

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE
LAKE GEORGE, NEW YORK 12845

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HUMAN SERVICES COMMITTEE MEETING
THURSDAY JUNE 2, 2011 10:45AM
OFFICE FOR THE AGING AGENDA

- I. Committee meeting called to order by Dave Strainer
- II. Motion to approve minutes of April 21st meeting
- III. Action Agenda
 - a) Notice of Intent to Fill Vacant Position- Grant
 - b) Requests for Transfer of Funds in CSE, HIICAP programs
- IV. Old business/pending items
 - a) Warrensburg meal site update
 - b) Volunteer Picnic date change **June 16th**, lunch served at 1pm
- V. Current business- not applicable

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 Office for the Aging

Title of Position Meal Site Manager #1 (Luzerne) Grade 2

Base salary \$17,779 30hr/week

Budget code and title A.6773 130 (Nutrit. for Elderly Warren County- Salaries- PT)

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

Employee No. 9005

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

Source of reimbursement: Federal 25% State % Other %

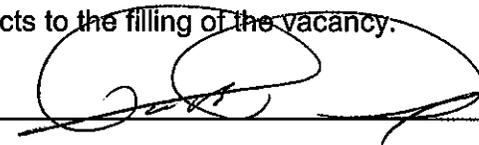
Impact to Budget: 2011 Savings approx \$2,275

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 6/2/11

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 6/2/11

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: OFFICE FOR THE AGING

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6778 411	Comm Serv Eld Warr- Rent Bldg Prop	A6778 110	Comm Svcs Eld Warr- Salaries Reg	\$15,000
A6780 444	Comm Serv Eld Ham- Travel/Ed/Conf	A6780 110	Comm Serv Eld Ham- Salaries Reg	\$15,000
A6988 470	OFA HIICAP- Contract	A6988 110	OFA HIICAP- Salaries Regular	\$12,000

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: To fully expend SFY 4/1/10-3/31/11 allocations salaries from other GL's were claimed against the above accounts and these transfers cover those claims

***Please note: All amounts must be in whole dollars – no cents.**

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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