

Warren County Health Services Committee  
Countryside Adult Home  
Meeting Agenda  
May, 2009 (June 3, 2009)

Pending Item:

None

**New Business:**

**In review of the overall operations of Countryside Adult Home as it pertains to the 2010 budget:**

I have examined every area line for line in preparation for the coming year and I will be making cuts in the coming budget including reorganization of staff.

**Resolution Request to downsize Countryside to 48 beds:**

**Rational:** Verses closing Countryside, I would like to consider downsizing to 48 beds; Under 50 beds we have different staffing requirements and saving another \$75,000.00 per year in salaries (this does not include benefits) we have not had more than 47-48 in over a year so basically we have been holding these position "in case" we fill. If we closed 6 rooms they could be rented out to another department in the county to compensate some of the revenue decrease or we could just leave them empty "in case" we feel the need later to reinstate the 60 beds. Until such time that the county decides to use the additional rooms I am proposing to use one as a game room to be used specifically for board games and BINGO which the residents love to play all day long and can do so independent of staff assistance. One room I would like to use as a craft room, we have several ladies who love to do crafty things and it seems like the space is always tied up so not only would I delegate this room for crafts I would also ask that these resident help set up the room that way it is a meaningful activity for them and it would help build an ownership in the way it is set up. Two rooms, one on each wing I will set up as linen rooms. Right now when the staff needs to change linen on a bed or grab towels quick they have to go way out of there way taking up time and steps having supplies easily accessible will be more convenient and a better use of time and effort. The other two room I would like to delegate as quiet rooms which could be used by residents or staff when things are getting a little loud or too hectic. We have several residents that could benefit because of their diagnosis they need less stimulation and these rooms would provide that. I would also initiate aroma therapy and/or music therapy which has been utilized in other facilities to calm and sooth residents, and I think it's important when staff feel frustrated and uneasy that they are provided a place to just calm for a little while I believe in the long run this would stimulate better production and boost morale.

**Request to abolish the following positions: (see attached plan / rational for deletion)**

1 Laundry Full-Time \$28,800.00 \* the person currently in this position is retiring as on June 30,2009

2. Recreation Aide – Full-Time \$31,116.00

3 To be announced a later date pending the downsizing efforts

4. Also to be announced

My goal is to be able to recommend the last 2 positions prior to the June 19<sup>th</sup> Board Meeting.. The Department of Health is meeting about this on Thursday June 4<sup>th</sup>, 2009 and I was told I should know something Thursday afternoon or Friday morning. They did say there is no problem with downsizing they are just reviewing my plan for bed use, staffing plan, and they have a concern with one issue that was cited in Case Management during our last inspection.\* If interested see packet attached.

The decreases in salaries will be over \$135,000.00 not including the benefits for the 2010 budget year..

**Resolution Request to withdraw the application for Day Care;**

**Rational;** With cut in staffing we do not meet the requirements for day care and respite. We already have the Respite in place and we will benefit more with Respite vs. Day Care

**Resolution request to reclassify a position: Laborer (grade 2) to Building Maintenance Worker (grade 6)**

**Rational:** The individual in this position does work beyond the scope of a laborer and she is qualified to cover housekeeping, maintenance, as well as institutional aide. She drives residents to appointments, does laundry, grounds, operates machinery as well as participates in the inspections of the facility; she participates in fire and safety committee as well as Quality assurance.

Her current salary is \$25,517. the reclassification will increase her salary to \$29,597. The difference to the budget is \$4,080. With other cut backs the money would be in the budget this year and she definitely is worth the extra \$1.96 per hour.

**As per the request of Supervisor Geraghty see attached cost saving ideas some of which we have already initiated**

**FYI** I researched the possibility of changing our phone service to Time Warner it seemed as though we could save about \$30.00 per month plus long distance calls however after checking with Rob and Scott in IT they explained that Time Warner could not give us the extensions they could only bring the main lines in which means we would lose our ability to have phones in our offices and our paging service could not happen either so we will continue with the same phone service.

**DISCUSSION:** Our chimneys need to be replaced the question is do we want to try to get them in this years budget or should I put it in for next year? SEE ATTACHED QUOTES.

Also please see attached proposed budget for 2010 (Kathy Baker has not seen this yet, but I believe it is possible unless there is something unforeseen)

## ***RESOLUTION REQUEST FORM NO. 20***

### ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 5/28/09**

- (a) Purpose of Request: To downsize our certification to 48 beds vs. 60 beds
- (b) Details: Our census has been below 50 for well over a year, if we were only certified for less than 50 we do not need the staffing levels at such high categories as we currently maintain, "in case we get to 60" we will save over \$75,000.00 by abolishing 2 positions that are not required unless we are over 50 beds.
- (c) Previous Resolution Number:

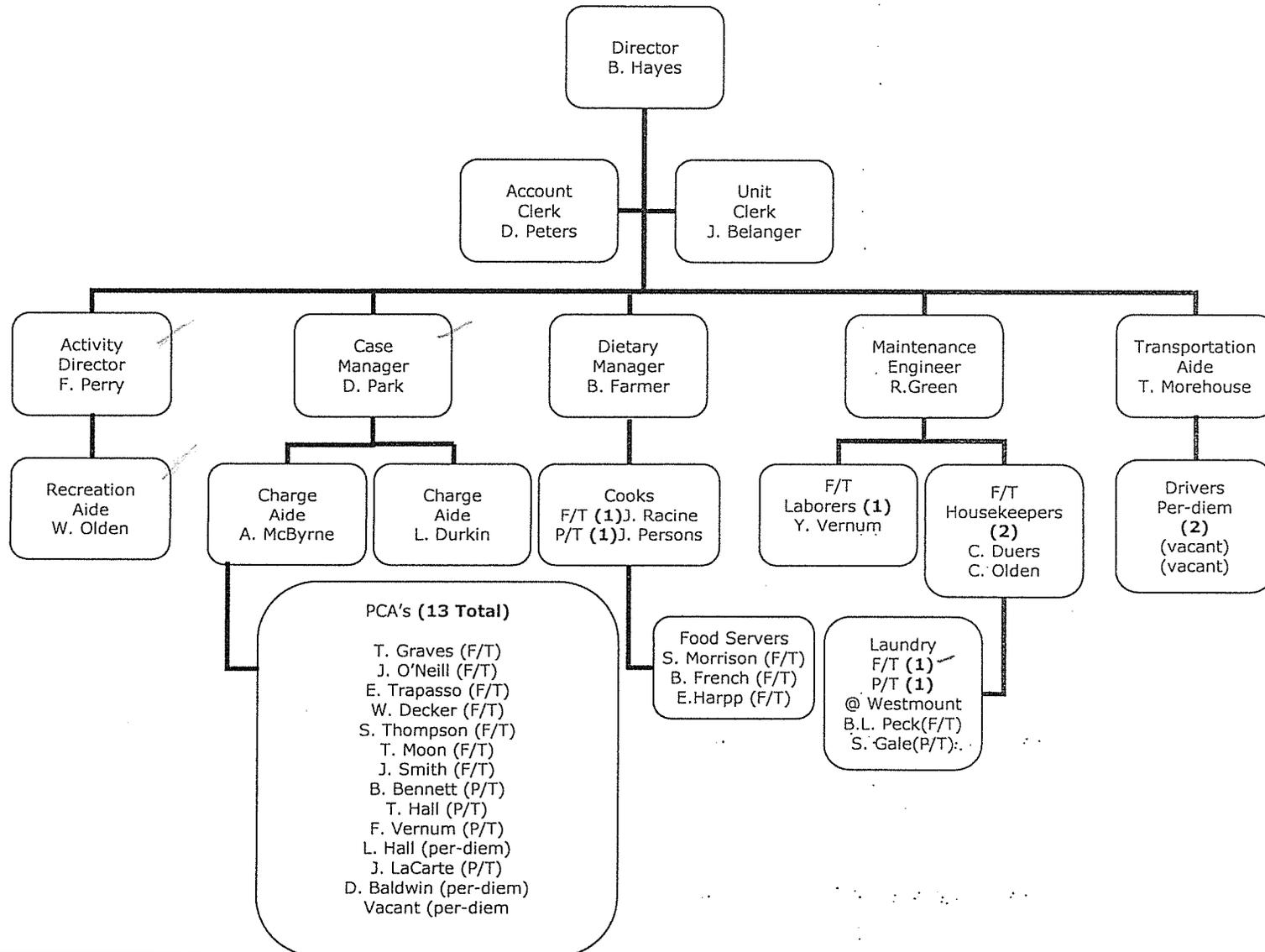
## Positions to be abolished at Countryside Adult Home

Countryside has 4 positions which I have reviewed the need for and have determined that the duties being performed by these positions can be done without any inconvenience to other staff members and with a savings to the county. Two of these positions are dependent on the downsizing efforts and approval of the Department of Health..

- 1) Recreation Aide – this is not a mandated position and we do have a full time Activity Director which is only mandated if we are over 50 residents therefore the Activity Director will be required to pick up the duties she has delegated to the Recreation Aide and if assistance is needed for any activity the Personal care staff will assist as they currently do.
- 2) Laundry Worker Full-Time– The full time laundry worker has given her notice of retirement. Her last day will be June 30<sup>th</sup>, 2009. We do not have a laundry at the facility therefore it is not necessary to keep this position..

I am proposing that we downsize to 48 beds. We have not been above 47 in the past year or more.

# Countryside Adult Home



**Countryside Adult Home**  
**Outline for operation at 48 beds**

## **I. Room Use**

Remove 6 rooms from resident bedrooms and use as described:

ROOM 3 to be used as a gaming room for the resident to play table games ect.

Room 4 to be used as a linen room to make clean linens more accessible to the staff and residents.

Room 8 to be used as a quiet retreat we may introduce aroma therapy or music for residents or staff as needed.

Room 19 Craft room to be set up with a table and craft supplies – I would like to involve the residents in actually decorating this room to fit their style.

Room 20 a linen room for this wing to make clean linen more accessible to the staff and resident.

Room 24 to be used as a quiet area same as room 8 or a meeting area.  
All 6 beds would be removed from these rooms so they would not be used as resident rooms.

## **II. Staffing Levels**

**Administrator** no less than 40 hours a week average. With supervision being covered by a designated individual in the absence of the Administrator.

**Case Management** no less than 40 hours average provided by the Administrator with the assistance of two Charge Aides both with experience in case management tasks and with over 18 years experience in this facility these two Charge Aides have been doing case management tasks for over a year.

**Activities** – will be scheduled by the Administrator and carried out through several means such as resident directed, each department will provide some activity service, personal care aides will be assigned to participate, or supervise depending on the needs of the resident and the activities being performed.. Community through volunteers here or our residents performing volunteer services. Also the Community College provides some events that we can participate in as well as the local library and churches.

**Personal Care Staff** – 2 people on at all time who are certified in first aide to assist with medication and 1-2 to do personal care during the day, 1 to do personal care on the 2<sup>nd</sup> shift.

**Housekeeping** we will continue to staff 2 full-time (40hrs/week each) housekeepers.

**Maintenance** we have 1 full time maintenance man and a full time laborer to cover 80 hours a week with some alternating shifts to cover the needs of the building

**Kitchen** we serve 3 meals a day we staff 2 full-time cooks 1 part time cooks and we have 3 food servers. We also serve 2 snacks per day.

**Accounts Payable** – one full-time in the facility to act as a receptionist as well as manager of resident accounts. Social Service does all of our main accounting and managing of facility funds as well as resident accounts.

**Total Staff vs. Resident** 28 staff to 48 (full census)

### III. Previous Case Management issues on last survey:

We were cited in one area of case management on our last survey:

We had an order that the resident “may have meds in applesauce” or that say “can have meds placed in applesauce” and they do not specifically say which meds, This is not something the case manager would have red flagged any more than we did, because there are certain meds that specifically say “do not crush” and we do not crush them but they do not say do not put in applesauce. We actually had the MD write these in this manner because we believed that was what you (DOH) was looking for. They don’t always have them in applesauce and most cases the residents with these orders ask for specific ones because they are too big or stick to their mouth. We have him write “may” or “can” so the resident does not have to get them all in applesauce. The MD knows the medications and if he did not feel one should or can be in applesauce then he would write “on an empty stomach” We did not (nor did the case manager) know this needed any further clarification. That regulation that we are supposed to be in violation of states:

## Regulation Cited

(ii) Orientating a new resident and family routine  
(iii) Assisting each resident and family to the daily routine;  
(iv) Assisting each resident to maintain family and community ties and to develop new ones;  
(v) encourage resident participation in facility and community activities;  
(vi) establishing linkage with and arranging for services from public and private sources for income, health, mental health and social services; (vii) assisting residents in making applications for, and maintaining, income entitlements and public benefits.  
(viii) assisting the resident in obtaining and maintaining a primary physician or source of medical care of choice, who is responsible for the overall management of the individual's health and mental health needs;  
(ix) assisting the resident in making arrangements to obtain health services, examinations and reports needed to maintain or document the maintenance of the resident's health or mental health, including:  
(a) health and mental health services  
(b) dental services; and  
(c) medications;  
(x) providing information and referral; (xi) coordinating the work of other case management and service providers within the facility;  
(xii) assist the resident in need of alternative living arrangements to make and execute sound discharge or transfer plans;  
(xiii) assisting in the establishment and operation of a system to enable residents to participate in planning for change or improvement in the facility operations and programs and to present grievances and recommendations;

## Violation Listed

1) *Clarification not received* for order: resident the "may" or "can" have meds crushed and in applesauce did not specify which meds.  
2) Several resident with "as needed" medications that do not specify the reason for use.  
3) Mucinex prescribed for one resident and no diagnosis listed.  
4) *Physician not notified* that staff taking blood pressures are unlicensed staff.  
5) Daily blood pressures ordered, staff missed 3 different days.  
6) *Clarification not gotten* for a diet discrepancy between the med eval that came back from the hospital with the resident and the discharge summary (which was received in the mail several days later and was given to the MD to review)  
7) *Physician was not contacted to clarify* if a resident could self administer his own insulin when his orders were renewed (even though he had been doing this all along).  
8) *MD was not called to clarify* when the diagnosis of COPD was not written on the hospital discharge of one of our long time residents.  
9) The physician was not notified for clarification on orders for "cough Syrup" because it did not specify what "cough syrup".  
10) *The physician was not notified the next day* after a resident was seen for a cough and was being treated but she was still coughing.  
11) *Clarification was not gotten* when an order was written, "just keep an eye on her Blood pressures)  
12) *Clarification not gotten* when a med eval stated they were capable of self administering medications and also a note indicating they require some assist.  
13) *The physician was not notified on the day* staff realized a resident was using a heating pad on an area other than what was prescribed.

I have reviewed this over and over and I still do not see that the items we were cited for have anything to do with the regulation that is being quoted. Over and Over again the cite is for clarification of orders the regulation under Case Management does not mention medical orders or clarification there of it refers to assisting with services and not once was there any time we have not or do not:

Orient new resident and family to the daily routines and assist them to adjust to life at the facility. We always assist residents with maintaining family and community ties and we help them develop new ties. We encourage residents to participate in facility and community activities; we assist resident in obtaining or maintaining services such as dental, mental health, podiatry, eye care, hearing evaluations as well as social services. We assist residents in the application and recertification to maintain there income entitlements and public benefits. We assist each resident in maintaining or choosing a primary care provider of their choice who is responsible for the overall management of their health and mental health needs. We assist each resident in making arrangement to obtain services and to get reports that are needed to maintain documentation regarding their health and mental health, dental and other services, as well as their medications prescribed and administered. We work together as a team to make sure the residents needs are met and if needed we assist the resident in finding alternate living arrangements and assist them in making sound discharge plans. We assist the resident in establishing and operating a system to enable resident to plan and participate in change or improvement in the facility through Resident Council.

As far as I can tell when I look at the regulation as it is stated I see nothing where clarification of an applesauce order or writing the name of a cough syrup or missing a diagnosis on a med eval. Or even not calling the physician the day staff found out a resident was using a heating pad on an area other than what has been prescribed has anything to do with the case management services listed here.

Our Case Management team is very strong and there may be some minor documentation issues the services we provide for our residents lacks nothing. Our two Charge Aides act in the position of the Case Manager under my supervision daily, we also have a "Case Manager" who manages the admission and recertification's and discharge referrals at this time however we are looking to downsize the facility to 48 beds which per the regulations we would not need a separate Case Manager if we are under 50 beds so the task or admissions, recertification and discharge referrals would be assumed by myself and we would continue the operation of Case Management as we currently do.

Master Schedule

Name / Dept.	Hrs.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
<b>Administration</b>								
Brenda Brown-Hayes RN	40	W	W	W	W	W		
Deborah Peters	40	6:30-2:30	8-4	8-4	8-4	8-4		
<b>Charge Aide</b>								
Amy McByrne (S)	40	7-3SV	7-3SV	7-3SV	7-3SV	7-3SV		
Lori Durkin (W)	40	8-4	8-4	8-4	8-4	8-4		
<b>PCA</b>								
Tammy Morehouse	40	8-4	8-4	8-4	8-4	8-4		
Jerry Perry *Off floor T/Th	40	7-3PCA	(7-3)UC	7-3PCA	(7-3)UC	7-3PCA		
Tracy Graves	40		7-3	7-3	6-2	6-2	6-2	
Judi O'Neill	40	6-2	6-2	6-2	7-3	7-3		
Evelyn Trapasso	40	7-3	7-3	7-3	7-3			6-2
Linda Hall	Per diem	7-11					10-6	7-3
Wendy Decker	40	3-11			3-11	3-11	3-11	3-11
Shellie Thompson	40	3-11SV	3-11 SV	3-11 SV	3-11SV	3-11SV		
Tosha Hall	32	2-10	3-11	3-11				3-11
Julie LaCarte	24		4-8MD		4-8	4-8	7-3SV	7-3SV
Jamie Smith	40	11-7	3-11	3-11			3-11	3-11
Tammy Moon	40	11-7SV	11-7SV	11-7SV	11-7SV			11-7SV
Bonnie Bennett	32				11-7	11-7SV	11-7SV	11-7
Julia Venum	32		11-7	11-7		11-7	11-7	

7-11  
 7-11-14  
 no shift  
 11-7 SV

SV = Supervisor on duty

<b>Maintenance/ Hsk</b>								
Robert Green	40	8-4	8-4	8-4	8-4	8-4		
Yvonne Venum	40		7-3	7-3	7-3	7-3	7-3	
Claire Olden	40		7-3	7-3	7-3	7-3		7-3
Carole Duers	40	7-3	7-3	7-3			7-3	7-3
<b>Kitchen</b>								
Bonnie Farmer MGR	40	5:30-11:30	5:30-1:30	5:30-1:30	5:30-1:30	5:30-1:30		
Jennifer Racine	40	10:30-6:30	10:30-6:30	10:30-6:30			5:30-1:30	5:30-1:30
Joshua Persons	32				10:30-6:30	10:30-6:30	10:30-6:30	10:30-6:30
Sharon Morrison	40	5:30-1:30	5:30-1:30	5:30-1:30	5:30-1:30			5:30-1:30
Brandi French	40		10:30-6:30	10:30-6:30	10:30-6:30	5:30-1:30	5:30-1:30	
Eric Harpp	32	10:30-6:30			7-3L	10:30-6:30	10:30-6:30	10:30-6:30

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 5/28/09**

- (a) Purpose of Request: To rescind the application to provide Day Care Service
- (b) Details: With downsizing the facility certification and staffing we will no longer have staffing appropriate to provide day care services.
- (c) Previous Resolution Number: 519 of 2007

# RESOLUTION REQUEST FORM NO. 14

## Request to Reclassify Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 5/22/09

- (a) Title of Reclassified Position: Building Maintenance Worker
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. \$29,597.
- (c) Title and Employee Number of Position to be Deleted: Laborer #10221
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. \$25,517.00
- (e) Effective Date:\* July 15<sup>th</sup>, 2009  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: 6030.110
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*

\*This is necessary **BEFORE** bringing the request to committees. Spoke with R. Kelly on 5/18/09 and he advised I speak with my committee and explain the reason is the person in this position clearly does much more than the laborer at grade 2 and it is beneficial to the facility to offer her this new title at this time.

5/12/09

## COST SAVINGS STRATEGIES

:

1. Turn off lights when not in use, in areas where it is safe.
2. Go through and turn off lights, TV's, fans ect. in rooms that are not in use.
3. Use the smaller lamps and lights in the lobby and living room whenever possible.
4. Don't empty garbage that has 1 or 2 items in it unless it looks nasty or smells.
5. where coffee is provided have staff bring their own mug /drinking cup / bottle try not to use the Styrofoam and plastic cups.
6. All used paper with no medical information to be recycled into note paper or to copy things that are just for office use.
7. We have changed our plastic med cups to paper ones we use the plastic for applesauce or for liquids only.
8. Staff to come prepared to work, bring your own pens, if a requirement for your job is to document then you need to be prepared to do that, pens have a way of walking away and this gets very expensive.
9. As we are going into summer pay attention to open windows when the AC is running, also close shades or curtains on the side where the sun is shining.
10. When it starts getting really hot we can shut down ½ the hall lights.
11. DO NOT stock pile toilet paper in the staff bathrooms, one or two extra rolls are ok but we do not need a pyramid of TP.
12. Extended and increased breaks waists money staff is entitled to (2) 10min. breaks and their lunch if they are making a habit of extending these then they obviously do not have enough to do and they should be sent home, they can use their time if they have it otherwise they'll be off the clock. That goes for the last ½ hour of your work days. if they can not find something to do then they should punch out and again use up their benefit time if they have it otherwise they are off the clock and shortly if they make this a habit then they are not fulfilling their obligation to the county and they should be replaced..
13. When we order calendars make sure we are utilizing them, they can be used for more than one thing at a time we do not need separate calendars for everything we do.
14. People need to be on time and leave on time if they punch a time-clock. They actually need to show up a few minutes early because if they are scheduled for 7-3 then they need to be ready to work at 7 not standing at the time clock punching in, they should already be at their work station.
15. We ordered cloth napkins for the kitchen, paper will be used only for room trays, picnics and activities. (The cloth will pay for itself in 3 months)
16. We will be turning the heat down to 72 in the winter VS. 74 and we will turn the AC up to come on when it's 74 not 72.
17. We will be using cab service for any appointments possible, with staff if needed.
18. We are looking at Time Warner All in One program for our TV, phone and internet service. Which will save us at least \$30.00 per month.
19. I've been inquiring about decrease in fuel oil and they suggested 2 options – pre pay or budget plan both would be at a discounted rate however they do not have the numbers available until June.



Proposal

# MONAHAN & LOUGHLIN, INC.

ROOFING & SHEET METAL SPECIALISTS

4 Locust St., Hudson Falls, N.Y. 12839 - Telephone: 518-747-4191 Fax: 518-747-8439

PROPOSAL #03310903E-REVISED

DATE: 5/20/09

PROPOSAL SUBMITTED TO: Mr. Rob Green

NAME: Country Side Adult Home WORK DESCRIPTION: Hot water heater flues.

STREET:

CITY: Warrensburg

STATE: New York

**MONAHAN & LOUGHLIN, INC. PROPOSES TO FURNISH ALL LABOR, MATERIALS, EQUIPMENT & SUPERVISION REQUIRED TO PERFORM THE FOLLOWING WORK:**

Provide and install flue system for (3) hot water heaters:

- 1) Flue system shall be premanufactured with a stainless steel inner and galvalume outer with 1" insulation in between.
- 2) Price shall include all hangers and roof flashings for a complete installation.
- 3) There will be (1) stack penetrating roof and extending 6'-0" above roof level.
- 4) Price includes removal and disposal of existing flues.
- 5) Price includes replacing upper section of single hot water heater.

**FOR THE SUM OF: \$9,200.00** Nine thousand two hundred dollars.

**EXCLUSIONS:** Taxes and overtime.

We hereby propose to furnish labor and materials-complete in accordance with the above specifications, for the sum of: (SEE ABOVE) dollars with payment to be made as follows:

All invoices are to be paid in full within 30 days following submittal.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is responsible for fire, tornado, and other necessary insurance. All work covered by Workmen's Compensation & General Liability Insurance.

MONAHAN & LOUGHLIN, INC.

Edward D. Steves Jr.

NOTE: Due to fluctuating steel costs, price is good for 30 days from bid date.

## ----Acceptance of Proposal ----

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



Proposal

**MONAHAN & LOUGHLIN, INC.**

ROOFING & SHEET METAL SPECIALISTS

4 Locust St., Hudson Falls, N.Y. 12839 - Telephone: 518-747-4191 Fax: 518-747-8439

PROPOSAL #03310903E

DATE: 3/31/09

PROPOSAL SUBMITTED TO: Mr. Rob Green

NAME: Country Side Adult Home WORK DESCRIPTION: Hot water heater flues.

STREET:

CITY: Warrensburg

STATE: New York

**MONAHAN & LOUGHLIN, INC. PROPOSES TO FURNISH ALL LABOR, MATERIALS, EQUIPMENT & SUPERVISION REQUIRED TO PERFORM THE FOLLOWING WORK:**

Provide and install flue system for (4) hot water heaters:

- 1) Flue system shall be premanufactured with a stainless steel inner and galvalume outer with 1" insulation in between.
- 2) Price shall include all hangers and roof flashings for a complete installation.
- 3) There will be (2) stacks penetrating roof and extending 6'-0" above roof level.
- 4) Price includes removal and disposal of existing flues.

**FOR THE SUM OF: \$11,200.00 Eleven thousand two hundred dollars.**

**EXCLUSIONS: Taxes and overtime.**

We hereby propose to furnish labor and materials-complete in accordance with the above specifications, for the sum of: (SEE ABOVE) dollars with payment to be made as follows

All invoices are to be paid in full within 30 days following submittal.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is responsible for fire, tornado, and other necessary insurance. All work covered by Workmen's Compensation & General Liability Insurance.

MONAHAN & LOUGHLIN, INC.

NOTE: Due to fluctuating steel costs, price is good for 30 days from bid date.

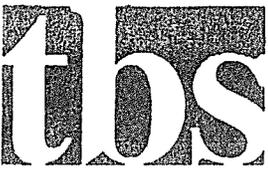
Edward D. Steves Jr.

**----Acceptance of Proposal ----**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



# Custom Proposal Technical Building Services, Inc.

12E Commerce Drive  
Ballston Spa, N.Y. 12020  
Tel. (518) 885-4444 Fax (518) 885-4680  
www.TBSControls.com

Submitted To	Country Side Adult Home	Date	5/13/2009
Address	353 Schroon River Road	Building Owner	County of Warren
City, State, Zip	Warrensburg, New York 12885	Work Site	Country Side Adult Home
Attention	Rob Green	Project	Bock water heaters chimney system

### TBS Proposes To:

Furnish material only - one complete Schebler model PA chimney system for 3 Bock water heaters. Stack shall consist of a 20ga 304 stainless inner liner and a 20 ga galvalum outer jacket with a 1" air space for insulation. Outer shells are connected to the inner shell with metal clips allowing each section to be installed as one piece. Staggered outer shells allow easy access to the inner shell during assembly. Sections to be connected with pressure tight draw bands. Includes dampers. This meets code requirement.  
\$8,440

Furnish material only for replacement of breaching from third water heater up to raincap termination.  
\$5,250

Furnish material only for replacement of 10" stack above roof flashing to raincap termination.  
\$1,474

Labor to install complete code compliant system as listed in item 1 above.  
\$4,714

Total for Labor and material.  
\$13,154

Freight allowed, unloading by facility personnel.

TBS Proposes hereby to furnish complete in accordance with the above description, all for the sum of: \_\_\_\_\_ Dollars

Payment to be made as follows: **Net 30 Days**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. TBS's employees are fully covered by Workers Compensation Insurance.

Authorized Signature

Technical Building Services Inc,  
Gerard Houle

Note: This proposal may be withdrawn by TBS if not accepted within 45 Days.

### Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due upon receipt of invoice or the above agreed payment terms.

Authorized Signature

Date of Acceptance

2010 projected salary expense

STAFF	ANNUAL
Belanger, Jerri	\$29,328.00
Bennette, Bonnie	\$32,292.00
Brown-Hayes, Brenda	\$56,675.00
Decker, Wendy	\$30,354.00
Duers, Carole	\$28,766.00
Durkin, Lori	\$32,845.00
Farmer, Bonnie	\$38,575.00
French, Brandi	\$26,988.00
Graves, Tracy	\$30,219.00
Green, Robert	\$33,970.00
Hall, Linda	\$16,000.00
Hall, Tosha	\$24,099.00
Harpp, Eric	\$30,257.00
LaCarte, Julie	\$18,000.00
McByrne, Amy	\$32,205.00
Moon, Tammy	\$33,399.00
Sharon Morrison	\$29,805.00
O'Neill, Judith	\$30,742.00
Olden, Claire	\$29,284.00
Persons, Joshua	\$25,788.00
Peters, Deborah	\$30,565.00
Racine, Jennifer	\$28,845.00
Smith, Jamie	\$30,075.00
Trapasso, Evelyn	\$29,328.00
Thompson, Shellie	\$30,794.00
Vernum, Julia	\$23,743.00
Vernum, Yvonne	\$30,882.00
Total Projected	\$813,823.00
OT Projected	\$30,367.00
sick Leave Incentive	\$4,000.00
Total Projected 2009	<u>\$848,190.00</u>
Budgeted 2009	\$972,986.00

Shelly Gale @ Westmount ? Approx. \$13,000.00

Acct #	Description	2005 Actual	Actual 2006	2007 Actual	Actual 2008	Amended 2009	Request 2010
410	Supplies	32,221.48	29,100.15	\$29,187.87	31,528.90	34,000.00	<b>32,000.00</b>
411	Rent-Build & Prop.	0	0	\$0.00	-	-	<b>0</b>
413	Repair&Maint Bldg/Pro	56,054.95	31,074.39	\$33,076.06	32,438.25	40,000.00	<b>38,000.00</b>
415	Electricity	37,560.48	39,449.14	\$37,422.11	41,710.39	40,000.00	<b>40,000.00</b>
416	Oil & Gas-heating	29,331.01	32,584.82	\$31,588.69	44,131.42	40,000.00	<b>40,000.00</b>
418	Ins.-General Liability	15,336.00	10,784.26	\$10,327.68	7,196.41	7,208.00	<b>7,200.00</b>
421	Equipment Rental	631.97	1,458.90	\$2,181.73	2,312.69	2,200.00	<b>2,300.00</b>
422	Repair/Maint-Equip.	621.09	752.64	\$2,377.31	1,806.97	2,000.00	<b>1,500.00</b>
423	Telephone	2,066.66	3,324.36	\$3,425.99	4,558.42	3,800.00	<b>3,200.00</b>
424	Postage	302.79	466.42	\$472.42	420.00	800.00	<b>600.00</b>
426	Subscriptions	175.25	175.25	\$175.25	219.85	250.00	<b>250.00</b>
428	Data Processing&Internet F	1,024.02	1,028.52	\$1,019.52	1,019.52	1,700.00	<b>1,700.00</b>
432	Special Project Supply	3,067.04	2,367.40	\$1,895.57	1,878.97	4,000.00	<b>2,000.00</b>
434	Allowences	26,920.00	24,900.00	\$24,500.00	26,600.00	30,000.00	<b>28,000.00</b>
435	Medical Fees	1,216.85	385.05	\$0.00	191.25	1,375.00	<b>3,000.00</b>
436	Advertising	0	246	\$0.00	353.97	1,000.00	<b>750.00</b>
437	Consulting Fees	12,407.08	13,642.70	\$13,326.53	13,171.65	14,500.00	<b>15,500.00</b>
439	Misc.Fees&Expenses	5,582.48	3,586.07	\$6,836.94	1,632.26	5,875.00	<b>2,000.00</b>
440	Legal/Transcription Fees	0	1,663.65	\$0.00	4,541.98	2,000.00	<b>2,000.00</b>
441	Auto-Supplies & Repairs	8,349.10	5,904.94	\$1,394.27	1,368.48	4,500.00	<b>2,000.00</b>
442	Automotive- Gas & Oil	3,324.20	5,814.52	\$5,414.50	6,813.93	7,000.00	<b>8,000.00</b>
444	Travel Education Conferenc	829	1,218.00	\$497.00	1,082.00	1,200.00	<b>1,000.00</b>
445	Foods	79,962.78	77,608.56	\$72,540.16	80,807.43	80,000.00	<b>80,000.00</b>
451	Medical Supplies	7,764.81	10,019.99	\$10,358.11	3,366.14	11,000.00	<b>10,000.00</b>
453	Uniform & Clothing	0	239.98	\$99.99	269.96	300.00	<b>300.00</b>
470	Contract	13,353.05	6,712.55	\$17,284.32	16,927.29	32,000.00	<b>32,000.00</b>
	<b>Total 400's</b>	<b>338,102.09</b>	<b>304,508.26</b>	<b>305402.02</b>	<b>326,348.13</b>	<b>366,708.00</b>	<b>313,300.00</b>

## Regular Monthly Activities

- 1) Monthly Birthday Party – special dessert is made and provided after the noon meal, the resident's birthday for the month is given a party hat and we sing happy birthday to them.
- 2) Ladies dinner club – once a month where a group of ladies prepare, serve and eat the meal together in a special area away from the guys.
- 3) Men's Breakfast – once a month the guys eat separate a big breakfast cooked and served by male employees.
- 4) Memory seekers scrap booking – every other Tues. afternoon sometimes with staff sometimes alone
- 5) BINGO – both with staff and resident initiated
- 6) Karaoke night 1-2 times per month
- 7) Sing – a – long with Joan and friend (outside community group)
- 8) Melodies with Emily – (Outside source)
- 9) Frank and friend - )outside entertainment)
- 10) Gordon and Jenny Graves ( outside entertainment)
- 11) Cliff & The Kitchen Pickers (outside source)
- 12) Resident Council
- 13) Baking – monthly
- 14) Baking and selling baked goods
- 15) Pet visits
- 16) Shopping 2 times per month
- 17) Church 2 times per week
- 18) Exercise glass
- 19) Trivia
- 20) Some crafts

### Special events depending on the month / holiday / season

Mothers' day Tea  
Fathers' day Poker game  
Easter egg coloring  
Plays at school  
The street dance in Warrensburg  
Camp Fires  
Riding to look at motorcycles  
Fall foliage rides  
Balloon Festival  
Movies at Bolton library  
Cabin fever party  
Senior picnic  
Picnics

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 6/3/09**

- (a) Purpose of Contract Change: Rescind the contracts with Sanders
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 115 of 2009 and 200 of 2009
  
- (c) Name of Contractor: Sanders Fire and Safety
  
- (d) Address of Contractor:
  
- (e) Contractor's Contact Person and Telephone Number:
  
- (f) Commencement Date of Extension:
  
- (g) Termination Date of Extension:
  
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
  
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:

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