

# **WESTMOUNT HEALTH FACILITY**

A SKILLED NURSING HOME operated by Warren County

42 GURNEY LANE - QUEENSBURY, NY 12804  
Phone: (518) 761-6540 Fax: (518) 761-6590

Barbara B. Taggart  
Administrator

## **HEALTH SERVICE COMMITTEE AGENDA**

FRIDAY OCTOBER 22, 2010  
9:30AM BOARD ROOM

1. Committee meeting called to order by chairman.
2. Motion to approve minutes of prior committee meeting.

### **Action Agenda**

1. Request resolution to fill vacant position of Dietary Supervisor  
Page 1.
2. Request resolution for approval of out of code transfers. Page 4.

### **Monthly Business**

1. Staffing Report. Page 5
2. Overtime Report. Page 6

**FOR DISCUSSION**

# 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 Westmount Health Facility

Title of Position Dietary Supervisor

Base salary \$ 41,246.00

Budget code and title EF.82100.0100 110 Dietary EH6020 24

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

Employee No. 5709

### COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 10/22/10

- 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 - Westmount Date 10/22/10

- 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. 10

## Request for Transfer of Funds

**TO:** JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**FROM:** WESTMOUNT HEALTH FACILITY  
Name of Department

**SIGNED:**

**DATE:** October 22, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.82200.7500 414	Westmount, Plant & Operation, Maintenance, Gasoline Gas – Natural	EF.60200.100 140	Westmount, Nursing-Nurses Stations', Management & Supervision, Salaries – Sick Leave Incentive	800.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas – Natural	EF.82100.100 140	Westmount, Dietary Services, Management and Supervision Salaries – Sick Leave Incentive	400.00
EF.82100.700 140	Westmount, Dietary Services, FSH HK LL Maintenance Salaries – Sick Leave Incentive	EF.82100.200 140	Westmount, Dietary Services, Cooks & Social Worker Salaries – Sick Leave Incentive	424.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas - Natural	EF.82100.200 140	Westmount, Dietary Services, Cooks & Social Worker Salaries – Sick Leave Incentive	776.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas – Natural	EF.82400.100 140	Westmount, Housekeeping Services, Management and Supervision Salaries – Sick Leave Incentive	400.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas – Natural	EF.82400.700 140	Westmount, Housekeeping Services, FSH HK LL Maintenance Salaries – Sick Leave Incentive	1600.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas - Natural	EF.82500.700 140	Westmount, Laundry & Linen, Services, FSH HK LL Maintenance Salaries – Sick Leave Incentive	200.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas – Natural	EF.83500.100 140	Westmount, Administrative Services, Management & Supervision, Salaries - Sick Leave Incentive	400.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas - Natural	EF.83110.100 140	Westmount, Fiscal Services, Management & Supervision, Salaries – Sick Leave Incentive	400.00
EF.82200.7500 414	Westmount, Plant & Operation Maintenance, Gasoline Gas - Natural	EF.83110.600 140	Westmount, Fiscal Services, Clerical & Other Adm Wages Salaries – Sick Leave Incentive	400.00

Please state reason for transfers requested: **Unbudgeted Sick Leave Incentive funds**

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EF.60200.100 110	Westmount, Nursing – Nurses’ Station, Management & Supervision, Salaries – Regular	EF.60200.100 120	Westmount, Nursing – Nurses’ Station, Management & Supervision, Salaries - Overtime	4,836
EF.60200.100 110	Westmount, Nursing – Nurses’ Station, Management & Supervision, Salaries - Regular	EF.60200.100 130	Westmount, Nursing – Nurses’ Station, Management & Supervision, Salaries – Part Time	8,814
EF.60200.300 110	Westmount, Nursing – Nurses’ Station, Registered Nurses Wages, Salaries - Regular	EF.60200.400 130	Westmount, Nursing – Nurses’ Station, LPN Wages, Salaries – Part Time	20,000
EF.60200.300 120	Westmount, Nursing – Nurses’ Station, Registered Nurses Wages, Salaries – Over Time	EF.60200.400 130	Westmount, Nursing – Nurses’ Station, LPN Wages, Salaries – Part Time	10,000
EF.60200.300 130	Westmount, Nursing – Nurses’ Station, Registered Nurses Wages, Salaries - Part Time	EF.60200.400 130	Westmount, Nursing – Nurses’ Station, LPN Wages, Salaries – Part Time	20,000
EF.60200.400 110	Westmount, Nursing – Nurses’ Station, LPN Wages, Salaries – Regular	EF.60200.400 120	Westmount, Nursing – Nurses’ Station, LPN Wages, Salaries – Over Time	17,000
EF.60200.500 130	Westmount, Nursing – Nurses’ Station, Aides, Orderlies, Assistants, Salaries – Part Time	EF.60200.500 120	Westmount, Nursing – Nurses’ Station, Aides, Orderlies, Assistants, Salaries – Over Time	34,000
EF.60200.500 130	Westmount, Nursing – Nurses’ Station, Aides, Orderlies, Assistants, Salaries – Part Time	EF.60200.400 130	Westmount, Nursing – Nurses’ Station, LPN Wages, Salaries – Part Time	50,000

**Please state reason for transfers requested: over expended expense account**

**Please file original request with Clerk of the Board and retain copy for your records.**

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EF.72700.4500 435	Westmount, Pharmacy, Medicine Cabinet Drugs, Medical Fees	EF.72400.6202 470	Westmount, Nursing – Radiology, Medical PS Radiology, Contract	2,400
EF.72700.4400 435	Westmount, Pharmacy, Prescription Drugs, Medical Fees	EF.60200.2700 470	Westmount, Nursing – Nurses' Station, Physician Fees, Contract	2,000
EF.72700.4400 435	Westmount, Pharmacy, Prescription Drugs, Medical Fees	EF.60200.5906 410	Westmount, Nursing – Nurses' Station, Supplies	2,000
EF.83110.8302 469	Westmount, Fiscal Services Office, Pymnt/Contrib – NYS Assessment, Other Payments/Contributions	EF.73300.6802 470	Westmount, Physical Therapy, Contracted Services,	6,000
EF.73400.6802 470	Westmount, Occupational Therapy, Contracted Services,	EF.73300.6802 470	Westmount, Physical Therapy, Contracted Services,	20,000
EF.82200.7500 414	Westmount, Plant Operations & Maint, Gasoline, Gas - Natural	EF.73500.6802 470	Westmount, Speech & Hearing Therapy, Contracted Services,	2,200
EF.82200.7500 414	Westmount, Plant Operations & Maint, Gasoline, Gas - Natural	EF.60200.3810 469	Westmount, Nursing – Nurses' Station, Other Payments Disposal Linens, Other Payments/Contributions	15,000
EF.83110.8302 469	Westmount, Fiscal Services Office, Pymnt/Contrib – NYS Assessment, Other Payments/Contributions	EF.60200.4900 435	Westmount, Nursing – Nurses' Station, Medical Fee Other Medical Supply,	7,000
EF.83110.8302 469	Westmount, Fiscal Services Office, Pymnt/Contrib – NYS Assessment, Other Payments/Contributions	EF.60200.7300 421	Westmount, Nursing – Nurses' Station, Equipment Rental,	3,500

Please state reason for transfers requested: over expended expense account  
Please file original request with Clerk of the Board and retain copy for your records.

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## 9/24 NURSING STAFFING

<u>SHIFTS</u>	<u>TITLE</u>	<u>POSITIONS</u>	<u>CURRENT STAFF</u>
7-3	RN FT	4	3 (1 OPEN)
	RN PT	1	1
	LPN	4	4
	CNA	17	16 1 OPEN
3P-11P	RN FT	2	2
	LPN FT	3	1 (2 OPEN)
	CNA FT	13	13 2 OPEN 10 FT (1 ML)
11P-7A	RN FT	1	1
	LPN FT	3	2 (1 LPN Disability)
	CNA FT	11	10 (1OPEN)
4 GPN P/D			

**WARREN COUNTY TWO YEAR BUDGET COMPARISON**  
**REVENUE AND EXPENDITURES FOR 2010 AS OF 10/18/2010 2:25:06 PM**

FUND(S): EF

EXPENSES	YTD ACTUAL THRU	YTD ACTUAL THRU	YTD 10V09	% CHANGE	ANNUALIZED	2010 AMENDED	2009 AMENDED
	September 2010	September 2009			2010 EXPENSE	BUDGET	BUDGET
Salaries - Regular	\$2,210,069.68	\$2,201,548.99	\$8,520.69	0.39%	\$2,873,090.58	\$3,102,312.52	\$3,110,073.00
Salaries - Overtime	\$179,491.98	\$114,298.10	\$65,193.88	36.32%	\$233,339.57	\$218,387.62	\$154,946.00
Salaries - Part Time	\$332,384.65	\$258,211.46	\$74,173.19	22.32%	\$432,100.05	\$492,516.32	\$356,342.00
Salaries - Sick Leave	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$5,600.00	\$7,000.00
20 Pay Periods Out of 26	\$2,721,946.31	\$2,574,058.55	\$147,887.76	5.43%	\$3,538,530.20	\$3,818,816.46	\$3,628,361.00

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