

SOCIAL SERVICES COMMITTEE AGENDA
Countryside Adult Home [May 2013]

Action Agenda

- 1) **Request:** Permission to delete Institutional Aide #5, and create Institutional Aide/P #4, #5, #6.

Rationale: Requested by Payroll Dept. to accurately reflect staffing schedule. This would be budget neutral.

- 2) **Request:** Permission to delete Institutional Aide #9, and create Institutional Aide/P #7.

Rationale: Requested by Payroll Dept. to accurately reflect staffing schedule. This would be budget neutral.

- 3) **Request:** Permission to fill a full Cleaner position due to resignation.

Rationale: DOH requires that “the operator shall assign a minimum of 1.0 staff hour per week per resident for the purpose of housekeeping.” This will help us meet this requirement. This would be a cost savings of \$457 (50% county share).

- 4) **Request:** Permission to renew contract with Mahoney Notify-Plus Inc, Alarms, for Countryside’s fire protection system in the amount of \$975.00/year.

Rationale: DOH requires that “the smoke detection/fire alarm systems and equipment must be inspected or tested by a service company at least once every 12 months, or more frequently if required by local codes.” Local codes require it to be done twice a year. This will help us meet this requirement.

- 5) **Request:** Permission to increase the Personal Allowance Fund (Patient Fund) from \$600.00 to \$1,000.00, to be used exclusively for residents having Personal Allowance Accounts.

Rationale: Currently we are requesting to replenish this fund at least once a month, during which time there is typically a delay, resulting in the resident’s having to wait.

Old Business/Pending Items

Topics for Discussion

1. Overtime – 12 hours for the past two pay cycles, ↑60.95 hours overall from last year’s figures.
2. Current Census: 42 Residents
 - a. 15 Men, 27 Women
3. Monthly Statistics:
 - a. Long Term Residents
 1. Referrals: (3), (2) pending, (1) nursing home level of care
 2. Admissions/Discharges: (3) admission, (1) discharges

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: 5/24/13

(a) Purpose of Request: AMEND TABLE OF ORGANIZATION.

(b) Details:

DELETE INSTITUTIONAL AIDE #5, GRADE 3,

CREATE INSTITUTIONAL AIDE/P #4, #5, #6 (8 hours/week), GRADE 3,
SALARY NOT TO EXCEED \$4,843.00

(c) Previous Resolution Number: N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6030.130 COUNTRYSIDE ADULT HOME - PART TIME SALARIES

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

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: 5/24/13

(a) Purpose of Request: AMEND TABLE OF ORGANIZATION.

(b) Details:

DELETE INSTITUTIONAL AIDE #9, GRADE 3, SALARY \$24,215.00

CREATE INSTITUTIONAL AIDE/P #7 (12hours/week), GRADE 3, SALARY NOT TO EXCEED \$7,265.00

(c) Previous Resolution Number: N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6030.130 COUNTRYSIDE ADULT HOME - PART TIME SALARIES

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, 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 CLEANER Annual Salary \$23,706 Grade2

Budget code and title A.6030.110 Union Non-Union

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

Employee No. 11893

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

Source of reimbursement: Federal % State 50% Other %

Impact to Budget: SAVINGS OF \$914

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services - Countryside Date May 24, 2013

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 Social Services - Countryside Date May 24, 2013

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature William Cook

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. 4

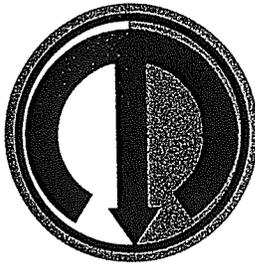
Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 7/19/2012

- (a) Purpose of Contract Change: RENEW CONTRACT
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 458 OF 2012
- (c) Name of Contractor: MAHONEY NOTIFY-PLUS INC. ALARMS
- (d) Address of Contractor: PO BOX 767, 15 COOPER STREET, GLENS FALLS, NY 12801
- (e) Contractor's Contact Person and Telephone Number: KEVIN MAHONEY, PH#(518)793-7788
- (f) Commencement Date of Extension: AUGUST 1, 2013
- (g) Termination Date of Extension: JULY 31, 2014
- (h) Payment Provisions:
 - i) lump sum amount \$975.00
 - ii) hourly rate amount SEE CONTRACT
 - 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, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6030.413 - MAINTENANCE/REPAIRS TO BUILDING

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**



Mahoney
Notify-Plus Inc.
Alarms

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

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

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

May 7, 2013

Ms. Deanna Park
Director
Countryside Adult Home
353 Schroon River Road
Warrensburg, NY 12885

Effective **August 1, 2013** Fire 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, 2013 thru July 31, 2014:

CONTROL PANEL
ANNUNCIATOR PANEL
SMOKE & HEAT DETECTORS
MANUAL PULL STATIONS
HORN STROBE UNITS
POWER SUPPLY/BATTERIES
SIREN/BELLS
PANIC/HOLDUP
TRANSMISSION TO AUTHORITIES
SPRINKLER MONITORING DEVICES
KITCHEN K TYPE FIRE EXTINGUISHER

This quotation is based on Countryside Adult Home providing experienced personnel to assist with the inspection. The inspection will include the kitchen "K" type fire extinguisher visual inspection. In the event the "K" extinguisher requires a six year inspection or recharge Countryside Adult Home will be invoiced at an additional fee of \$137.50.

This inspection contract will be billed at a rate of \$975.00 PER YEAR. Technical service shall be invoiced at the prevailing wage rate of \$95.00 per man hour between the hours of 8:00am and 4:30pm, Monday thru Friday. After hours, weekends and holiday service will be provided at the prevailing wage rate of \$142.50 per man hour. Travel charges and services provided which do not fall within the prevailing wage rates will be invoiced at \$82.50 per man hour, portal to portal for the first hour and \$75.00 per man hour thereafter between the hours of 8:00am and 4:30pm, Monday thru Friday. After hours, weekends and holiday non prevail wage services will be provided at the rate of \$123.75 per man hour, portal to portal, for the first hour and \$112.50 per man hour, portal to portal thereafter.

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: 5/20/13

- (a) Purpose of Request: INCREASE PERSONAL ALLOWANCE FUND (PATIENT FUND) AT COUNTRYSIDE ADULT HOME.

- (b) Details: WE WOULD LIKE TO INCREASE THE AMOUNT OF COUNTRYSIDE'S PERSONAL ALLOWANCE FUND (PATIENT FUND) FROM \$600.00 TO \$1000.00 TO BE USED EXCLUSIVELY FOR WITHDRAWALS FROM RESIDENT PERSONAL ALLOWANCE ACCOUNTS.

- (c) Previous Resolution Number: 113 OF 1972

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Countryside Adult Home - Overtime Report

Week Ending	2013 OT Hours	2012 OT Hours	2011 OT Hours	2010 OT Hours	Includes Holiday	Net Difference from 2011	Difference to Date from 2011	1st Shift Hours [OT]	2nd Shift Hours [OT]	3rd Shift Hours [OT]
01/13/13	97.5	75.5	91.5	101.7	New Years	↑22	↑22	1370[55.5]	251.5[25]	268[17]
01/27/13	87	4.5	12.5	10.9	Martin Luther King	↑82.5	↑104.5	1370.5[45]	261.4[19.5]	275[22.5]
02/10/13	6	81.4	84.6	126.5		↓75.4	↑29.1	1281[5]	220[1]	258
02/24/13	113.2	0	3	27.8	Presidents Day	↑113.2	↑142.3	1362[61.5]	268.5[25.7]	274[26]
03/10/13	15.5	80.5	89	169.1		↓65	↑77.3	1358	274[7.5]	271[8]
03/24/13	0	0	8	4.5		0	↑77.3	1336	288	264
04/07/13	14.15	12.5	7	34.3		↑1.65	↑78.95	1328[14.15]	344	248
04/21/13	0	0	0.9	11.5		0	↑78.95	1416	331.5	288
05/05/13	8	14	13	23		↓6	↑72.95	1336[8]	320	272
05/19/13	4	16	10.4	9.5		↓12	↑60.95	1275.5[1]	315.5[3]	274
06/02/13		5.5	0.4	13	Memorial Day					
06/16/13		97	95	118.3						
06/30/13		0	3.5	55						
07/14/13		8.5	9.5	95.5	Independence Day					
07/28/13		93	114	56						
08/11/13		29.4	8	4.9						
08/25/13		8	12.5	13.5						
09/08/13		0	41.9	39.5	Labor Day					
09/22/13		93.5	114.3	102.5						
10/06/13		0	0	10.5						
10/20/13		8	0	22	Columbus Day					
11/03/13		80.5	89.9	89.5						
11/17/13		26	23.5	15	Veteran's Day					
12/01/13		93	88.2	122	Thanksgiving					
12/15/13		107	101	129.8						
12/29/13		2	0	70.3	Christmas					
TOTAL	345.35	1035.3	1121.1	1605						