

Warren County Health Services Committee
Countryside Adult Home
Meeting Agenda
February 26th, 2010

Pending Item:

Increasing Resident fund money at Countryside Adult Home – I previously requested the fund to be increased to \$2000.00 which passed through Health Service Committee only to be turned over by Social Service because it there was miss information given and the money we requested was believed to be out of the Social Service budget. This is not the case the money we are requesting is out of the Residents money and should no way ever be considered revenue for Social Services actually it was advised by DOH that the residents money remain in the facility but that would be about \$28,000.00 we are only asking for the \$2,000.00 because we do not believe anyone would request that amount at any time but they can have as much as \$3,000.00 as an asset. We are supposed to be able to give the residents “their” money when they ask but the way it is set up right now if they want more than \$100.00 we have to request a vendor number to get them a check made out. This is wrong the money is deposited by the residents for safe keeping with a trust that they can take it at anytime they wish just like when you and I go to the bank to withdraw our money we expect it to be there.

Kathy Baker mentioned that at one time they had someone steal money from it however we looked up that individuals records and they were fired over 15years ago and there has never been an incident since then. The residents should not have to wait for their money because of something that happened 15years ago.

I am again requesting that we make this right and increase our resident fund to \$2,000.00

New Business:

Request Resolution: To have Bonnie Farmer attend the “ServSafe” course being offered at Adirondack Community College on March 13, 2010 . The fee is \$194.00 which includes Tuition and Materials.

Rational: This is a requirement and we are behind because we missed the last training they had. We do have money in our budget for training.

Request for Resolution: To abolish a part-time Laundry person position.

Rational: This position which is currently on our personnel budget is the worker at Westmount Health Facility, I spoke with committee (Health Services) last month regarding the service cost to Countryside from Westmount to do our laundry. As I have pointed out we are now being charged a price per pound fee, that fee needs to include the cost of labor and billed to us through our contract line not our personnel line. As with any other service agreement we do not put the labor in our budget we pay it under the contracted service agreement. The Director of Countryside has no contact with this employee and therefore cannot monitor work, time or performance. Westmount provides

a service Countryside pays for that service and it because there is no overseeing by Countryside of this individual it should not be considered an employee of Countryside therefore should not be on Countryside payroll.

Request for Resolution: To Abolish a Full-time Food Server Position - Rate \$29,266.00 annually.

Rational: We have terminated a part-time cook and we have a full-time food server who covers for cooks on holidays, vacations ect. she has been cooking approximately 30% of the year now with the Part-time Cook being terminated we would like to restructure and offer the food server/ cook full-time cook. Another full-time laborer who works as a food server 4 days and a laborer 1 day we would leave in the kitchen for all 5 days this leaves 3 shifts open which we would use 1 part-time aide, and the 2 per diems to cover, all of which are in agreement and we would not need to hire any new people at this time. By not abolishing the Part-time cook at this time the money budgeted would cover the change in title for the Full-Time Food server / cook and the per diem hours.

Request for Resolution: To create a Full-Time Cook Position – Rate \$31,056.00 annually.

Rational; As explained above

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Service Committee hereby authorizes Bonnie Farmer

(Supervisory Committee) (Employee Name)

to attend ServSafe Food Safety Certification Cost \$194.00

(Name of meeting or organization)

at ACC, Bay RD, Queensbury

(Address)

on March 13, 2010 Mode of transportation to be used Private

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Own Vehicle

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 2/26/10

Blende Brown-Hayes
Department Head Signature

Date: 2/26/10

Lawrence Fatta
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

Does your food service operation meet the New York State "ServSafe" requirement?

New York State legislation (S02328) mandates that all food service establishments which handle, cook, store, serve, deliver, remove, and dispose of food will be required to have one ServSafe certified individual on staff.

In order to assist the area's hospitality and food service industries comply with this law, the ACC Center for Personal and Professional Development, in conjunction with the National Restaurant Association's Educational Foundation, has scheduled ServSafe Food Safety workshops which will provide this mandatory certification to individuals who successfully complete the 9-hour program. Once issued, certification is valid for 5 years.

Our Instructor: Frank Burns is a graduate of Babson College and has an extensive background in the hospitality and food service industry holding management level positions at such establishments as The Parker Inn, Saratoga Golf & Polo Club, and the Sheraton Hotel & Conference Center.

A former Chairman of the NY State Restaurant Association, Frank is a

certified ServSafe Food Safety instructor as well as a certified instructor for both the ServSafe Alcohol and the TIPS programs.

Course Outline

- I. The Sanitation Challenge
 - Providing Safe Food
 - The Microworld
 - Contamination, Food Allergens, and Foodborne Illness
 - The Safe Food Handler
- II. The Flow of Food Through the Operation
 - The Flow of Food: An Introduction
 - The Flow of Food: Purchasing and Receiving
 - The Flow of Food: Storage
 - The Flow of Food: Preparation
 - The Flow of Food: Service
 - Food Safety Management Systems
- III. Sanitary Facilities and Pest Management
 - Food Safety Regulations and Standards
 - Employee Food Safety Training
- IV. Exam

Class will be held on the following date:

Saturday, March 13, 2010
8:00am-6:00pm

Adirondack
Community College
Queensbury Campus

COST:

Tuition: \$129.00
Materials: \$65.00
TOTAL: \$194.00*

*Includes materials and refreshments.

Sorry, we cannot honor audits for this class.

Call 743-2238 to register by phone using a VISA, MASTERCARD, or DISCOVER or fill out the registration form and mail with payment to:

ACC Center
Adirondack Community College
640 Bay Road
Queensbury, NY 12804

REGISTRATION DEADLINE: March 3, 2010

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: 2/26/10

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

- (b) Details: We are requesting to discontinue our laundry service worker from Countryside payroll we have asked that the laundry charge from Westmount to Countryside include the total cost of doing the laundry including the cost of the labor. Countryside has no control over the worker / workers doing the laundry we are now being charged a price per pound therefore that price per pound fee should include the labor. At no other time when we pay for a service do we put the labor on our staffing and personnel records and include it in our personnel budget therefore since this is a service that we no pay for the whole service should be billed that way..

- (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: 2/26/10

- (a) Purpose of Request: To abolish a Full-Time Food Server Position (grade 2) Base pay plus longevity is \$29,266.00

- (b) Details: We have terminated a Part-time cook and we have a full-time food server who acts in behalf of any cook who is out on vacation, holiday and call ins. She works on average 30% of the time as a cook therefore with the part-time cook being gone we would like to eliminate the Food Server position and place this employee in a cook position to cover the 4 days left empty by the Part-time and 1 day she already works.

- (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: 2/26/10

- (a) Purpose of Request: To create a Full-Time Cook Position (grade 4) Base pay plus longevity is \$31,065.00

- (b) Details: We have terminated a Part-time cook and we have a full-time food server who acts in behalf of any cook who is out on vacation, holiday and call ins. She works on average 30% of the time as a cook therefore with the part-time cook being gone we would like to eliminate the Food Server position and place this employee in a full -time cook position to cover the 4 days left empty by the Part-time and 1 day she already works.

- (c) Previous Resolution Number:

DAYS	MTW	TUES	WED	THUR	FRI	SAT	SUN
Evenings	C1	C2	C3	S1	S2	S3	P
DAYS	S1	S1	S1	S1	S1	S1	S1

Leaving only 3
 Vacant Shifts
 2 of which
 will be covered
 with per diem
 1 will give a
 3 day part-time
 on 4th day - Still
 part-time

S1 - Sharon M
 S2 - Eric H

C1 - Bonnie F
 C2 - Jen R
 *C3 - Brandi F

Civil Service Law, Section 22. Certification for positions. Before any new position in the service of a civil division shall be created, or any existing position in such service shall be reclassified, the proposal therefor, 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.

**Warren County Civil Service
1340 State Rte 9, Lake George, NY 12845
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: Countryside Adult Home Bureau, Division, Unit or Section: Kitchen Location of Position: Kitchen

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.

Percent of Work Time	Job Duty
	<p>Prepare, cook, serve meals - Bakes cakes, pies, rolls & other pastries Cuts, cleans and dresses meat, fish and poultry; orders food and supplies used in the preparation of meals according to an established menu. Inspects food when received to insure proper quantity and quality; Plans or assists in planning meals and menus insuring that basic nutritional principles are followed. Supervises the proper storing of food Supervises the work of assistants in the preparation of food & cleaning of tables, chairs, kitchen utensils, stoves, and kitchen in general. May prepare and maintain a variety of records and reports relative to food service.</p>

(Attach additional sheets if more space is needed)

February 24, 2010

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

Name	Title	Type of Supervision
Bonnie Farmer	COOK Dining room Kitchen manager	Immediate
Brenda Brown-Hayes	Administrator Dir. Rest Hall	Whole Facility

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

Name	Title	Type of Supervision
Sharon Morrison	Food Service Helper	Immediate
Eric Harpp	Food Server Helper	Immediate

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

Name	Title	Location of Position
Bonnie Farmer	Dining room/Kitchen manager	Kitchen
Jennifer Racine	COOK	Kitchen

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

Education: High School _____ Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type) Good knowledge of methods of preparing cooking & baking in large quantities, good knowledge of cooking tools, utensils, appliances & equipment.
 Essential knowledge, skills and abilities: see above

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 2/25/2010 Title: Director Signature: Brenda Brown-Hayes

Certificate of Civil Service Commission

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

Title: Cook
 Jurisdictional Classification: Non-competitive

Date: 2/25/10 Signature: Kathy Barva Personnel Office

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: Signature: