they relate to eligibility/assistance programs and adopts guidelines; advises Commissioner and mandates for division use;

Plans, organizes, directs and coordinates the various functions of the division for efficient and effective operation, including preparation of required plans;

Establishes necessary controls and systems to ensure that division correspondence and reports are completed and current;

Identifies key division issues, develops strategies and implements plans to address them, including making projections for budget planning purposes;

Recommends staffing and funding requirements for programs and services of the division;

Determines staffing patterns within the Services division;

Delegates specific duties to Unit Supervisors and other staff;

Supervises and monitors division staff in the delivery of division services;

Reviews and determines suitability of new projects within the division;

Plans and supervises staff development through periodic individual and group conferences with supervisors, in-service training sessions, and by professional knowledge sharing;

Provides direction and leadership to division staff that reflects the Department's commitment to promoting access to the social services programs administered by this division, providing high quality customer service, and maintaining program integrity;

Oversees performance appraisals of subordinate staff; appraises performance of staff directly supervised;

Monitors contracts that are related to services and programs provided by the division;

Provides leadership to the division, promoting a spirit of cooperation and common purpose, while recognizing individual and team achievements;

Acts as a liaison between the agency and the community, serves as agency representative on appropriate committees;

Acts as a liaison with state/federal agencies, other county departments and agencies related to services programs;

Represents the Commissioner of Social Services at conferences, public meetings, etc. as directed;

Assists in identifying grant opportunities and preparing grant applications that will assist in the provision of services;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs other related duties necessary to the efficient function of the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern principles and practices of social work and social services administration as it affects eligibility and assistance programs;

Thorough knowledge of Federal, State, and local social services laws, regulations and programs governing eligibility requirements for social services benefits programs;

Thorough knowledge of community human services programs, agencies and employment resources;

Good knowledge of program planning and evaluation techniques;

Good knowledge of case documentation, maintenance of records, and quality assurance;

Ability to plan, direct and supervise the work of others;

Ability to lead, manage and/or develop a team;

Ability to implement program policies consistent with legal obligations and best practices;

Ability to plan and execute strategic decisions, implement critical management practices, and deliver the outcomes expected by the individuals we serve;

Ability to prepare clear and accurate records and reports;

Ability to express oneself, both orally and in writing;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to establish and maintain effective working relationships with people from a variety of social, economic, cultural and ethnic backgrounds;

Sensitivity to cultural diversity issues that may arise in meeting Department mission objectives;

Sound judgment; emotional maturity; resourcefulness; initiative; tact.

MINIMUM QUALIFICATIONS:

- A) Bachelor's Degree in social work, public administration, business administration, social/ behavioral sciences or related field and 5 years of full-time satisfactory paid experience in social casework or examining, investigating, or evaluating claims for eligibility and/or assistance with a public or private agency adhering to acceptable standards and two (2) years of which shall have been in a supervisory capacity.

- B) Associate's Degree in social work, public administration, business administration, social/ behavioral sciences or related field and 7 years of full-time satisfactory paid experience in social casework or examining, investigating or evaluating claims for eligibility and/or assistance with public or private agency adhering to acceptable standards and two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at the time of appointment. License must remain valid throughout appointment.
2. State Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR JAN - DEC 2023

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2023 BUDGETED	2023 YTD ACTUAL	2022 Prior Year Totals
110 Salaries - Regular	\$9,053,012.72	\$8,408,166.58	\$7,534,865.59
120 Salaries - Overtime	\$192,222.00	\$184,383.56	\$217,988.58
130 Salaries - Part Time	\$244,852.00	\$263,077.75	\$234,266.89
100's PERSONAL SERVICES Total	\$9,490,086.72	\$8,855,627.89	\$7,987,121.06
200's EQUIPMENT	\$207,027.48	\$203,167.99	\$75,366.60
400's CONTRACTUAL	\$24,550,970.44	\$24,579,548.21	\$23,910,855.29
800's EMPLOYEE BENEFITS	\$3,831,671.10	\$3,520,997.10	\$3,269,048.66
TOTALS	\$38,079,755.74	\$37,159,341.19	\$35,242,391.61

REVENUE	2023 BUDGETED	2023 YTD ACTUAL	2022 Prior Year Totals
	\$19,237,170.57	\$19,085,382.50	\$18,389,892.52

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR FEBRUARY 2024

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2024 BUDGETED	FEB 2024 EXP	FEB 23 EXP	2024 YTD ACTUAL	2023 Prior YTD
110 Salaries - Regular	\$9,323,424.00	\$650,770.73	\$644,488.93	\$1,302,443.11	\$8,408,166.58
120 Salaries - Overtime	\$75,222.00	\$12,093.05	\$12,834.72	\$25,688.74	\$184,383.56
130 Salaries - Part Time	\$373,619.00	\$29,457.40	\$21,627.89	\$56,745.67	\$263,077.75
100's PERSONAL SERVICES Total	\$9,772,265.00	\$692,321.18	\$678,951.54	\$1,384,877.52	\$8,855,627.89
200's EQUIPMENT	\$75,500.00	\$3,709.57	\$0.00	\$3,709.57	\$203,167.99
400's CONTRACTUAL	\$27,273,346.00	\$1,564,819.01	\$1,517,193.44	\$2,975,711.06	\$24,579,548.21
800's EMPLOYEE BENEFITS	\$3,982,922.00	\$208,900.97	\$385,972.75	\$545,571.45	\$3,520,997.10
TOTALS	\$41,104,033.00	\$2,469,750.73	\$2,582,117.73	\$4,909,869.60	\$37,159,341.19

REVENUE	2024 BUDGETED	FEB 2024 REVENUE	FEB 2023 REVENUE	2024 YTD ACTUAL	2023 Total
	\$20,741,892.00	\$2,549,587.89	\$2,172,989.29	\$3,118,826.99	\$19,085,382.50

Expense Budget Performance Report

Fiscal Year to Date 02/29/24
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General	6010 - Social Services									
	EXPENSE									
	<i>Personal Services</i>									
110	Salaries - Regular	8,109,974.00	.00	8,109,974.00	565,378.12	.00	1,130,443.38	6,979,530.62	14	7,281,249.23
120	Salaries - Overtime	49,222.00	.00	49,222.00	7,648.88	.00	13,873.93	35,348.07	28	107,362.85
130	Salaries - Part Time	214,254.00	.00	214,254.00	18,868.63	.00	35,593.66	178,660.34	17	155,634.54
	<i>Personal Services Totals</i>	\$8,373,450.00	\$0.00	\$8,373,450.00	\$591,895.63	\$0.00	\$1,179,910.97	\$7,193,539.03	14%	\$7,544,246.62
	<i>Equipment</i>									
210	Furniture/Furnishings	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	19,935.52
220	Office Equipment	10,000.00	.00	10,000.00	3,709.57	1,503.04	3,709.57	4,787.39	52	16,965.14
230										
230	Automotive Equipment	.00	.00	.00	.00	.00	.00	.00	+++	33,003.00
230.1	Automotive Equipment - Reserve	.00	.00	.00	.00	.00	.00	.00	+++	11,497.00
	230 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$44,500.00
	<i>Equipment Totals</i>	\$20,000.00	\$0.00	\$20,000.00	\$3,709.57	\$1,503.04	\$3,709.57	\$14,787.39	26%	\$81,400.66
	<i>Contractual Expense</i>									
410	Supplies	75,000.00	(4,120.00)	70,880.00	3,432.58	13,357.86	4,142.45	53,379.69	25	60,326.38
411	Rent-Building/Property	1,129,503.00	.00	1,129,503.00	94,128.14	.00	188,256.28	941,246.72	17	1,207,071.35
418	Ins-General Liability	30,896.00	4,120.00	35,016.00	.00	.00	35,015.61	.39	100	27,845.09
423	Telephone	25,000.00	.00	25,000.00	1,106.24	.00	2,019.94	22,980.06	8	19,008.32
424	Postage	32,000.00	.00	32,000.00	.00	1,000.00	1.60	30,998.40	3	31,983.53
427	Memberships & Dues	6,000.00	.00	6,000.00	.00	.00	5,587.00	413.00	93	5,424.00
428	Data Processing & Internet Fees	6,500.00	.00	6,500.00	310.98	1,606.00	370.96	4,523.04	30	4,145.76
432	Special Project Supply	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	6,121.00
435	Medical Fees	500.00	.00	500.00	(11.53)	.00	(11.53)	511.53	-2	3,948.80
436	Advertising Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	784.18
439	Misc Fees & Expenses	20,000.00	.00	20,000.00	732.48	.00	870.18	19,129.82	4	18,946.02
440	Legal/Transcript Fees	7,000.00	.00	7,000.00	.00	.00	4,860.00	2,140.00	69	3,296.72
441	Auto-Supplies & Repair	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,702.95
442	Automotive - Gas & Oil	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0	11,220.35
444										
444	Travel/Education/Conference	11,000.00	.00	11,000.00	128.90	.00	3,370.01	7,629.99	31	16,666.69
444.01	Job Related Courses	.00	.00	.00	.00	.00	.00	.00	+++	1,745.43
	444 - Totals	\$11,000.00	\$0.00	\$11,000.00	\$128.90	\$0.00	\$3,370.01	\$7,629.99	31%	\$18,412.12
469	Other Payments/Contributions	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,850.00
470	Contract	510,000.00	455,798.00	965,798.00	8,765.82	259,735.09	8,765.82	697,297.09	28	638,036.38
471	Administration	126,379.00	.00	126,379.00	.00	.00	7,002.00	119,377.00	6	20,420.00
	<i>Contractual Expense Totals</i>	\$2,204,528.00	\$455,798.00	\$2,660,326.00	\$108,593.61	\$275,698.95	\$260,250.32	\$2,124,376.73	20%	\$2,085,542.95
	<i>Employee Benefits</i>									
810	Retirement	1,063,272.00	.00	1,063,272.00	64,304.24	.00	128,811.57	934,460.43	12	783,316.97

Expense Budget Performance Report

Fiscal Year to Date 02/29/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
<i>Employee Benefits</i>										
830	Social Security	519,155.00	.00	519,155.00	34,003.77	.00	67,853.20	451,301.80	13	440,638.07
831	Medicare Contribution	121,410.00	.00	121,410.00	7,952.54	.00	15,868.90	105,541.10	13	103,052.44
860	Hospitalization	1,328,554.00	.00	1,328,554.00	100,953.12	.00	201,485.61	1,127,068.39	15	1,325,592.66
865	Dental Insurance	21,984.00	.00	21,984.00	1,687.30	.00	3,369.43	18,614.57	15	22,440.01
<i>Employee Benefits Totals</i>		\$3,054,375.00	\$0.00	\$3,054,375.00	\$208,900.97	\$0.00	\$417,388.71	\$2,636,986.29	14%	\$2,675,040.15
<i>Other Benefits</i>										
840	Workmen's Compensation	39,240.00	.00	39,240.00	.00	.00	39,240.00	.00	100	34,533.00
850	Unemployment Insurance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
855	Disability	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	673.73
861	Retirees Hospitalization	266,252.00	.00	266,252.00	.00	.00	.00	266,252.00	0	283,045.30
862	Health Insurance Cost Reimbursement	9,000.00	.00	9,000.00	.00	.00	891.93	8,108.07	10	6,766.76
<i>Other Benefits Totals</i>		\$329,992.00	\$0.00	\$329,992.00	\$0.00	\$0.00	\$401,131.93	\$289,860.07	12%	\$325,018.79
EXPENSE TOTALS		\$13,982,345.00	\$455,798.00	\$14,438,143.00	\$913,099.78	\$277,201.99	\$1,901,391.50	\$12,259,549.51	15%	\$12,711,249.17
Department 6010 - Social Services Totals		(\$13,982,345.00)	(\$455,798.00)	(\$14,438,143.00)	(\$913,099.78)	(\$277,201.99)	(\$1,901,391.50)	(\$12,259,549.51)	15%	(\$12,711,249.17)
Department 6030 - Countryside Adult Home										
EXPENSE										
<i>Personal Services</i>										
110	Salaries - Regular	1,213,450.00	.00	1,213,450.00	85,392.61	.00	171,999.73	1,041,450.27	14	1,126,917.35
120	Salaries - Overtime	26,000.00	.00	26,000.00	4,444.17	.00	11,814.81	14,185.19	45	77,020.71
130	Salaries - Part Time	159,365.00	.00	159,365.00	10,588.77	.00	21,152.01	138,212.99	13	107,443.21
<i>Personal Services Totals</i>		\$1,398,815.00	\$0.00	\$1,398,815.00	\$100,425.55	\$0.00	\$204,966.55	\$1,193,848.45	15%	\$1,311,381.27
<i>Equipment</i>										
210	Furniture/Furnishings	50,000.00	.00	50,000.00	.00	533.96	466.04	49,000.00	2	100,951.04
220	Office Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	589.03
260	Other Equipment	2,500.00	4,225.00	6,725.00	.00	.00	5,818.28	906.72	87	20,227.26
270	Lawn & Landscaping	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
<i>Equipment Totals</i>		\$55,500.00	\$4,225.00	\$59,725.00	\$0.00	\$533.96	\$6,284.32	\$52,906.72	11%	\$121,767.33
<i>Contractual Expense</i>										
410	Supplies	47,000.00	11,579.24	58,579.24	1,730.13	25,054.08	3,758.49	29,766.67	49	42,306.86
413	Repair & Maint.-Bldg/Property	65,000.00	7,679.63	72,679.63	654.86	19,884.99	1,224.64	51,570.00	29	30,555.15
415	Electricity	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	33,357.04
416	Oil & Gas-Heating	42,000.00	.00	42,000.00	1,070.32	5,168.00	3,446.99	33,385.01	21	31,812.69
417	Water/Sewer/Taxes	15,000.00	.00	15,000.00	.00	.00	2,243.70	12,756.30	15	14,397.52
418	Ins-General Liability	12,898.00	1,782.36	14,680.36	.00	.00	14,680.36	.00	100	10,860.77
422	Repair/Maint-Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,958.51
423	Telephone	2,000.00	.00	2,000.00	79.55	.00	159.10	1,840.90	8	1,574.70
424	Postage	250.00	.00	250.00	.00	.00	.00	250.00	0	128.27

Expense Budget Performance Report

Fiscal Year to Date 02/29/24

Include Rollup Account and Rollup to Account



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6030 - Countryside Adult Home										
EXPENSE										
<i>Contractual Expense</i>										
426	Subscriptions	650.00	.00	650.00	.00	.00	.00	650.00	0	474.00
427	Memberships & Dues	1,700.00	.00	1,700.00	.00	.00	1,344.00	356.00	79	1,344.00
428	Data Processing & Internet Fees	3,700.00	.00	3,700.00	.00	.00	312.93	3,387.07	8	3,745.16
434	Allowances	22,800.00	.00	22,800.00	.00	.00	2,000.00	20,800.00	9	12,800.00
435	Medical Fees	500.00	.00	500.00	.00	240.00	.00	260.00	48	.00
436	Advertising Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
437	Consulting Fees	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
439	Misc Fees & Expenses	1,700.00	.00	1,700.00	.00	300.00	.00	1,400.00	18	1,707.99
441	Auto-Supplies & Repair	8,500.00	.00	8,500.00	.00	.00	185.66	8,314.34	2	5,706.50
442	Automotive - Gas & Oil	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	2,713.86
444	Travel/Education/Conference	3,000.00	.00	3,000.00	.00	950.00	199.00	1,851.00	38	3,311.00
445	Foods	235,000.00	(2,225.00)	232,775.00	9,060.66	29,467.63	22,032.37	181,275.00	22	171,133.36
451	Medical Supply Expense	5,000.00	.00	5,000.00	.00	2,800.00	.00	2,200.00	56	2,587.88
453	Uniforms & Clothing	200.00	.00	200.00	.00	.00	.00	200.00	0	132.74
470	Contract	47,400.00	(1,782.36)	45,617.64	388.62	13,805.76	1,529.24	30,282.64	34	17,053.98
<i>Contractual Expense Totals</i>		\$558,298.00	\$17,033.87	\$575,331.87	\$12,984.14	\$97,670.46	\$53,116.48	\$424,544.93	26%	\$389,661.98
<i>Employee Benefits</i>										
810	Retirement	170,949.00	.00	170,949.00	10,263.35	.00	21,045.46	149,903.54	12	123,325.42
830	Social Security	86,730.00	.00	86,730.00	5,935.26	.00	12,125.61	74,604.39	14	78,096.80
831	Medicare Contribution	20,284.00	.00	20,284.00	1,388.07	.00	2,835.80	17,448.20	14	18,264.58
860	Hospitalization	175,238.00	.00	175,238.00	12,342.28	.00	25,242.22	149,995.78	14	164,881.97
865	Dental Insurance	3,384.00	.00	3,384.00	238.28	.00	498.72	2,885.28	15	3,243.36
<i>Employee Benefits Totals</i>		\$456,585.00	\$0.00	\$456,585.00	\$30,167.24	\$0.00	\$61,747.81	\$394,837.19	14%	\$387,812.13
<i>Other Benefits</i>										
840	Workmen's Compensation	26,303.00	.00	26,303.00	.00	.00	26,303.00	.00	100	23,688.00
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
855	Disability	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
861	Retirees Hospitalization	97,253.00	.00	97,253.00	.00	.00	.00	97,253.00	0	101,385.52
862	Health Insurance Cost Reimbursement	750.00	.00	750.00	.00	.00	.00	750.00	0	264.63
<i>Other Benefits Totals</i>		\$134,806.00	\$0.00	\$134,806.00	\$0.00	\$0.00	\$26,303.00	\$108,503.00	20%	\$125,338.15
EXPENSE TOTALS		\$2,604,004.00	\$21,258.87	\$2,625,262.87	\$143,576.93	\$98,204.42	\$352,418.16	\$2,174,640.29	17%	\$2,335,960.86
<i>Department 6030 - Countryside Adult Home Totals</i>		(\$2,604,004.00)	(\$21,258.87)	(\$2,625,262.87)	(\$143,576.93)	(\$98,204.42)	(\$352,418.16)	(\$2,174,640.29)	17%	(\$2,335,960.86)
Department 6050 - Public Facil. For Children										
EXPENSE										
<i>Contractual Expense</i>										
469	Other Payments/Contributions	75,000.00	.00	75,000.00	4,310.40	.00	4,310.40	70,689.60	6	101,801.99

Expense Budget Performance Report

Fiscal Year to Date 02/29/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6050 - Public Facil. For Children										
	EXPENSE									
	<i>Contractual Expense Totals</i>									
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$4,310.40	\$0.00	\$4,310.40	\$70,689.60	6%	\$101,801.99
Department 6055 - Daycare										
	EXPENSE	\$75,000.00	\$0.00	\$75,000.00	\$4,310.40	\$0.00	\$4,310.40	\$70,689.60	6%	\$101,801.99
	<i>Contractual Expense</i>	(\$75,000.00)	\$0.00	(\$75,000.00)	(\$4,310.40)	\$0.00	(\$4,310.40)	(\$70,689.60)	6%	(\$101,801.99)
470	Contract	1,060,373.00	.00	1,060,373.00	121,573.65	.00	250,207.81	810,165.19	24%	1,181,223.59
	<i>Contractual Expense Totals</i>	\$1,060,373.00	\$0.00	\$1,060,373.00	\$121,573.65	\$0.00	\$250,207.81	\$810,165.19	24%	\$1,181,223.59
	EXPENSE TOTALS	\$1,060,373.00	\$0.00	\$1,060,373.00	\$121,573.65	\$0.00	\$250,207.81	\$810,165.19	24%	\$1,181,223.59
Department 6055 - Daycare Totals		(\$1,060,373.00)	\$0.00	(\$1,060,373.00)	(\$121,573.65)	\$0.00	(\$250,207.81)	(\$810,165.19)	24%	(\$1,181,223.59)
Department 6070 - Services for Recipients										
	EXPENSE									
	<i>Contractual Expense</i>	325,000.00	.00	325,000.00	12,783.52	.00	17,260.76	307,739.24	5%	225,542.40
470	Contract	\$325,000.00	\$0.00	\$325,000.00	\$12,783.52	\$0.00	\$17,260.76	\$307,739.24	5%	\$225,542.40
	<i>Contractual Expense Totals</i>	\$325,000.00	\$0.00	\$325,000.00	\$12,783.52	\$0.00	\$17,260.76	\$307,739.24	5%	\$225,542.40
	EXPENSE TOTALS	\$325,000.00	\$0.00	\$325,000.00	\$12,783.52	\$0.00	\$17,260.76	\$307,739.24	5%	\$225,542.40
Department 6100 - Medicaid										
	EXPENSE									
	<i>Contractual Expense</i>	12,235,886.00	.00	12,235,886.00	737,301.00	.00	1,720,369.00	10,515,517.00	14%	11,211,179.00
470	Contract	\$12,235,886.00	\$0.00	\$12,235,886.00	\$737,301.00	\$0.00	\$1,720,369.00	\$10,515,517.00	14%	\$11,211,179.00
	<i>Contractual Expense Totals</i>	\$12,235,886.00	\$0.00	\$12,235,886.00	\$737,301.00	\$0.00	\$1,720,369.00	\$10,515,517.00	14%	\$11,211,179.00
	EXPENSE TOTALS	\$12,235,886.00	\$0.00	\$12,235,886.00	\$737,301.00	\$0.00	\$1,720,369.00	\$10,515,517.00	14%	\$11,211,179.00
Department 6100 - Medicaid Totals		(\$12,235,886.00)	\$0.00	(\$12,235,886.00)	(\$737,301.00)	\$0.00	(\$1,720,369.00)	(\$10,515,517.00)	14%	(\$11,211,179.00)
Department 6101 - Medical Assistance										
	EXPENSE									
	<i>Contractual Expense</i>	500.00	.00	500.00	.00	.00	.00	500.00	0%	800.00
470	Contract	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$800.00
	<i>Contractual Expense Totals</i>	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$800.00
	EXPENSE TOTALS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$800.00
Department 6101 - Medical Assistance Totals		(\$500.00)	\$0.00	(\$500.00)	\$0.00	\$0.00	\$0.00	(\$500.00)	0%	(\$800.00)
Department 6109 - Aid To Dependent Children										
	EXPENSE									
	<i>Contractual Expense</i>	2,500,000.00	.00	2,500,000.00	138,664.01	.00	196,249.69	2,303,750.31	8%	2,419,594.41
470	Contract	\$2,500,000.00	\$0.00	\$2,500,000.00	\$138,664.01	\$0.00	\$196,249.69	\$2,303,750.31	8%	\$2,419,594.41
	<i>Contractual Expense Totals</i>	\$2,500,000.00	\$0.00	\$2,500,000.00	\$138,664.01	\$0.00	\$196,249.69	\$2,303,750.31	8%	\$2,419,594.41
	EXPENSE TOTALS	\$2,500,000.00	\$0.00	\$2,500,000.00	\$138,664.01	\$0.00	\$196,249.69	\$2,303,750.31	8%	\$2,419,594.41

Expense Budget Performance Report

Fiscal Year to Date 02/29/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General											
Department 6109 - Aid To Dependent Children	Totals	(\$2,500,000.00)	\$0.00	(\$2,500,000.00)	(\$138,664.01)	\$0.00	(\$196,249.69)	(\$2,303,750.31)	8%		(\$2,419,594.41)
Department 6119 - Child Care	EXPENSE										
Contractual Expense											
470 Contract		6,250,000.00	.00	6,250,000.00	280,660.43	.00	279,652.66	5,970,347.34	4%		5,216,867.00
	Contractual Expense Totals	\$6,250,000.00	\$0.00	\$6,250,000.00	\$280,660.43	\$0.00	\$279,652.66	\$5,970,347.34	4%		\$5,216,867.00
	EXPENSE TOTALS	\$6,250,000.00	\$0.00	\$6,250,000.00	\$280,660.43	\$0.00	\$279,652.66	\$5,970,347.34	4%		\$5,216,867.00
Department 6119 - Child Care	Totals	(\$6,250,000.00)	\$0.00	(\$6,250,000.00)	(\$280,660.43)	\$0.00	(\$279,652.66)	(\$5,970,347.34)	4%		(\$5,216,867.00)
Department 6123 - Juvenile Delinquent Care	EXPENSE										
Contractual Expense											
470 Contract		1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0%		277.02
	Contractual Expense Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%		\$277.02
	EXPENSE TOTALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%		\$277.02
Department 6123 - Juvenile Delinquent Care	Totals	(\$1,000.00)	\$0.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0%		(\$277.02)
Department 6129 - State Training School	EXPENSE										
Contractual Expense											
470 Contract		350,000.00	.00	350,000.00	.00	.00	.00	350,000.00	0%		.00
	Contractual Expense Totals	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%		\$0.00
	EXPENSE TOTALS	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%		\$0.00
Department 6129 - State Training School	Totals	(\$350,000.00)	\$0.00	(\$350,000.00)	\$0.00	\$0.00	\$0.00	(\$350,000.00)	0%		\$0.00
Department 6140 - Home Relief	EXPENSE										
Contractual Expense											
470 Contract		1,500,000.00	.00	1,500,000.00	117,781.01	.00	163,549.87	1,336,450.13	11%		1,564,329.11
	Contractual Expense Totals	\$1,500,000.00	\$0.00	\$1,500,000.00	\$117,781.01	\$0.00	\$163,549.87	\$1,336,450.13	11%		\$1,564,329.11
	EXPENSE TOTALS	\$1,500,000.00	\$0.00	\$1,500,000.00	\$117,781.01	\$0.00	\$163,549.87	\$1,336,450.13	11%		\$1,564,329.11
Department 6140 - Home Relief	Totals	(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	(\$117,781.01)	\$0.00	(\$163,549.87)	(\$1,336,450.13)	11%		(\$1,564,329.11)
Department 6141 - Fuel Crisis Assistance	EXPENSE										
Contractual Expense											
470 Contract		30,000.00	.00	30,000.00	.00	.00	24,109.75	5,890.25	80%		24,078.76
	Contractual Expense Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$24,109.75	\$5,890.25	80%		\$24,078.76
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$24,109.75	\$5,890.25	80%		\$24,078.76
Department 6141 - Fuel Crisis Assistance	Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	(\$24,109.75)	(\$5,890.25)	80%		(\$24,078.76)
Department 6142 - Emergency Aid For Adults	EXPENSE										
Contractual Expense											

Expense Budget Performance Report

Fiscal Year to Date 02/29/24
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund A - General										
Department 6142 - Emergency Aid For Adults										
EXPENSE										
Contractual Expense										
470 Contract		15,000.00	.00	15,000.00	.00	.00	350.00	14,650.00	2	3,201.00
	<i>Contractual Expense Totals</i>	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$350.00	\$14,650.00	2%	\$3,201.00
	EXPENSE TOTALS	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$350.00	\$14,650.00	2%	\$3,201.00
Department 6142 - Emergency Aid For Adults										
Department 7311 - Youth Bureau										
EXPENSE										
Other Benefits										
861 Retirees Hospitalization		7,164.00	.00	7,164.00	.00	.00	.00	7,164.00	0	7,787.88
	<i>Other Benefits Totals</i>	\$7,164.00	\$0.00	\$7,164.00	\$0.00	\$0.00	\$0.00	\$7,164.00	0%	\$7,787.88
	EXPENSE TOTALS	\$7,164.00	\$0.00	\$7,164.00	\$0.00	\$0.00	\$0.00	\$7,164.00	0%	\$7,787.88
Department 7311 - Youth Bureau										
Department 7312 - Special Delinquency Prev.										
EXPENSE										
Contractual Expense										
470 Contract		167,761.00	.00	167,761.00	.00	110,000.00	.00	57,761.00	66	155,449.00
	<i>Contractual Expense Totals</i>	\$167,761.00	\$0.00	\$167,761.00	\$0.00	\$110,000.00	\$0.00	\$57,761.00	66%	\$155,449.00
	EXPENSE TOTALS	\$167,761.00	\$0.00	\$167,761.00	\$0.00	\$110,000.00	\$0.00	\$57,761.00	66%	\$155,449.00
Department 7312 - Special Delinquency Prev.										
Fund A - General										
Totals		\$41,104,033.00	\$477,056.87	\$41,581,089.87	\$2,469,750.73	\$485,406.41	\$4,909,869.60	\$36,185,813.86	66%	\$37,159,341.19
Grand Totals		\$41,104,033.00	\$477,056.87	\$41,581,089.87	\$2,469,750.73	\$485,406.41	\$4,909,869.60	\$36,185,813.86	66%	\$37,159,341.19

WARREN COUNTY Receipts by G/L Distribution Report - Summary

From Date: 02/01/2024 - To Date: 02/29/2024

G/L Account Number	G/L Date	Due To/From Fund Project	Transactions	Debit Amount	Credit Amount
Fund: A - General					
Account: 400.00 - State&Federal,Social Services					
	02/06/2024		2	\$0.00	\$450,261.00
	02/07/2024		1	\$0.00	\$875,225.00
	02/13/2024		1	\$0.00	\$3,866.00
	02/14/2024		2	\$0.00	\$5,130.00
	02/15/2024		1	\$0.00	\$9,474.00
	02/16/2024		1	\$0.00	\$118,904.00
	02/23/2024		1	\$0.00	\$8,954.00
	02/28/2024		1	\$0.00	\$216,286.00
	02/29/2024		2	\$0.00	\$811,328.00
Account Total: State&Federal,Social Services			12	\$0.00	\$2,499,428.00
Fund Total: General				\$0.00	\$2,499,428.00
Grand Total:			12	\$0.00	\$2,499,428.00 ✓

Fed/State

Local

50,159.89

2,549,587.89

YTD = 3,118,826.99

02/27/2024

1 \$0.00 \$5,202.30

02/29/2024

1 \$0.00 \$207.00

Account Total: Repay of Home Relief

8 \$0.00 \$19,615.38

Department Total: Home Relief

\$0.00 \$19,615.38

Fund Total: General

\$0.00 \$50,159.89

Grand Total:

Local

16 \$0.00 **\$50,159.89**

WARREN COUNTY
Receipts by G/L Distribution Report - Summary

From Date: 02/01/2024 - To Date: 02/29/2024

G/L Account Number	G/L Date	Due To/From Fund Project	Transactions	Debit Amount	Credit Amount
Fund: A - General					
Department: 6010 - Social Services					
Account: 1810 - Administration					
	02/13/2024		1	\$0.00	\$1,402.95
Account Total: Administration			1	\$0.00	\$1,402.95
Account: 1811 - Medical Incentive Earning					
	02/08/2024		1	\$0.00	\$119.73
	02/13/2024		1	\$0.00	\$3,802.00
Account Total: Medical Incentive Earning			2	\$0.00	\$3,921.73
Department Total: Social Services				\$0.00	\$5,324.68
Department: 6030 - Countryside Adult Home					
Account: 1830 - Repay - Adult Care, Pub Inst					
	02/06/2024		1	\$0.00	\$5,907.80
Account Total: Repay - Adult Care, Pub Inst			1	\$0.00	\$5,907.80
Department Total: Countryside Adult Home				\$0.00	\$5,907.80
Department: 6101 - Medical Assistance					
Account: 1801 - Repay of Medical Assist					
	02/13/2024		1	\$0.00	\$2,370.01
Account Total: Repay of Medical Assist			1	\$0.00	\$2,370.01
Department Total: Medical Assistance				\$0.00	\$2,370.01
Department: 6109 - Aid To Dependent Children					
Account: 1809 - Repay of Aid to A.D.C.					
	02/13/2024		2	\$0.00	\$13,906.13
Account Total: Repay of Aid to A.D.C.			2	\$0.00	\$13,906.13
Department Total: Aid To Dependent Children				\$0.00	\$13,906.13
Department: 6119 - Child Care					
Account: 1819 - Repay of Child Care					
	02/13/2024		1	\$0.00	\$3,035.89
Account Total: Repay of Child Care			1	\$0.00	\$3,035.89
Department Total: Child Care				\$0.00	\$3,035.89
Department: 6140 - Home Relief					
Account: 1840 - Repay of Home Relief					
	02/05/2024		1	\$0.00	\$6,398.00
	02/06/2024		1	\$0.00	\$1,265.17
	02/13/2024		1	\$0.00	\$1,696.91
	02/15/2024		1	\$0.00	\$161.00
	02/26/2024		2	\$0.00	\$4,685.00

Social Services - Overtime Report - Comparison 2022/2023

Week End	2023 OT	2024 OT	Reason	CPS After Hrs/ OnCall	Foster Care	Preventive	Child Support	Legal	APS	TA/ Employ	SNAP	Reception	Training	CPS	Resources	COMP
12/31/23	64.53	90.42	CPS-NR,SA,HV,Notes/FC-HV/APS-homeless client	21.32	0.90				0.67				3.00	24.34		40.19
01/14/24	134.58	102.73	CPS-HV,SA,Case closure/FC-Legal,HV/Child Support-Backlog	34.06	1.25		5.02						3.91	22.31		36.18
01/28/24	119.90	135.27	CPS-HV,SA,Case closure/FC-HV/Legal, Resources Backlog	30.54	1.50	2.63		7.10					11.17	26.47	1.84	54.02
02/11/24	90.16	150.44	CPS-HV,SA,Case closure/FC-HV/TA, SNAP Backlog	38.77	2.69	2.00				16.00	1.00		18.18	20.42		51.38
02/25/24	92.71	98.09	CPS-HV, Case notes/ FC, Prev Case Notes, APS Nusing Home Visit	38.23	0.53	2.50			1.50				6.35	13.81		35.17
03/10/24	117.25															
03/24/24	106.03															
04/07/24	98.16															
04/21/24	123.85															
05/05/24	114.82															
05/19/24	95.29															
06/02/24	144.24															
06/16/24	238.04															
06/30/24	157.22															
07/14/24	104.27															
07/28/24	109.18															
08/11/24	80.36															
08/25/24	84.85															
09/08/24	80.82															
09/22/24	120.23															
10/06/24	123.91															
10/20/24	91.85															
11/03/24	137.68															
11/17/24	132.33															
12/01/24	80.64															
12/15/24	79.69															
YTD	501.88	576.95														
Total 23	2922.59			162.92	6.87	7.13	5.02	7.10	2.17	16.00	1.00	0.00	42.61	107.35	1.84	216.94