

A G E N D A
PERSONNEL COMMITTEE
SEPTEMBER 8, 2010

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.

III. Action Agenda

1) Referrals from the Health Services Committee:

Health Services:

- A) Request for a Registered Nurse to enroll in a job related course entitled "Introduction to Information and Technology Literacy" at Plattsburgh State at a cost of \$207. This is a pre-requisite for a Bachelors Degree in Nursing.
- B) Request for a Public Health Nurse to enroll in three job related courses entitled "Biological Basis of Public Health"; "Health Information Technology"; and "First Year Masters in Public Health Seminar" at SUNY Albany at a cost of \$346.07 for all three courses. (Employee has received a full scholarship; cost is for associated fees and books only.)

Westmount Health Facility:

- C) Request to fill the vacant position of Director of Nursing, base salary of \$65,139, Employee No. 10872, due to termination. This position is mandated and a portion of the costs are reimbursed by the New York State Department of Health. The Notice of Intent to Fill Vacant Position is attached.
- D) Request to fill the vacant position of Health Facility Clerk, base salary of \$27,023, Employee No. 11693, due to resignation. This position is mandated and a portion of the costs are reimbursed by the New York State Department of Health. The Notice of Intent to Fill Vacant Position is attached.
- E) Correcting the title of Nursing Supervisor to Staffing/Inservice Training Coordinator, effective January 1, 2010; thereby correcting the Department's Table of Organization.

2) Referrals from the Social Services Committee:

Social Services:

- A) Request to fill the vacant position of Caseworker #9, base salary of \$34,776, Grade 14, Employee No. 11577, due to resignation. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
- B) Request to fill the vacant position of Case Supervisor B #2, base salary of \$38,598, Grade 17, due to resignation. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.

- C)** Request to fill the vacant position of Sr. Caseworker, base salary of \$35,784, Grade 15, due to a backfill. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
- D)** Request to fill the vacant position of Caseworker, base salary of \$34,776, Grade 14, due to a backfill. This position is mandated and is 75% reimbursed. The Notice of Intent to Fill Vacant Position is attached.
- E)** Request for a Social Welfare Examiner to enroll in two job related courses entitled "Chemical Addiction"; and "Human Service Ethics" at SUNY Empire State College, at a cost of \$828 for each course.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

- 1. Employee's Name: Nichole Gillis
- 2. Position: Registered Nurse 3. Department: Home Healthcare Services
- 4. Course Title: Intro to Info and Tech Literacy
- 5. Institution or School: Pittsburgh State
- 6. How Course Relates to Current Position: Pre-requisite for bachelor degree in Nursing
- 7. Starting Date: 8/30/10 8. Completion Date: 11/07/10
- 9. Cost: \$207
- 10. Employee's Signature: Nichole Gillis Date: 8/16/10
- 11. Supervisor's Comments (Approval/Denial) BSN Excellent Candidate for
Supervisor's Signature: Alhau Khalid Date: 8/16/10
- 12. Department Head's Comments (Approval/Denial) _____
Department Head's Signature: Patricia Date: 8/17/10
- 13. Committee's Recommendation: _____
Committee Chairman's Signature: [Signature] Date: 8/27/10
Signature: Fredrick M. Moore Date: 8/27/10
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: Patricia Belden

2. Position: PMN 3. Department: PH

4. Course Title: BMS505 Biological Basis of Public Health

5. Institution or School: Suny Albany

6. How Course Relates to Current Position: This class is relevant to Communicable Disease nurse position as it incorporates biomedical sciences & PH including infectious diseases & transmissible vectors. Explains the lab based procedures for detection, monitoring & tx of these diseases.

7. Starting Date: 8/30/10 8. Completion Date: 12/10

9. Cost: Total for all three courses \$346.07

10. Employee's Signature: Patricia Belden Date: 8/22/10

11. Supervisor's Comments (Approval/Denial) _____

Supervisor's Signature: Dymer ADPH Date: 8/23/10

12. Department Head's Comments (Approval/Denial) _____

Department Head's Signature: Patricia Adams Date: 8/23/10

13. Committee's Recommendation: _____

Committee Chairman's Signature: Matthew Date: 8/27/10

Signature: Fredrick Date: 8/27/10
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: Patricia Belden
2. Position: PHN 3. Department: PH
4. Course Title: HPM 580 Health Information Technology
5. Institution or School: Suny Albany
6. How Course Relates to Current Position: This course examines the application of information technology in the health care industry. Course will provide knowledge in Electronic Medical Records, eHealth & telemedicine
7. Starting Date: 8/31/10 8. Completion Date: 12/10
9. Cost: Total for all 3 courses = \$2789.07
I am only responsible for \$346.07
10. Employee's Signature: Patricia Belden Date: 8/22/10
11. Supervisor's Comments (Approval/Denial) _____

Supervisor's Signature: Agnes ADPH Date: 8/23/10
12. Department Head's Comments (Approval/Denial) _____

Department Head's Signature: Patricia Belden Date: 8/23/10
13. Committee's Recommendation: _____

Committee Chairman's Signature: [Signature] Date: 8/27/10
Signature: [Signature] Date: 8/27/10
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

- 1. Employee's Name: Patricia Belden
- 2. Position: PHN 3. Department: PH
- 4. Course Title: First year MHA Seminar
- 5. Institution or School: Suny Albany
- 6. How Course Relates to Current Position: This course will discuss important contemporary issues & leaders in PH. Health Care reform is one topic.
- 7. Starting Date: 8/30/10 8. Completion Date: 12/10
- 9. Cost: Total for all three courses \$346.07
- 10. Employee's Signature: Patricia Belden Date: 8/22/10
- 11. Supervisor's Comments (Approval/Denial) (Approval)
- Supervisor's Signature: James ADPH Date: 8/23/10
- 12. Department Head's Comments (Approval/Denial) P
- Department Head's Signature: Patricia Belden Date: 8/23/10
- 13. Committee's Recommendation: _____
- Committee Chairman's Signature: [Signature] Date: 8/27/10
- Signature: [Signature] Date: 8/27/10
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

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 Director of Nursing

Base salary \$65139.00

Budget code and title EF.60100.100 110

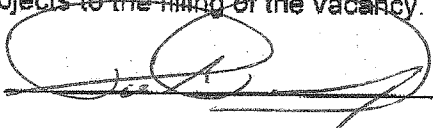
This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 10872

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 8/30/2010

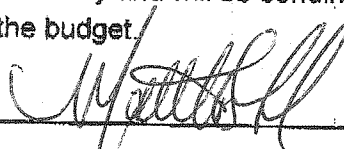
- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 8/30/2010

- 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  August 31, 2010

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 "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility

Title of Position Health Facility Clerk

Base salary \$27,023.00

Budget code and title EF.60100.600 110

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

Employee No. 11693

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 8/27/10

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

Commissioner Signature

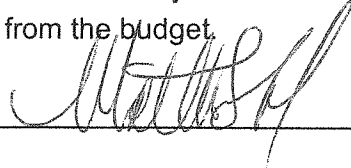


SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 8/27/10

- 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. 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: Westmount Health Facility

DATE: August 27, 2010

- (a) Purpose of Request: Reclass title approved with 2010 County Budget.

- (b) Details: Reclass Nursing Supervisor title to Westmount Inservice/Staffing Coordinator, Employee number 10656 at same salary (\$2,407.16) effective 01/01/2010.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: EF.60200.100 110 Westmount.Nursing - Nurses' Stations.Management and Supervision \$ 292,651.58.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department 40.01

Title of Position CASEWORKER #9

Base salary \$34,776

Budget code and title A.6010 110

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

Employee No. 11577

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 25% Other Local 25%

Impact to Budget:

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services Date 8/11/2010

- 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 8/11/2010

- 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 Frank E. Thomas

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 "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department 40.01

Title of Position CASE SUPERVISOR B #2

Base salary \$38,598

Budget code and title A.6010 110

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

Employee No. 8629

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 25% Other %

Impact to Budget:

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. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department 40.01

Title of Position SR. CASEWORKER

Base salary \$35,784

Budget code and title A.6010 110

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

Employee No. UNKNOWN

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 25% Other %

Impact to Budget:

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. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department 40.01

Title of Position CASEWORKER

Base salary \$34,776

Budget code and title A.6010 110

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

Employee No. UNKNOWN

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 25% Other %

Impact to Budget:

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. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee=s Name: Joanna Brierton

2. Position: Social Welfare Examiner

3. Department: Social Services

4. Course Title: Chemical Addiction

5. Institution or School: SUNY Empire State College

6. How Course Relates to Current Position: In her job as a Social Welfare Examiner, she has many clients who have alcohol/substance abuse problems that keep them from successfully being part of society. This course will help her better work with this population.

7. Starting Date: 9/13/10

8. Completion Date: 12/23/10

9. Cost: \$828.00 (\$207.00 per credit hour x 4 credits)

10: Employee=s Signature: *Joanna Brierton* Date: 8/3/10

11. Supervisor=s Comments (Approval/Denial) Approval

Supervisor=s Signature: *Jelly Barker* Date: 8/3/10

12. Department Head=s Comments (Approval/Denial) approval

Department Head=s Signature: *Shirley McKeown* Date: 8/3/10

13. Committee=s Recommendation:

Committee Chairman=s Signature:

Date: *8/11/10*

Signature:

Date:

