

# Warren County Department of Social Services

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Sheila M. Weaver  
Commissioner

Suzanne F. Wheeler  
Deputy Commissioner

1340 State Route 9  
Lake George, New York 12845-3434  
Telephone 518-761-6300  
Fax 518-761-6314

## SOCIAL SERVICES COMMITTEE AGENDA

July 21, 2010

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

### Action Agenda

1. **Request:** Resolution to fill a Caseworker position as a result of a backfill.

**Rationale:** One of my CASA (Community Alternative Systems Agency) Caseworkers chose to take a lateral transfer to Adult Protective Services. This position is reimbursed at 100%. It is a mandated position and is in the budget. It is a Grade 14 and the starting salary is \$34,776.00

2. **Request:** Resolution to fill a Caseworker position as a result of a backfill.

**Rationale:** One of my other Caseworkers has requested a lateral transfer to CASA. This position is reimbursed at 75%. It is a mandated position and is in the budget. It is a Grade 14 and the starting salary is \$34,776.00.

3. **Request:** Permission to send two New Caseworkers to Child Welfare/Child Protective Services Common Core Training in Buffalo on the following dates 8/29 – 9/3, 9/12 – 9/16, 9/26 – 10/1 and 10/12 – 10/15/10.

**Rationale:** Child Protective Caseworkers are mandated to get training as soon as it becomes available and cannot investigate cases until they receive it. It is mandated and is reimbursed.

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

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

The Social Services Committee hereby authorizes Two New Caseworkers  
(Supervisory Committee) (Employee Name)

to attend CW/CPS Common Core Training  
(Name of meeting or organization)

at CDHS, 1695 Elmwood Ave., Buffalo, NY  
(Address)

on 8/29-9/3, 9/12-9/16, 9/26-10/1 and 10/12-10/15/10 . Mode of  
transportation to be used N/A  
(Dates) (County Vehicle or Mass Transportation)

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

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

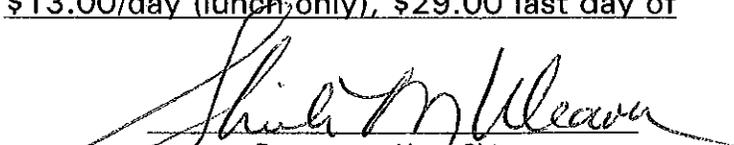
**For Overnight Travel**

Room rate \$ \$49.50/night/person GSA\* Rate \$ \_\_\_\_\_

Meal costs - GSA\*per diem rate \$ \$13.00/day (lunch only), \$29.00 last day of training for dinner \*[www.gsa.gov](http://www.gsa.gov)

Date: 7/21/10

Date: 7/22/10

  
Department Head Signature  
  
Committee Chairman Signature

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

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

# Countryside COMMITTEE

July 21, 2010

## Action Agenda

1. **Request:** Resolution to fill a Cleaner position as a result of a resignation.

**Rationale:** One of my Cleaners has resigned. This position is reimbursed at 50%. It is a mandated position and is in the budget. It is a Grade 3 and the starting salary is \$23,298.00

2. **Request:** Resolution to enter into a contract with Mahoney Alarms.

**Rationale:** Mahoney Alarms provides the Fire and Security alarm system inspections and maintenance at Countryside for a period of one year. Current contract runs out July 31, 2010. Contract price remains the same from last year. We get reimbursed 50%

3. **Request:** Resolution to abolish a Building Maintenance Worker position as a result of reallocation of job duties

**Rationale:** Currently we have two Full-time Cleaners, one Full-time Building Maintenance Worker, and one Full-time Building Maintenance Mechanic. One of our Full-time Cleaners has been out since October of 2009. Since March of 2010, the duties of this individual were reassigned to the Building Maintenance Worker. The Building Maintenance Worker's duties have been reassigned to the Building Maintenance Mechanic with no effect on the building. The Full-time cleaner who has been out since October of 2009 resigned her position effective June 30, 2010.

Attached is a work log of tasks completed by the Building Maintenance Worker for the past year. As you can see, there was a minimal amount of work completed by this person that qualifies for this position/grade. We will hire a per diem if necessary of no more than 20 hours per week.

DOH regulations – 487.9 The operator shall assign a minimum of 1.0 staff hour per week per resident for the purpose of housekeeping. The operator shall provide staff sufficient in number and skill to comply with the maintenance requirements set forth in section 487.11(k) of this Part.

*This will be a savings of \$20,000.00 in the budget.*

## Overtime Report

*Pay period ending 5/23/10*

Foster Care after hours	13		
CPS after-hours	40.6		
CPS Backlog	<u>20</u>	142	
	73.6		

*Pay period ending 5/18/09*

			88.4
			147

*Pay period ending 6/6/10*

Foster Care after hours	7.72		
CPS after-hours	48.1		
CPS Backlog	<u>8</u>	142	
	63.82		

*Pay period ending 6/8/09*

			44.6
			150

*Pay period ending 6/17/10*

Foster Care after hours	11.75		
CPS after-hours	19.8		
CPS Backlog	<u>9</u>	142	
	40.55		

*Pay period ending 6/22/09*

			53.7
			150

*Pay period ending 7/4/10*

Foster Care after hours	12.7		
CPS after-hours	42.6	77 so far	
CPS Backlog	<u>4.8</u>		
	59.9		

*Pay period ending 7/9/09*

			42.6
			120

*Pay period ending 7/18/10*

CPS after hours	46.4	77 so far	
CPS Backlog	<u>3.2</u>		
	49.6		

*Pay period ending 7/20/09*

			28.5
			120

**Total**

**287.47 Total Hours**  
**57.49 hours per pay period**

**257.8 Total Hours**  
**51.56 hours per pay period**

10/27/09 – Put away umbrellas  
11/4/09 – Checked fire extinguishers, *ran generator*.  
12/1/09 – Checked fire extinguishers, *ran generator*.  
12/3/09 – Shampooed carpet and furniture, changed light bulbs in bathroom.  
12/5/09 – *Put new toilet seat in Rm#17*  
12/26/09 – Put calcium down.  
1/1/10 – Put calcium down  
1/2/10 – Put calcium down  
1/6/10 – Checked fire extinguishers.  
2/3/10 – Put calcium down.  
2/4/10 – *Ran generator*, checked fire extinguishers  
2/16/10 – *Fixed toilet in Rm#28*, changed light bulbs in hallway.  
2/17/10 – Changed light bulb in Rm#29, *fixed toilet seat*, put calcium down.  
2/24/10 – *Snowblowed*, shoveled.  
2/25/10 – *Plowed*, shoveled, put calcium down.  
2/26/10 – Cleaned bathroom vents on West Wing  
2/27/10 – *Snowblowed*, *shoveled*, put calcium down.  
3/2/10 – Put gas in van, cleaned vents in front bathroom, changed ceiling tile, *generator test*, checked fire extinguishers.  
3/3/10 – Checked grab bars, exit signs, emergency lights. Changed dresser in Rm#13B, fixed bathroom lock in Rm#11  
3/10/10 – Changed bulbs in fireplace, buffed front lobby and hallways.  
3/12/10 – Loaded dressers to go to Westmount and moved filing cabinet.  
3/16/10 – Took bugs out of lights.  
4/3/10 – *Adjusted circulator pump and damper for air handler in Dining Room due to cold temps*.  
4/20/10 – Drains in personal care room.  
4/22/10 – Changed light bulbs in Rm#6  
4/27/10 – Helped move office.  
4/28/10 – Tightened toilet seats in Rm#17, #21, #23.  
4/29/10 – Changed AC filters  
5/5/10 – Took hot water temps  
5/8/10 – *Fixed bathroom sink drain in RM#23*  
5/20/10 – Checked grab bars, exit signs, emergency lights.  
5/20/10 – Checked fire extinguishers  
7/6/10 – Cleaned AC filters, changed light bulb  
7/7/10 – Changed light bulb, took bugs out of lights  
7/8/10 – Tightened toilet seat in Rm#19 & Rm#21  
7/9/10 – Pulled weeds  
7/13/10 – Maintenance slips #10 & #5  
7/21/10 – Changed ceiling tiles on West Wing and back hallway.

**WARREN COUNTY BUDGET ANALYSIS**

REVENUE AND EXPENDITURES FOR 2010 AS OF 6/23/2010 3:00:17 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 6010, 6030, 6050, 6070, 6100, 6101, 6106, 6109, 6119, 6123, 6129, 6140, 6141, 6142, 9785

	2010 BUDGETED		2010 YTD ACTUAL		2009 Prior Year Totals	
	YTD 2010	YTD 2009	YTD 10v09	Percentage Change	Estimated Annual Exp	Budget 2010
<b>EXPENSES</b>						
Salaries - Regular	\$ 1,996,904.15	\$ 2,250,375.21	\$ (253,471.06)	-8.87%	\$ 4,678,747.58	\$ 4,875,854.92
Salaries - Overtime	\$ 19,326.37	\$ 28,468.85	\$ (9,142.48)	-3.11%	\$ 45,680.44	\$ 54,000.00
Salaries - Part Time	\$ 1,850.47	\$ -	\$ 1,850.47		\$ 4,373.20	\$ 27,813.64
Salaries - Sick Leave Incentive	\$ -	\$ -	\$ -		\$ -	\$ 9,600.00
<b>TOTALS</b>	<b>\$ 2,018,080.99</b>	<b>\$ 2,278,844.06</b>	<b>\$ (260,763.07)</b>	<b>-11.99%</b>	<b>\$ 4,728,801.22</b>	<b>\$ 4,967,268.56</b>
<b>REVENUES</b>						
	\$ 17,369,954.00	\$ 17,369,954.00	\$ -		\$ 18,987,610.10	\$ 18,987,610.10

**As of 6/6/10 for 11 payrolls**

Social Services	YTD 2010	YTD 2009	YTD 10v09	Percentage Change	Estimated Annual Exp	Budget 2010
regular	\$ 350,457.82	\$ 451,973.50	\$ (101,515.68)	-4.45%	\$ 82,834.80	\$ 847,364.50
Overtime	\$ 14,348.38	\$ 15,649.60	\$ (1,301.22)	-12.02%	\$ 33,914.14	\$ 22,678.24
Part Time	\$ -	\$ -	\$ -		\$ -	\$ 33,975.00
Sick Incentive	\$ -	\$ -	\$ -		\$ -	\$ 4,000.00
<b>Totals</b>	<b>\$ 364,806.20</b>	<b>\$ 467,623.10</b>	<b>\$ (102,816.90)</b>	<b>-16.47%</b>	<b>\$ 116,748.94</b>	<b>\$ 908,017.74</b>

**Countryside Adult Home**

	YTD 2010	YTD 2009	YTD 10v09	Percentage Change	Estimated Annual Exp	Budget 2010
regular	\$ 350,457.82	\$ 451,973.50	\$ (101,515.68)	-4.45%	\$ 82,834.80	\$ 847,364.50
Overtime	\$ 14,348.38	\$ 15,649.60	\$ (1,301.22)	-12.02%	\$ 33,914.14	\$ 22,678.24
Part Time	\$ -	\$ -	\$ -		\$ -	\$ 33,975.00
Sick Incentive	\$ -	\$ -	\$ -		\$ -	\$ 4,000.00
<b>Totals</b>	<b>\$ 364,806.20</b>	<b>\$ 467,623.10</b>	<b>\$ (102,816.90)</b>	<b>-16.47%</b>	<b>\$ 116,748.94</b>	<b>\$ 908,017.74</b>

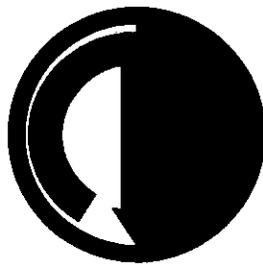
## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Countryside Adult Home

**DATE:** 7/22/10

- (a) Purpose of Contract Change: Extend Contract
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
- (c) Name of Contractor: Mahoney Notify
- (d) Address of Contractor: 15 Cooper Street Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number: Kevin Mahoney  
PH#793-7788
- (f) Commencement Date of Extension: August 1, 2010
- (g) Termination Date of Extension: July 31, 2011
- (h) Payment Provisions:
  - i) lump sum amount \$765.00/annually
  - ii) hourly rate amount \$82.50/hour for first hour Monday-Friday 8AM-4:30PM, \$75.00/hour thereafter; \$123.75 hour for first hour on Holidays and weekends, \$112.50/hour thereafter for service calls
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Quarterly
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6030.470 Countryside Adult Home Contract



**Mahoney**  
Notify-Plus Inc.  
**Alarms**

P.O. Box 767 - 15 Cooper St.  
Glens Falls, NY 12801  
518/793-7788  
Fax 518/793-0602  
www.mahoneyalarms.com

Lake Placid, NY 12946  
518/523-1600  
Fax 518/793-0602

Plattsburgh, NY 12901  
518/566-9147  
Fax 518/793-0602

July 7, 2010

**Ms. Brenda Hayes**  
**Countryside Adult Home**  
**353 Schroon River Road**  
**Warrensburg, NY 12885**

Effective **August 1, 2010 Fire and Security alarm system inspections** will be conducted **Semi-Annually** with 100% device inspection each semi-annual period and will include the following devices when applicable for the period August 1, 2010 thru July 31, 2011.

CONTROL PANEL  
SMOKE & HEAT DETECTORS  
MANUAL PULL STATIONS  
HORN STROBE UNITS  
POWER SUPPLY/BATTERIES  
SIREN/BELLS  
PANIC/HOLDUP  
DOOR PROTECTION  
MOTION DETECTORS  
ANNUNCIATOR PANEL  
TRANSMISSION TO AUTHORITIES  
SPRINKLER MONITORING SWITCHES

**This quotation is based on Countryside Adult Home providing experienced personnel to assist with the inspection.**

**This inspection contract will be billed at a rate of \$765.00 PER YEAR.** Technical service shall be invoiced at the rate of **\$82.50 per man hour, portal to portal for the first hour** between the hours of 8:00am and 4:30pm, Monday thru Friday and **\$75.00 per man hour, portal to portal thereafter.** After hours, weekends and holiday service will be provided at a rate of **\$123.75 per man hour, portal to portal for the first hour, \$112.50 per man hour, portal to portal thereafter.**

Charges for additional work over and above the semi-annual inspection will be in accordance with the labor rates as specified above plus any material which is necessary. A copy of the work order will be left at the premise following each inspection stating the results of same. The original work order will be returned to Mahoney Notify-Plus Inc and kept in the customers files.

## TERMS AND CONDITIONS

The Alarm Company assumes no liability for interruption of services due to strikes, riots, floods, fires, interruptions in telephone service, internet, acts of God, or any causes beyond the control of the Alarm Company, and the Alarm Company is not required to supply service, to the Subscriber while such interruptions exist.

The Subscriber agrees that all repair service to the Alarm System caused by improper use of the Alarm System, misuse, abuse, vandalism, lightning, or any other act of God are billable regardless of the repair options chosen by the Subscriber. The Alarm Company, upon receipt of an alarm signal from the Subscriber's premises shall make every reasonable effort to notify the police or fire department having jurisdiction, unless there is just cause to assume that an emergency condition does not exist; and the Alarm Company shall make a reasonable effort to notify the Subscriber or his designated representative by telephone. The Subscriber will review and update contact names and numbers regularly.

Upon the Subscriber's failure to pay any sums due the Alarm Company under this Agreement, or upon premature cancellation of service by the Subscriber the Alarm Company reserve the right to terminate its obligations under this Agreement and remove any of the Alarm Company owned equipment, wiring and apparatus from the Subscriber's premises upon written notice to the Subscriber. The Alarm Company will have no obligation to repair or redecorate any portion of the Subscriber's premises due to removal of the Alarm Company's system upon termination. At such time, all charges incurred under the terms of this Agreement, up to the cancellation date, shall immediately become due and payable. In addition, the parties agree that it would be very difficult, if not impossible, to ascertain actual damages for any breach of this Agreement by the Subscriber, and the parties agree that the Subscriber shall immediately pay to the Alarm Company, upon any breach, or upon premature cancellation of service by the Subscriber, as and for liquidated damages, the sum of seventy-five percent (75%) of any charges remaining to be paid under the terms and life of this contract. The parties further agree that the Subscriber shall pay all court costs, collection fees and reasonable attorney's fees of one hundred percent (100%) of all monies remaining to be paid under this Agreement, should the Alarm Company have to place this contract in the hands of any attorney for collection.

The Subscriber will not permit any person or persons, unauthorized by the Alarm Company, to alter, remove, or tamper with any system equipment and will safeguard said equipment against loss and damage during the term of this Agreement. The Subscriber shall not permit any device, contrivance or apparatus to be attached to the lines, wires, instruments or equipment at such System, except by the authorized agents of the Alarm Company, without the written permission of the Alarm Company.

**Limitation of liability.** It is understood and agreed that the Alarm Company or Its agents, assigns, employees, or independent contractors providing portions of the service, for the Subscriber (Including, but not limited to, signal carriers, telephone companies, municipal agencies, answering service, etc.) all hereinafter referred to as "Others" are not an Insurer; that insurance, if any, shall be obtained by the Subscriber; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the Subscriber's property or the property of others located on the Subscriber's premises: that the Alarm Company and Others make no guarantee or warranty, including any Implied warranty of merchantability or fitness that the equipment or services supplied will avert or prevent occurrences or the consequences there from which the system or services is designed to detect or avert. The Subscriber acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may approximately result from the Alarm Company or Others' active or passive negligence, or from a failure to perform any of the obligations herein, or the failure of the system to properly operate with resulting loss to the Subscriber because of, among other things:

- (a) The uncertain amount or value of the Subscriber's property or the property of others kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the System or service is designed to detect or avert;
- (b) The uncertainty of the response time of any police or fire department, should the police or fire department be dispatched as a result of a signal being received or an audible device sounding;
- (c) The inability to ascertain what portion, if any, of any loss which would be approximately caused by the Alarm Company or Others' failure to perform or by failure of its equipment to operate;
- (d) The nature of the service to be performed by the Alarm Company and Others.

The Subscriber understands and agrees that if the Alarm Company or Others should be found liable for personal injury or property loss or damage due from a failure of the Alarm Company or Others to perform any of the obligations herein, including but not limited to installation, repair service, monitoring or service or the failure of the System or equipment in any respect whatsoever, the Alarm Company or Others' liability shall be limited to a sum equal to the total of six (6) monthly payments or Two Hundred Fifty (\$250.00) Dollars, whichever is greater, and this liability shall be exclusive; and that the provision of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or non-performance of the obligations imposed by this contract, or from negligence, active or otherwise, of the Alarm Company or Others. No suit or action shall be brought against the Alarm Company more than one (1) year after the accrual of the cause of action therefore.

In the event that the Subscriber wishes the Alarm Company or Others to assume greater liability, the Subscriber may, as a matter of right, obtain from the Alarm Company a higher limit by paying an additional amount proportioned to the increase in damages, but such additional obligation shall in no way be interpreted to hold the Alarm Company or Others as insurers. This limitation of liability covers all of the Alarm Company equipment and services at all Subscriber locations.

**INDEMNIFICATION** When the Subscriber ordinarily has the property of others in his custody, or the System extends to protect the other persons or the property of others, the Subscriber agrees to and shall indemnify, save, defend and hold harmless the Alarm Company and Others for and against all claims brought by parties other than the parties to this Agreement. This provision shall apply to all Claims regardless of cause. Including the Alarm Company or Others' performance or failure to perform and including defects in product design, installation, repair service, monitoring, operation or non-operation of the System, whether based upon negligence, active or passive, express or implied contract or warranty, contribution or Indemnification or strict or product liability, on the part of the Alarm Company or Others; but this provision shall not apply to claims for loss or damage solely and directly caused by an employee of the Alarm Company or Others while on the Subscribers premises. The Subscriber agrees to indemnify the Alarm Company against, defend and hold the Alarm Company harmless from any action for subrogation which may be brought against the Alarm Company by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and attorney's fees.

All verbal or written communication between the parties which occurred prior to the date of this Agreement are merged into the terms of this Agreement and the entire Agreement of the parties is expressed herein above, and no verbal understanding or agreement shall alter change or modify the terms and provisions of this Agreement. The Subscriber is not relying on any advice or advertisement of the Alarm Company. In the event that any provision of this Agreement is found to be unenforceable, all other terms shall remain in full force and affect. It is understood and agreed that if there is any conflict between this Agreement and the Subscribers' purchase order, or any other document, this Agreement will govern whether such purchase order or other document is executed prior or subsequent to this Agreement. The Alarm Company may assign this Agreement without prior notice or consent of the Subscriber. However, the Subscriber may not assign this Agreement unless such assignment shall be consented to in writing by the Alarm Company.

The parties agree that this contract is executed and becomes in full force and effect only upon an officer of the Alarm Company signing a copy of the Agreement and that the contract is executed in Warren County, New York. The parties further agree that venue shall be proper in Warren County, New York should any portion of this contract have to be legally enforced.

If the Subscriber moves its residence or place of business, then the Subscriber is entitled to alarm service at this new location upon the payment of reasonable costs incurred transferring the Alarm System to the new location. In addition, the Subscriber agrees to be liable for any increase in monthly charges occasioned by such a move. The remaining terms of the Agreement will remain in full force and affect and the Subscriber will continue to be liable for the remaining period under the terms of this Service Agreement.

This Inspection Agreement is also subject to the following conditions:

- A. All agreements are made contingent upon strikes, fires accidents or causes beyond our control.
- B. This proposal shall be valid if acceptance is made within 30 days from the date written and upon our receipt of your Purchase Order.
- C. It is further agreed that this contract shall be in effect for a minimum period of one year.
- D. Mahoney Notify-Plus Inc. shall be deemed the exclusive authorized service company and will not be responsible for any repairs or tampering made by third parties.
- E. Mahoney Notify-Plus Inc., will not be held responsible for any damages that occur to the system as a result of fires, strikes, floods, lightning or other acts of God.

The undersigned parties have read and understand the terms referred to in this contract and are in complete agreement with same.

**AGREED & UNDERSTOOD: COUNTRYSIDE ADULT HOME**

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

**AGREED AND UNDERSTOOD: MAHONEY NOTIFY-PLUS INC.**

Accepted by Kevin Mahoney  
Date: 7-7-2019

1/6/09 - Generator test, emptied bugs out of lights, cleaned filters on South & West Wing, checked fire extinguishers, buffed front lobbies and main hallways.  
1/7/09 – *Plowed, snowblowed, shoveled & put calcium down.*  
1/8/09 – *Plowed, snowblowed, shoveled & put calcium down.*  
1/17/09 – *Snowblowed, but calcium down, checked inspection on truck.*  
1/28/09 – *Plowed, snowblowed, shoveled.*  
1/29/09 – *Shoveled & put calcium down.*  
2/3/09 – *Checked fire extinguishers, ran generator.*  
2/12/09 – *Put calcium down*  
2/24/09 – *Took bugs out of living room lights, buffed lobby and hallways.*  
2/26/09 – *Put calcium down.*  
3/3/09 – *Snowblowed and put calcium down.*  
3/3/09 – *Checked fire extinguishers, ran generator.*  
3/5/09 – *Fixed drawers in Activity Room.*  
3/11/09 – *Took bugs out of lights in Living Room & Activity Room, hallways.*  
3/11/09 – *Checked all exit lights to make sure there were working, vacuumed out heaters on West & South wings.*  
4/22/09 – *Buffed front lobbies & hallways*  
4/28/09 – *Cleaned AC filters*  
4/29/09 – *Weeded flower beds*  
5/6/09 – *Ran generator, checked fire extinguishers, buffed hallways.*  
5/19/09 – *Weeded out front*  
5/20/09 – *Buffed hallways*  
6/16/09 – *Planted bulbs*  
6/17/09 – *Room change*  
6/28/09 – *Cleaned AC filters*  
7/8/09 – *Checked fire extinguishers, ran generator.*  
7/30/09 – *Changed drain pipe in Rm#5*  
8/12/09 – *Ran generator*  
8/22/09 – *Reattached closet door in Rm#29A*  
9/3/09 – *Changed light bulbs in Rm#19, mowed lawn.*  
9/4/09 – *Changed light bulbs in Rm#17, pulled weeds, raked grass, fixed front bathroom air freshner.*  
9/8/09 – *Ran generator, checked fire extinguishers*  
9/12/09 – *Flushed drain in personal care room, tightened up toilet seats.*  
9/15/09 – *Cleaned out toaster*  
9/23/09 – *Shampooed Living Room carpet and furniture, picked up dirty laundry and trash, cleaned Activity Room, restrooms.*  
9/26/09 – *Fixed flush handle in Rm#2*  
9/29/09 – *Cleaned flower beds, buffed front lobby and hallways.*  
9/30/09 – *Lowered rod in closet in Rm#26B, weeded flower beds.*  
10/3/09 – *Took laundry to Westmount, cleaned wings.*  
10/7/09 – *Ran generator, checked fire extinguishers, buffed lobby and hallways.*  
10/14/09 – *Weeded front flower beds.*  
10/15/09 – *Buffed floors*  
10/21/09 – *Put draino in Rm#21 and Rm#22.*

# **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: 7/21/10**

- (a) Purpose of Request: To abolish the position of Building Maintenance Worker (Grade 6) and amend the Department's Table of Organization accordingly effective
  
- (b) Details: To hire a per diem cleaner (Grade 2)
  
- (c) Previous Resolution Number: 529 OF 2009
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: Base Salary Grade 6: \$27,023 A.6010 .110

**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

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 40.03

Title of Position CASEWORKER #22

Base salary \$34,776

Budget code and title A.6010.110

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

Employee No. 11479

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

Source of reimbursement:  Federal 100%  State %  Other %

Impact to Budget: 0

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

Name of Committee Social Services Date 7/22/10

- 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 Social Services Date 7/22/10

- 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 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

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 42.00

Title of Position Cleaner

Base salary \$23,298

Budget code and title A.6010 110

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

Employee No. 10007

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

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

Impact to Budget:

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

Name of Committee Soc. Serv. - Countryside Date 7/22/10

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 Soc. Serv. - Countryside Date 7/22/10

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 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

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 40.01

Title of Position CASEWORKER #32

Base salary \$34,776

Budget code and title A.6010 110

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

Employee No. 10202

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 7/22/10

- 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 Social Services Date 7/22/10

- 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 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 \_\_\_\_\_