

## **SOCIAL SERVICES COMMITTEE AGENDA**

### **Countryside Adult Home**

#### **Action Agenda**

1. **Request:** Permission to renew contract with Hudson Headwaters Health Network for Clinician Services in the amount of \$12,109.89/year.

**Rationale:** HHHN provides in-house clinician services, which saves us the expense and time of transporting our residents to their PCP. This is a 2% increase (\$237.45). They did not receive an increase last year. There is money in the budget line for this item.

2. **Request:** Permission to create two part time Account Clerk positions and abolish one full time Account Clerk position due to a retirement.

**Rationale:** Eliminating a Full Time position and creating two part time positions would eliminate the health insurance costs, in the amount of between \$2,886 - \$8,077 (this is the 50% local share).

3. **Request:** Permission to fill two part time Account Clerk positions due to retirement.

**Rationale:** These positions are not mandated by DOH, but are necessary for the daily operation of the facility. These positions are 50% reimbursed.

4. **Request:** Permission to use Northern Mechanical Services (NMS) for cleaning of the two boilers.

**Rationale:** Technical Building Services (TBS) returned a quote of \$2,775.00 for cleaning of the two boilers. NMS returned a quote of \$591.50 for the exact same service. This would be a savings of at least \$2,000.00, but would require going off bid.

## **Old Business/Pending Items**

### **Topics for Discussion**

1. Overtime – 111.7 hours for the past 2 pay cycles (including Veteran’s Day),  
↓355.4 hours overall from last year’s figures.
2. Current Census: 41 Residents
  - a. 16 Men, 25 Women
3. Monthly Statistics:
  - a. Long Term Residents
    - Referrals: (2), 1 we are awaiting TA approval, 1 on hold
    - Admissions/Discharges: (0) admission, (1) discharges
  - b. Day Care
    - Referrals: (0) new referrals, (1) pending

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

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

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 11/28/2011**

- (a) Purpose of Contract Change: Extend Contract
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 148 of 2011
  
- (c) Name of Contractor: Hudson Headwaters Health Network
  
- (d) Address of Contractor: 9 Carey Road Queensbury, NY 12804
  
- (e) Contractor's Contact Person and Telephone Number: Dr. John Ruge/Andrea  
PH#824-2377
  
- (f) Commencement Date of Extension: January 1, 2012
  
- (g) Termination Date of Extension: December 31, 2012
  
- (h) Payment Provisions:
  - i) lump sum amount \$12,109.89/annually
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly
  
- (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.6030.437 Countryside Adult Home Consulting Fees

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 11/28/2011**

- (a) Title of Requested Position: 2 - Part Time Account Clerk Positions
- (b) Annual **Base** Salary (and Grade if Applicable): \$25,344 Grade 4, not to exceed 24 hours a week
- (c) Effective Date for New Position:\* 1/16/2011  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Full Time Account Clerk, Grade 4, \$25, 344
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.6030.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: NO
- (h) Is there expected revenue from this position? If so, please explain: NO

# 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, termination or promotion. 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 Countryside Adult Home

Payroll Dept. No. 6030

Title of Position Account Clerk Part Time

Annual Salary \$25,344, Prorated not to Exceed 24hrs Week

Grade 4

Budget code and title A.6030.130

Union

Non-Union

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

Employee No. To Be Determined

Is this position mandated?  Yes  No

Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State 50%  Other %

Impact to Budget: Savings of \$1,222.20 (Salaries) and \$5,772.00(Health Insurance)

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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

Administrator 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.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
- The Personnel/Human Resources Committee objects to the filling of the vacancy.

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, termination or promotion. 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 Countryside Adult Home

Payroll Dept. No. 6030

Title of Position Account Clerk Part Time

Annual Salary \$25,344, Prorated not to Exceed 24hrs Week

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Union

Non-Union

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

Employee No. To Be Determined

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

Source of reimbursement:  Federal %  State 50%  Other %

Impact to Budget: Savings of \$1,222.20 (Salaries) and \$5,772.00(Health Insurance)

Human Resources Director has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

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

Administrator 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.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
- The Personnel/Human Resources Committee objects to the filling of the vacancy.

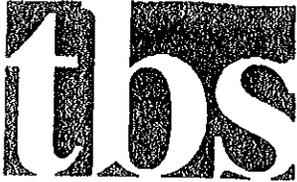
Ranking Committee Member Signature \_\_\_\_\_

**Countryside Adult Home – Overtime Report**  
Comparison 2011/2010/2009

W/E	2011 OT Hours	2010 OT Hours	2009 OT Hours	Includes Holiday	Net Difference from 2010	Different to Date from 2010	1 <sup>st</sup> Shift Hours [OT]	2 <sup>nd</sup> Shift Hours [OT]	3 <sup>rd</sup> Shift Hours [OT]
January 2 <sup>nd</sup> 2011	91.5	101.7	126	New Years	↓ 10.2	↓ 10.2	132[45.5]	47.5[23]	50.5[23]
January 16 <sup>th</sup> 2011	12.5	10.9	21.2		↑ 1.6	↑ 8.6	1288.5	319	293.5
January 30 <sup>th</sup> 2011	84.6	126.5	136.4	Martin Luther	↓ 41.9	↓ 50.5	1304	333.5	289
February 14 <sup>th</sup> 2011	3	27.8	3.3		↓ 24.8	↓ 75.3	1287	338[3]	288
February 28 <sup>th</sup> 2011	89	169.1	139.8	Washington's	↓ 80.1	↓ 155.4	1431	326	356
March 14 <sup>th</sup> 2011	8	4.5	12.8		↑ 3.5	↓ 151.9	1235.5	352[8]	337.5
March 28 <sup>th</sup> 2011	7	34.3	38.9		↓ 27.3	↓ 179.2	1252.8[7]	330.4	298.5
April 11 <sup>th</sup> 2011	.9	11.5	38.1		↓ 10.6	↓ 189.8	1234.5[9]	352	289
April 25 <sup>th</sup> 2011	13	23	42		↓ 10	↓ 201.3	1294 [1.5]	341.5 [11.5]	285
May 9 <sup>th</sup> 2011	10.4	9.5	11.5		↑ .9	↓ 200.4	1290 [3]	379 [7.4]	301
May 23 <sup>rd</sup> 2011	.4	13	45.4		↓ 12.6	↓ 213	1350	335.8 [4]	290
June 6 <sup>th</sup> 2011	95	118.3	117	Memorial Day	↓ 23.3	↓ 236.3	1350.5	392.5	280
June 20 <sup>th</sup> 2011	3.5	55	14.7		↓ 51.5	↓ 287.8	1339	382.5 [3.5]	313.5
July 4 <sup>th</sup> 2011	9.5	95.5	112.1		↓ 86	↓ 373.8	1331.5 [11]	397.5 [8.5]	306.5
July 18 <sup>th</sup> 2011	114	56	14.8	Independence Day	↑ 58	↑ 315.8	1366	391.6	312
August 1 <sup>st</sup> 2011	8	4.9	29.9		↑ 3.1	↑ 312.7	1310	369.6	338 [8]
August 15 <sup>th</sup> 2011	12.5	13.5	57.3		↓ 1	↓ 313.7	1314.5[8.5]	381.5	308[4]
August 29 <sup>th</sup> 2011	41.9	39.5	5.4		↑ 2.4	↓ 271.8	1330.5[4]	374[17.9]	307[20]
September 12 <sup>th</sup> 2011	114.3	102.5	120.9	Labor Day	↑ 11.8	↓ 260	1263.5[35]	377.3[23.8]	353[55.5]
September 26 <sup>th</sup> 2011	0	10.5	23.8		↓ 10.5	↓ 270.5	1282.5	339.8	294
October 10 <sup>th</sup> 2011	0	22			↓ 22	↓ 292.5	1277	354.5	297.5
October 24 <sup>th</sup> 2011	89.9	89.5	144.9	Columbus day	↑ 0.4	↓ 292.1	1246.5[44.9]	341[26]	300.5[19]
November 7 <sup>th</sup> 2011	23.5	15	27		↑ 8.5	↓ 283.6	1243	350[3.5]	292.5[20]
November 21 <sup>st</sup> 2011	88.2	122	152.4	Veteran's Day	↓ 33.8	↓ 355.4			
December 5 <sup>th</sup> 2011		129.80	110.5	Thanksgiving					
December 19 <sup>th</sup> 2011		70.3	27						
December 26 <sup>th</sup> 2011		128.5	No Fig	Christmas					
<b>TOTAL</b>	920.6	1604.6	1573.1						



Proposal # 10MAW001



# Custom Proposal

## Technical Building Services, Inc.

12E Commerce Drive  
 Ballston Spa, N.Y. 12020  
 Tel. (518) 885-4444 Fax (518) 885-4680  
 www.TBSControls.com

Submitted To	Countryside Adult Home	Date	12/2/2010
Address	353 Schroon River Road	Building Owner	Warren County
City, State, Zip	Warrensburg, NY 12885	Work Site	Countryside Adult Home
Attention	Mark Thompson	Project	Burner Replacement

**TBS Proposes To:**

Clean and service two oil boilers. One Peerless and one TRIAD

- Replace nozzles in each burner
- Replace strainer filters in each burner
- Check all safeties for proper operation
- Clean and vacuum each boiler
- Start-up and combustion test each boiler
- Set up each boiler for proper running conditions

All work to be performed during normal working hours 8:00AM until 5:00PM

This proposal does not include sales or use tax.

TBS Proposes hereby to furnish complete in accordance with the above description, all for the sum of: Twotousandsevenhundredseventyfive % 00/100 Dollars \$2,775

Payment to be made as follows: **Net 30 Days**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. TBS's employees are fully covered by Workers Compensation Insurance.

Authorized Signature

Technical Building Services Inc.  
 Marshall A. White

Note: This proposal may be withdrawn by TBS if not accepted within 30 Days.

**Acceptance of Proposal:**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due upon receipt of invoice or the above agreed payment terms.

Authorized Signature

\_\_\_\_\_

Date of Acceptance

\_\_\_\_\_



# PROPOSAL

30 Progress Blvd. Queensbury, N.Y. 12804  
(518) 745-1537 FAX (518) 745-7736  
www.northernmechservices.com

ORDERING UNIT  
TO: COUNTRY SIDE ADULT HOME  
ATT BRIAN  
DATE: November 15, 2011

We propose hereby to furnish material and labor - complete in accordance with the specifications below, for the sum of:  
**A. THIS IS ESTIMATE TO SERVICE AND CLEAN TWO OIL FIRED BOILERS ON SITE  
COST IS ( 591.50 ) LABOR AND NOZZLES, FILTERS, PUMP SCREENS, ETC.**

Due net invoice

*All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.*

Authorized Signature

SALES TAX EXCLUDED

WE WILL REMOVE OLD NOZZLE, OIL FILTER, PUMP SCREEN AND REPLACE W/  
NEW WE WILL VACUUM COMBUSTION CHAMBERS CHECK ALL SAFTIES, AT THAT  
POINT WE WILL USE BACARACH KIT TO SET BOILER COMBUSTION UP FOR  
BEST EFF.

WE WILL DO ALL WORK DURING REGULAR BUSINESS HOURS 8- 5 P.M  
CLEAN UP WORK AREA WHEN DONE  
MAKE SURE BOTH UNITS ARE WORKING IN GOOD ORDER WHEN DONE

**NOTE:**

Thank you for the opportunity to quote this project.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**"100 Customer Satisfaction, 100% of the Time"**