

A G E N D A
PERSONNEL COMMITTEE
SEPTEMBER 9, 2009

1) Referral from the Criminal Justice Committee:

District Attorney:

Increasing the base salary of the Crime Victim Specialist, Employee No. 11293, from the former base salary of \$30,603 to the current base salary of \$35,385, effective October 1, 2009; thereby amending the Department's Table of Organization. *(Please note: The grant award has increased to allow the employee's hours to be increased.)*

2) Referrals from the Health Services Committee:

Health Services:

A) Abolishing the position of Office Specialist, base salary of \$28,041, Grade 7, Employee No. 10222, effective October 1, 2009; thereby amending the Department's Table of Organization.

B) Reclassifying the position of Senior Typist, base salary of \$24,480 (plus longevity totaling \$29,531), Grade 4, Employee No. 8249, to the position of Senior Clerk, base salary of \$24,480 (plus longevity totaling \$28,735), Grade 4, effective October 1, 2009; and deleting the position of Senior Typist, base salary of \$24,480, Grade 4, Employee No. 8249; thereby amending the Department's Table of Organization.

C) Request to fill the vacant position of Senior Clerk, base salary of \$24,480, Grade 4, Employee No. 8249, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

D) Request to fill the vacant position of Senior Clerk, base salary of \$24,480 pro-rated to 30 hours per week totaling \$18,361, Employee No. 10738, due to resignation, effective September 21, 2009. The Notice of Intent to Fill Vacant Position is attached.

3) Referral from the Human Services Committee:

Office for the Aging:

Request to fill the vacant part-time position of Meal Site Cook (Long Lake), base salary of \$17,176, Employee No. 11029, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

4) Referrals from the Social Services Committee:

A) Request to fill the vacant position of Caseworker, base salary of \$34,178, Grade 14, Employee No. 11210, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

B) Request to fill the vacant position of Caseworker, base salary of \$34,178, Grade 14, Employee No. 11419, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

- C) Request to fill the vacant position of Caseworker, base salary of \$34,178, Grade 14, Employee No. 9286, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
 - D) Request to fill the vacant position of Keyboard Specialist, base salary of \$23,390, Grade 3, Employee No. 11576, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
 - E) Creating the position of Community Services Assistant, base salary of \$29,199, Grade 8 and deleting the position of Caseworker, base salary of \$34,178; thereby amending the Department's table of Organization.
 - F) Request to fill the vacant position of Community Services Assistant, base salary of \$29,199, Grade 8, due to creation of the position. The Notice of Intent to Fill Vacant Position is attached.
 - G) Abolishing the position of Intake Clerk #3, base salary of \$24,480, Grade 4; thereby amending the Department's Table of Organization.
- 5) Hal Payne, Commissioner of Administrative & Fiscal Services, has requested permission to address the Committee regarding two CSEA employees that have signed up for the retirement incentive.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of ~~State~~ Union Position

DEPARTMENT NAME: District Attorney's Office- Victim Assistance Program

DATE: 8-27-09

(a) Employee Name, Title and Employee No.:

Joy Savoie, Crime Victim Specialist Employee # 11293

(b) Current Annual Base Salary (and Grade if Applicable):

\$ 30,603, Grade 14

(c) ~~New~~ Annual Base Salary (and Grade if Applicable):

\$ 35,385, Grade 14

(d) Effective Date for Salary Change:*

*Please do not backdate request unless the purpose is to correct an error.

October 1, 2009

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:

New Crime Victims Board Grant Award- 130 Salaries Part Time to become 110 Full Time

A- 1168- Crime Victim Specialist- Amount Difference for 2009 is \$4782

(f) Justification of Request:

to increase the employee's hours to full time based on the new grant award that is beginning October 1, 2009

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: Health Services

DATE: August 28, 2009

- (a) Purpose of Request: To abolish the position of Office Specialist and amend the Department's Table of Organization accordingly effective 10/1/09
- (b) Details: The position is no longer needed as duties are now able to be absorbed by other support staff
- (c) Previous Resolution Number: n/a

Base salary: \$27,559, Grade 7

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Health Services

DATE: August 28, 2009

- (a) Title of Reclassified Position: Senior Clerk
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
\$28,735, Grade 4
*(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.
- (c) Title and Employee Number of Position to be Deleted: Senior Typist, 8249
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
\$29,531 (includes longevities), Grade 4
*(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.
- (e) Effective Date:* 10/1/09
*Please do not back date unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code, (with title), and Amount: 4018.0030.110, Full Time Salaries Disease Control
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:* Yes *This is necessary **BEFORE** bringing the request to committees.

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

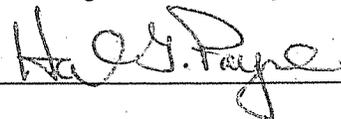
Department Health Services
Title of Position Senior Clerk Base salary \$ 24,059
Budget code and title 4018 0030 110 Disease Control
This position is vacate due to: Retirement Resignation Termination
Employee No. 8249

* please see note below

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services Date 8/28/09

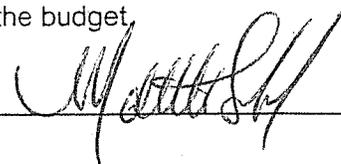
- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 8/28/09

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
- The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

Senior typist position reclassified to senior clerk position. Both positions are grade 4.

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services
Title of Position Senior Clerk Base salary \$ 24,480 promoted to 30 hrs. per wk. 18,361
Budget code and title 44054 0060 130 Early Intervention
This position is vacate due to: Retirement Resignation Termination
Employee No. 10738

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services Date 8/28/09
 The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.
Commissioner Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 8/28/09
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.
Ranking Committee Member Signature [Signature]

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.
Ranking Committee Member Signature _____

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacant due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedures to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Office for the Aging
Title of Position Meal Site Cook (Long Lake) Base salary \$ 17,176
(a) Budget code and title A.6771 130 Nutrit. For Elderly-Ham.Co. - Salaries
Part Time

This position is vacant due to: Retirement Resignation Termination
Employee No. 11029

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Human Services (OFA) Date 8/28/09

- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services (OFA) Date 8/28/09

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
- The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature. _____

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Caseworker

Base salary \$34,178

Budget code and title A. 6010 40.01

This position is vacated due to: Retirement Resignation Termination

Employee No. 11210

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

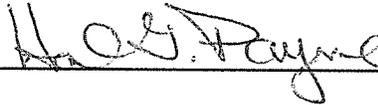
Name of Committee Social Services

Date 8/27/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

Date 8/27/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Caseworker

Base salary \$34,178

Budget code and title A. 6010 40.01

This position is vacated due to: Retirement Resignation Termination

Employee No. 11419

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services

Date

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature

H. G. Payne

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

Date

8/27/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature

M. J. O'Connor

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Caseworker

Base salary \$34,178

Budget code and title A. 6010 40.01

This position is vacated due to: Retirement Resignation Termination

Employee No. 9286

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services

Date

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

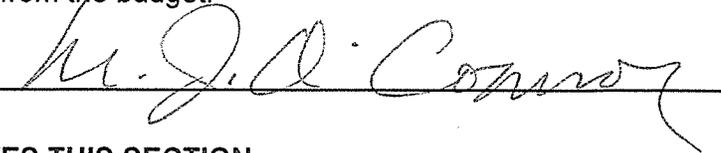
Date

8/27/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Keyboard Specialist

Base salary \$23,390

Budget code and title A. 6010 40.03

This position is vacated due to: Retirement Resignation Termination

Employee No. 11576

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services

Date 8/27/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature

H. B. Payne

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

Date 8/27/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature

H. J. O. Connor

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature

H. J. O. Connor

December 2006

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: August 19, 2009

- (a) Title of Requested Position: Community Services Assistant
- (b) Annual **Base** Salary (and Grade if Applicable): \$29,199, Grade 8
- (c) Effective Date for New Position:* 9/14/09
*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): Caseworker, Grade 14, \$38,087, due to a resignation
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: 40.01 A. 6010
- (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, we need to provide supervised visitation
- (h) Is there expected revenue from this position? If so, please explain: No

position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department Social Services	Bureau, Division, Unit or Section Eligibility	Location of Position Temporary Assistance
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Community Services Assistant

Percent of Work Time	Job Duty
45%	Under supervision, assists staff members and customers by performing supportive services as delegated in connection with servicing client in the areas of housing school attendance, home visiting, transportation, day care, marketing, money management, employment, supervised visitation and home management skills
	This position involves non-professional functions in support of staff in implementing programs and service plans.
30%	1. Provides supervised visitation and instruction to parents on a daily basis. 2. Provides information to individuals and groups concerning the various programs and services offered by public and private agencies.
5%	3. Assists customers in areas of housing, employment, school attendance, home visiting, transportation, day care, marketing, money management and home management skills.
5%	4. Assists individuals in recognizing conditions contributing to social problems and in making efforts to correct these conditions.
5%	5. Assists customers in learning basic living skills, household management skills, budgeting skills and parenting skills.
3%	6. Assists customers in completing necessary forms, interacts with adults.
2%	7. Assists customers in accessing and utilizing community resources.
2%	8. Maintains records and attendance at meetings regarding service plan activities and general service activities.
1%	9. Operates computer equipment using various software to create comments sheets, budgets and reports as requested and updates files.
1%	10. Assists in communication between Department, customer, and the community by clarifying Department programs, service plans and goals.
1%	11. All other duties as required and/or requested.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Douglas Herschleb	Director of Services	In Direct
Christian Hanchett	Sr. Caseworker	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School Grad Years
 College 2 years Years, with specialization in Associates degree
 College _____ Years, with specialization in _____

Experience: (list amount and type) Graduation from high school or a GED, knowledge in early childhood preferred.

Essential knowledges, skills and abilities: Good knowledge of departmental client assistance programs and eligibility criteria; good knowledge of interviewing practices and procedures; ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public; ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency; ability to understand and follow instructions; knowledge of community resources and organizations; ability to read and write English and prepare brief accurate reports; tact; emotional maturity; judgment; physical condition commensurate with the demands of the position.

Type of license or certificate required: Possession of a valid NYS Drivers License

7. The above statements are accurate and complete.

Date: August 24 2009 Title: Commissioner Signature: _____

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, County of Warren Civil Service certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Community Services Assistant

Base salary

\$29,199

Budget code and title A. 6010 40.01

This position is vacated due to: Retirement Resignation Termination

Employee No. 10516

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services

Date

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

Date

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

December 2006

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: Social Services

DATE: August 19, 2009

- (a) Purpose of Request: Abolishment of positions

- (b) Details: Request permission to abolish the following position from the organizational chart, Intake Clerk #3 in 40.01 A.6010

- (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: 9/9/09

- (a) Purpose of Request: Create a position

- (b) Details: We wish to create a part-time leisure aid position for 12 hrs per week this covers the 10required hours of "scheduled activities" plus 2 hours for special events or documentation. This individual will work under the direct supervision of myself as the Administrator qualified by the New York State Department of Health to perform such position. The base rate for this position would be would be \$9,500.00 . The schedule would be flexed to cover weekends, and evenings.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Countryside Adult Home

Title of Position Leisure Time Activity Aide PT

Base salary \$23,390

Pro-rated to 12 hrs/week

Budget code and title A.6030.100 Countryside Personal Services

This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No.

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee _____ Date _____

- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
- The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

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: 9/9/09

- (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: 9/9/09

- (a) Purpose of Request: To Abolish the position of Activity Director

- (b) Details: We are not required nor do we need an Activity Director 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. An Activities Director is not required.

- (c) Previous Resolution Number: