

Warren County Health Services Committee
Countryside Adult Home
Meeting Agenda
July 24th, 2009

Pending Item:

Abolishing Activity Director Position – Tabled from June BOS meeting- request to abolish this position effective July 31, 2009.

Abolishing the Case Manager Position was tabled waiting written confirmation of the approved downsizing to the facility by Department of Health, we now have written confirmation and a copy was provided at the last committee meeting.

New Business:

Request to rescind the Resolution Request (not approved yet): to abolish the Activity Director Position:

Rational: We requested the abolishment of this position per the request of the BOS to reduce unnecessary positions however since that request there has been controversy with regards to this particular employee because of her longevity with the county, she is a 30 year employee and close to retirement age. Though we do not need an Activity Director full-time secondary to our downsizing the facility we can still utilize her as such until her retirement at which time we could examine the need to fill that position in the future. You will note other attempts to downsize in this agenda.

Request a Resolution: to abolish the Case Manager Position

Rational: We do not need a specified Case Manager since the downsizing of the facility, this Case Manager has only been here for about 3.5 years so she does not have the longevity we are concerned about with the others and the case management tasks are done by several others including myself. The DOH regulations do not require a Case Manger other than the Administrator if under 50 beds. This would be a savings of over \$38,000.00 per years not including benefits.

Request a resolution: Discontinue contract for laundry service at Westmount and to bring the laundry service back to Countryside

Rational This would provide a savings annually to the Countryside budget of about \$27,000.00. We would have a one time fee of purchasing the equipment of less than \$10,000 this year but we will see the savings in the 2010 budget.

Request Resolution: to abolish the Part-Time Laundry Person from Countryside Payroll that currently works at Westmount.

Rational: We take about 2 bins of Laundry to Westmount everyday, and yet we pay someone to transport it, a part-time laundry person at Westmount to wash it, another staff member at Countryside to unload, sort and distribute to the resident and we pay a fee to Westmount besides the staff salary and benefits. We pay part-time salary \$12,800.00 plus a portion of benefits for someone to do approximately 2 hrs. of work a day when we have

staff that could do it at Countryside and there wouldn't be so much cost for "handling" the laundry.

Resolution Request: to reclassify a position: From Laborer (grade 2) Current salary \$25,517.00 to Building Maintenance Worker (grade 6) salary \$29,597.00 the difference in the budget of \$4,080.

Rational: The individual in this position does work routinely beyond the scope of her current status. She is qualified to cover in numerous areas including; housekeeping, laundry, grounds, maintenance, as well as institutional aide. She drives residents to appointments, transports laundry then sorts and delivers laundry. She is part of the QA team and does safety as well as quality inspections of the grounds as well as in the building. She covers when our maintenance mechanic is out.

Again with the reorganization of the facility we are making the best use of our staff and resources this individual instead of delivering the laundry to Westmount would wash it in our machine and instead of unloading and sorting she would just sort it and deliver. Instead of 4 or 5 people handling our laundry we would have 1 or 2.

***We pay the PT Laundry \$12,800. plus a portion of her benefits. If we abolish this and change my laborer to building maintenance we increase her salary by \$4,080. but there is no change in her benefit package so we still save over \$8,000.00 between these two people.

Overtime Report as requested, see attached.

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: 7/24/09

- (a) Purpose of Request: To Abolish the position of Case Manager

- (b) Details: We are not required nor do we need a Case Manager separate from the Administrator with the census less than 50, we have been less for well over a year and at this time we are reorganizing and downsizing to 48 beds. A Case Manager is not required.

- (c) Previous Resolution Number:

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: 6/24/09

- (a) Purpose of Request: To discontinue Laundry service provided by Westmount Health Facility

- (b) Details: Request to bring the laundry back to Countryside Adult Home - it currently cost Countryside approximately \$27,000. per year to have our laundry service at Westmount including the part time worker at Westmount. Purchasing equipment and having staff at Countryside handle our laundry will cost about \$8,000. ONE TIME and the staff we already pay for. We will save over \$20,000. per year managing our own.

- (c) Previous Resolution Number:

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: 7/24/09

- (a) Purpose of Request: To abolish a part-time laundry worker (at Westmount)

- (b) Details: We are requesting to discontinue our laundry service with Westmount and bring the service back to Countryside we currently have staff at Countryside who can and will be doing our laundry a at cost far less then what it currently costs.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 7/24/09

- (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 15th, 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.

COUNTRYSIDE ADULT HOME
OVERTIME REPORT

Week - 5/25/09 - 6/7/09 - which includes Memorial Day
OT Hours - 117

To cover 165 hours of Benefit Time Used (Plus)
72 hours Holiday

Pay Week Ending 7/5/09 - which includes 4th of July
OT Hours - 112

To cover 192 hours of Benefit Time (Plus)
72 hours Holiday

This past pay period with No Holiday - We had 14.8 hours Overtime

To cover 378 hours Benefit Time