

SOCIAL SERVICES COMMITTEE

AGENDA

Monday, February 25, 2013

9:30am

- 1. Committee Meeting called to order by Chairman.**
- 2. Motion to approve minutes of prior Committee meeting.**
- 3. ANNOUNCEMENTS**
 - A. Team Player** for the month of January
 1. Jane Aldous, Social Welfare Examiner Medicaid Chronic Care
 - B. Team Leader** for the Month of January
 1. Diane Coughlin, Case Supervisor Preventive Unit
- 4. INFORMATION AND EDUCATION**

**Kelly Barker, Principal Social Welfare Examiner
Temporary Assistance/Welfare To Work/Food Stamps/ HEAP**

 - A. HEAP** Mary Wilcox, Senior Social Welfare Examiner
 - B. Homeless** Rebecca Hill, Senior Social Welfare Examiner
- 5. ACTION ITEMS**
 - A. REQUEST PERMISSION/APPROVAL**

Request to Appoint Vincent Crocitto as a member of the Youth Board, to represent the Village of Lake George
- 6. OVERTIME ANALYSIS**
- 7. BUDGET ANALYSIS**

Please join me in congratulating *Diane Coughlin* and *Jane Aldous* who were selected Team Leader and Team Player for the month of January 2013.

Team Leader, Diane Coughlin, Acting Supervisor of the Preventive Unit.

"Diane is an inspiration with her great attitude, ability to roll with the punches & has managed to fill very large shoes when Maureen was promoted to Acting Deputy Commissioner." She's done a great job & is a pleasure to work with." "Diane Coughlin is a wonderful person, inside and out. She is always giving, in effort, time, gifts, or her undivided attention, to anyone in need." " She truly cares about her staff and her clients." " She is efficient and at the same time, genuine." " I believe she deserves a great big thank you."

Team Player, Jane Aldous, Chronic Care Medicaid Social Welfare Examiner.

"Jane is without complaint, ready and willing to take on any task she is given." " She is always courteous towards her clients and coworkers, and always strives to do her job correctly. " "She is a hard working, conscientious employee who never questions assigned work." " She remains working no matter what distractions are around her." " She always attempts to find answers to questions before asking for help." " Jane is very easy to supervise and I want her to know that it does not go unrecognized."

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

**If more than one person is being appointed, please attach additional sheets*

DEPARTMENT NAME: *Social Services/ Youth Bureau*

DATE: *2/25/13*

- (a) Name of Appointee: Vincent Crocitto
- (b) Is this a Reappointment? If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title *Lake George Village*
- (e) Address of Appointee: *PO Box 448
Lake George, NY 12845*
- (f) Title of Appointment: *Member of the Warren County Youth Board*
- (g) Effective Date of Appointment: *01/01/13*
- (h) Termination Date of Appointment: *12/31/14*
- (i) Name of Person Being Replaced (if applicable): *Dan Cracco*
- (j) Reason for Replacement:
Resignation

SOCIAL SERVICES COMMITTEE AGENDA
Countryside Adult Home [February 2013]

Action Agenda

- 1) **Request:** Permission to attend ESAAL (Empire State Association of Assisted Living) 34th Annual Conference from April 28-May1, 2013. Early bird registration fee of \$699.00 (by March 5th), plus lodging.

Rationale: DOH requires 60 hours of continuing education credits every two years. This conference will provide 26.5 credit hours.

Old Business/Pending Items

Topics for Discussion

1. Overtime – 93 hours for the past two pay cycles [including Martin Luther King], ↑29.1 hours overall from last year's figures.
2. Current Census: 39 Residents
 - a. 13 Men, 26 Women
3. Monthly Statistics:
 - a. Long Term Residents
 1. Referrals: (9), (5) of which are at a nursing home level of care, (1) is looking for a respite stay in April, (3) we are currently working on
 2. Admissions/Discharges: (1) admission, (3) discharges

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 Deanna Park
(Supervisory Committee) (Employee Name)

to attend ESAAL [Empire State Association of Assisted Living] Annual Conference
(Name of meeting or organization)

at Turning Stone Resort, 5218 Patrick Rd, Verona, NY 13478
(Address)

on 4/28-3/1/13 . Mode of transportation to be used Personal Vehicle
(Dates) (County Vehicle or Mass Transportation)

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

Conference is 2 1/2 hours away.

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 \$ 476.25 [3 nights] GSA* Rate \$ _____

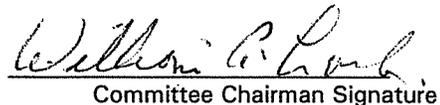
Meal costs - GSA* per diem rate \$ Included

*www.gsa.gov

Date: 2/25/13


Department Head Signature

Date: 2/25/13


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.