

SOCIAL SERVICES COMMITTEE AGENDA
Countryside Adult Home [February 2014]

Action Agenda

- 1) **Request:** Permission to attend ESAAL [Empire State Association of Assisted Living] Annual Conference May 4th –May 7th at a cost of \$699.00.
Rationale: This will assist with meeting the DOH continuing education credits requirement.
- 2) **Request:** Permission to fill FT position of Laborer, Grade 2, due to retirement, and back fill any positions this may create.
Rationale: This will assist us with meeting DOH regulations for both the maintenance of and food service departments. This will be an approximate cost savings of \$8,198 (\$4,099 Local Share).
- 3) **Request:** Transfer \$2,000.00 from 413 Repair/Maintenance of Building to 210 Furnishings for purchase of security system.
Rationale: Provide additional security measures for residents, and facility monies/supplies.

Old Business/Pending Items

Topics for Discussion

1. Overtime – 112 hours for the past two pay cycles (including Martin Luther King Day), ↑21.5 hours overall from last year's figures.
2. Current Census: 39 Residents
 - a. 14 Men, 25 Women
3. Monthly Statistics:
 - a. Referrals: (5), (1) at a skilled level, (1) Out of County, (1) currently at rehab, (2) did not show for tour or leave contact information
 - b. Admissions/Discharges: (0) admission, (0) discharges

Countryside Adult Home - Overtime Report

Week Ending	2014 OT Hours	2013 OT Hours	2012 OT Hours	2011 OT Hours	2010 OT Hours	Includes Holiday	Net Difference from 2013	Difference to Date from 2013	1st Shift Hours [OT]	2nd Shift Hours [OT]	3rd Shift Hours [OT]
01/12/13	99.50	97.5	75.5	91.5	101.7	New Years	↑2.5	↑2.5	1344[39.5]	356[26]	255[30]
01/27/13	95.00	87	4.5	12.5	10.9	Martin Luther King	↑8	↑10.5	1309[56.5]	343[19.5]	236[19]
02/10/13	17.00	6	81.4	84.6	126.5		↑11	↑21.5	1270.5	392.5[17]	257
02/24/13		113.2	0	3	27.8	Presidents Day					
03/10/13		15.5	80.5	89	169.1						
03/24/13		0	0	8	4.5						
04/07/13		14.15	12.5	7	34.3						
04/21/13		0	0	0.9	11.5						
05/05/13		8	14	13	23						
05/19/13		4	16	10.4	9.5						
06/02/13		82	5.5	0.4	13	Memorial Day					
06/16/13		4	97	95	118.3						
06/30/13		3	0	3.5	55						
07/14/13		81.5	8.5	9.5	95.5	Independence Day					
07/28/13		8	93	114	56						
08/11/13		2	29.4	8	4.9						
08/25/13		3.5	8	12.5	13.5						
09/08/13		86.5	0	41.9	39.5	Labor Day					
09/22/13		8.5	93.5	114.3	102.5						
10/06/13		0	0	0	10.5						
10/20/13		82.5	8	0	22	Columbus Day					
11/03/13		0	80.5	89.9	89.5						
11/17/13		85	26	23.5	15	Veteran's Day					
12/01/13		81	93	88.2	122	Thanksgiving					
12/15/13		3	107	101	129.8						
12/29/13		79	2	0	70.3	Christmas					
		95.5	99.5	99.5	128.5						
TOTAL	211.50	1050.4	1035.3	1121.1	1605						

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 LABORER Annual Salary \$24,180.00 Grade2
Budget code and title A.6030.110 Union X Non-Union
This position is vacated due to: X Retirement Resignation Termination Promotion Other
Employee No. 7771
Is this position mandated? X Yes No Is the position reimbursable? X Yes No
Source of reimbursement: Federal % X State 50% Other %
Impact to Budget: SAVINGS OF \$8,198.00/YR.
Personnel Officer 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 Social Services Date Feb, 28, 2014
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. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

SIGNED:

DATE: 02/20/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030.413	REPAIR/MAINTENANCE BUIL	A.6030.210	FURNISHINGS	\$2,000.00

Please state reason for transfers requested: REQUEST TO TRANSFER FUNDS FROM REPAIR/MAINTENANCE OF BUILDING TO FURNISHINGS TO COVER THE COST OF PURCHASING A SECURITY CAMERA SYSTEM.

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			

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 Saratoga Hilton, Saratoga Springs, NY
(Address)

on 5/4/14 - 5/7/14. 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:

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 \$ _____ GSA * Rate \$ _____
- Meal costs - GSA *per diem rate \$ Included

* www.gsa.gov

Date: 2/27/14

Department Head Signature

Date: _____

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.

- REQUEST FOR USE OF FLEET VEHICLE**