

# **County of Albany**

112 State Street  
Albany, NY 12207



## **Meeting Agenda**

**Thursday, February 27, 2020**

**5:30 PM**

**Harold L. Joyce Albany County Office Building  
Room 730**

### **Personnel Committee**

**PREVIOUS BUSINESS:**

APPROVING PREVIOUS MEETING MINUTES

**CURRENT BUSINESS:**

1. CONFIRMING THE APPOINTMENT OF THE COMMISSIONER OF THE DEPARTMENT OF CHILDREN YOUTH AND FAMILIES

# **County of Albany**

*112 State Street  
Albany, NY 12207*



## **Meeting Minutes**

**Thursday, January 30, 2020**

**6:00 PM**

**January 2020**

**Room 730**

**Personnel Committee**

**CURRENT BUSINESS:**

**Present:** Legislator Gilbert F. Ethier, Legislator Jeffrey D. Kuhn, Dustin M. Reidy, Raymond F. Joyce, Sean E. Ward, Merton D. Simpson, Lynne Lekakis, Mark E. Grimm and Todd A. Drake

**1. APPROVING PREVIOUS MEETING MINUTES**

A motion was made to adopt the previous meeting minutes. The motion carried by a unanimous vote.

**2. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE DEPARTMENT OF CIVIL SERVICE**

A motion was made that this proposal be moved out with a positive recommendation. The motion carried by a unanimous vote.

**3. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE ALBANY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT, CONSERVATION AND PLANNING**

A motion was made that this proposal be moved out with a positive recommendation. The motion carried by a unanimous vote.

**4. CONFIRMING THE APPOINTMENT OF THE ALBANY COUNTY ATTORNEY**

A motion was made that this proposal be moved out with a positive recommendation. The motion carried by a unanimous vote.

**5. CONFIRMING THE APPOINTMENT OF THE ALTERNATE PUBLIC DEFENDER**

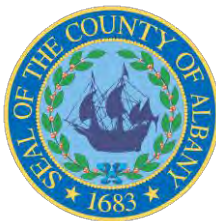
A motion was made that this proposal be moved out with a positive recommendation. The motion carried by a unanimous vote.

**6. AUTHORIZING THE OFFICES OF THE PUBLIC DEFENDER AND ALTERNATE PUBLIC DEFENDER TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF ASSISTANT ALBANY COUNTY PUBLIC DEFENDER AND ASSISTANT ALTERNATE ALBANY COUNTY PUBLIC DEFENDER**

A motion was made that this proposal be amended to reflect a term of one year. The motion carried by a unanimous vote.

A motion was made that this proposal as amended be moved out with a positive recommendation. The motion carried by a unanimous vote.





DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

February 5, 2020

Hon. Bruce A. Hidley  
Office of the Albany County Clerk  
Albany County Courthouse  
Albany, NY 12207

Hon. Necole Chambers, Clerk  
Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

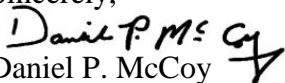
Dear Mr. Hidley and Ms. Chambers:

I write to advise that I am appointing Moira E. Manning as Commissioner of the Department for Children, Youth & Families, subject to confirmation by the County Legislature. Authority to make this appointment lies in the County Charter under Sec. 302(c) and Sec. A2401. Given the size, scope and import of the Department for Children, Youth & Families within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume for review by the legislature.

Please advise if there are any questions,

Sincerely,

  
Daniel P. McCoy

cc: Andrew Joyce, Chair, County Legislature  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1514, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Approval of appointment of Commissioner of Department of Children Youth & Families

Date: 2/5/19  
Submitted By: Mike McLaughlin  
Department: County Executive’s Office  
Title: Director of Policy and Research  
Phone: 518-447-7040  
Department Rep.  
Attending Meeting: Mike McLaughlin

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):  
Click or tap here to enter text.

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.  
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:



---

**File #: TMP-1514, Version: 1**

---

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: A6119 11010 001 470001  
Appropriation Amount: \$110,603

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

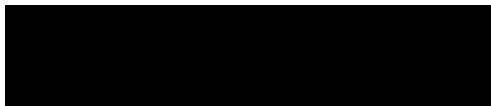
Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The County Executive is seeking legislative approval for the appointment of Moira E. Manning as the Commissioner of the Department of Children Youth & Families. Please find a copy of Ms. Manning's resume attached for your review.

**MOIRA E. MANNING, LCSW-R**



***EDUCATION***

July 1989	M.S.W. State University of New York at Albany
	Major: Direct Practice in Social Work
May 1987	B.A. Siena College
	Major: Social Work

***CLINICAL EXPERIENCE***

**Albany County Department for Children, Youth and Families (DCYF)**

August 2013 - Present

***Deputy Commissioner***

Responsibilities include organizing, directing and coordinating the work of employees, both professional and non-professional, in the Children, Youth and Families Department to achieve effective and efficient operations of multiple programs under the Department. Assist in the in the daily operations of the department with primary oversight over personnel matters, including all phases of the hiring processes, disciplinary actions and arbitration, formulation of job duties and qualifications of employees. Work closely with CSEA, County Civil Service and Human Resources. Complete Requests for Proposals (RFP), Request for Legislative Action (RLA) and provide fiscal implications to service delivery for Albany County resident to the County Legislature. Provide direct supervision of the Director's of Children's Mental Health Services, Children with Special Needs, Youth Bureau, Staff Development and Healthy Families.

**Albany County Department for Children, Youth and Families (DCYF)**

January 2012- April 2014

***Clinical Director (DCYF), Children's Mental Health Services and Division for Children with Special Needs***

In the dual Director role, my responsibilities remain consistent with the below description under mental health Clinical Director. However, my new title has expanded my accountability, which now includes the administration and supervision of the Division for Children with Special Needs. Responsible for the supervision of a multi-tiered division; which includes Early Intervention services coordination, preschool services and transportation for children with special needs. Development and implementation of policies and procedures and to ensure compliance with New York State Education Department and New York State Department of Health mandates and regulatory standards.

**Albany County Department for Children, Youth and Families (DCYF)**

March 2009 – April 2014

***Clinical Director, Children's Mental Health Services***

Responsibilities include the administering and supervising of the social work and administration services of community mental health programs. This includes the Children's OMH licensed outpatient clinic, Intensive and Supportive Case Management programs, Child Forensic Services and the Single Point of Access. Developed and implementation of policies and procedures to ensure compliance with the New York State Office of Mental Health with the new Part 599 Regulations, state mandate and regulatory standards of care. Formulated a Suicide Prevention and Education Committee (SPEC) to address Community needs related to suicide awareness, educational, community resource and developing a response after a suicide. Collaboration with community providers through the newly formed Mental Health Collaboration meeting to address the changing landscape of mental health service delivery system, this includes partnership the Behavioral Health Organization in the region.

**Albany County Department for Children, Youth and Families (DCYF)**

December 2004 – September 30, 2011

***Albany County System of Care Coordinator/Project Director  
Substance Abuse and Mental Health Services Administration (SAMHSA)***

Responsible for the management of a 9.4 million dollar SAMHSA grant from the Federal Government. Serving as administrative and operational leader for the project. Ensure all program requirements related to goals and objectives are achieved. Developed an operational manual for the System of Care in Albany County. Additional responsibilities include oversight of subcontract agencies, development of a Management Information System (MIS), oversight of sub specialty groups, such as Social Marketing, Family Resource Center and Early Intervention. Cross system collaboration with County departments and providers to ensure that the System of Care principles are infused in children's services throughout Albany County. Facilitation of cross system collaborations including Special Planning Meeting, Joint Case Conferencing with Child Protective Services (CPS) and Probation, Clinic Plus Initiative and Youth in Transition. Interface with representatives of SAMHSA, Technical Assistance Partnership and Opinion Research Corporation (ORC) Macro. Coordinate and facilitate the Executive Committee, Project Management and Project Workgroup meetings. Responsible for biannual reporting to SAMHSA, which includes implementation, strategic planning, fiscal reporting and regulatory compliance.

**Albany County DCYF January 2004 - February 2005**

**Albany County Department of Mental Health (MH) March 2003 - December 2003**

***Coordinated Children's Services Initiative (CCSI) Coordinator***

Facilitated cross systems Tier II meetings to address Children's mental health needs and gaps in service delivery. Advocated for strength-based approach when working with families and adhered to the Child and Adolescent Service System Program (CASSP) principles. Coordinated a community action response to address the needs of high risk children and their families. Accountable for devising statistics for New York State Office of Mental Health (NYS OMH).

**Albany County DCYF January 2004 - February 2005**

**Albany County MH February 2002 - December 2003**

***Single Point of Access (SPOA) Coordinator***

Implemented the Single Point of Access for Children in Albany County, according to NYS OMH recommendations. Assessed the high risk high need Seriously Emotionally Disturbed (SED) children and families, who are in need of high end mental health services. Oversight monitoring of services provided through the SPOA process for all eligible children in Albany County. Acted as the Local Government Unit (LGU) for HCBSW at Parsons Child and Family Center. Accountable for devising quarterly and annual reports for the NYS OMH.

**Albany County DCYF January 2004 - February 2005**

**Albany County MH September 2000 - December 2003**

***Coordinator of Children's Mental Health Case Management***

Responsible for the direct day to day operations of the Children's Intensive Case Management (ICM) and Supportive Case Management (SCM) programs.

**Albany County Department of Mental Health**

December 1994 - September 2000

***Supervising Social Worker, Crisis Stabilization Intervention Program (CSI)***

Created the CSI program in Albany County, based on the Home Builders/ Family Preservation Model. Development and implementation of policy and procedures manual. Responsible for crisis assessments and triage of SED children and youth. Provided individual and family therapy in an intensive home based program, thus diverting psychiatric hospitalization.

**The Center for the Advancement of Family and Youth**

February 1992 - December 1994

***Unit Coordinator, Lewis Swyer Shelter, Emergency Group Foster Care***

Administrator of a 10-bed emergency group foster care program for Albany County youth. Provided Albany County Family Court with 30 day diagnostic assessments and treatment recommendation.

November 1989 - July 1992

***Family Social Worker, Project STRIVE Prevention Services***

Provided clinical treatment to service mandated children and families, including individual psychotherapy and family therapy.

## **COMMISSIONER OF CHILDREN, YOUTH AND FAMILIES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Commissioner of the Department of Children, Youth and Families is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility, the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the Children, Youth and Families Department to achieve the effective and efficient operation of the multiple programs undertaken by the Department. The Commissioner has complete control over Department operations and the direction of the personnel, subject to financial limitations imposed by the law legislative body and the Rules and Regulations of the State Department of Social Services. Major objectives of the Commissioner and the Department are to provide adequately for those unable to maintain themselves and who are at risk of health and safety, and to administer such care, treatment and services as may restore such persons to a condition of self support and wellbeing. An additional objective is to give service to those liable to become destitute in order to prevent the necessity of their becoming public charges. The work is performed under the administrative direction of the County Executive. Supervision is exercised over the work of all Department employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Responsible for all phases of the public welfare program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;
- Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and the State;
- Determines personnel requirements and is responsible for the appointment of staff in compliance with State law , Federal law and local Civil Service Rules;
- Oversee the organization and administration of a comprehensive and effective staff development program, including in service training and appropriate use of other educational recourses as well as the State's educational leave programs;
- Cooperates with representatives of the State Department of Social Services in the operation and development of the local Social Services district program, and directs the preparation and submission of the required reports to the State Department;
- Responsible for the public relations of the social services district and for the interpretation of the public welfare program to the community;
- Cooperates with other agencies, both public or private, and officials and citizens in planning for community service;
- Has responsibility for the maintenance and operation or providing services for children's shelters and other institutions as dictated by the needs of the social services district.

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

- Comprehensive knowledge of Federal, State and local public welfare laws, rules and regulations;
- Comprehensive knowledge of modern principles and practices of social case work and Public Welfare Administration;
- Good knowledge of modern principles and practices of public administration;
- Ability to plan, coordinate and supervise a wide variety of social service activities on a large scale;
- Ability to prepare complex written and oral reports clearly and concisely;
- Ability to establish and maintain cooperative relations with public and other governmental and private agencies;
- Ability to operate a computer terminal;
- Ingenuity and resourcefulness in solving administrative problems;
- Good judgment;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and either:

- A. Five years of experience in a health, education or social services agency, three years of which must have been in an administrative or supervisory capacity; OR,
- B. Five years of experience in an administrative or managerial position in which there was responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

### **NOTE:**

1. Each year of experience as the Chief Executive Officer of a public welfare department or public welfare district gained within the six years immediately preceding the date of appointment shall be the equivalent of two years of the above experience.
2. Post graduate study in a regionally accredited of New York State registered college or university in social work, public administration, hospital administration, educational administration or business administration may be substituted on a

year for year basis for up to two years of the above experience. (No such post graduate training however shall be substituted for any of the three years of administrative or supervisory experience required in A and B above).

3. Appointments to the position of Commissioner of Social Services shall be for a term of five years, pursuant to New York State Law and the Albany County Charter and Code. Appointments are subject to the approval of the New York State Department of Social Services.

Juris. Class: Non-Competitive (PIC)

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 6/10, 10/10, 10/17, 1/18