

SOCIAL SERVICES COMMITTEE AGENDA
Countryside Adult Home [June 2014]

Action Agenda

- 1) **Request:** Permission to fill a FT Institutional Aide position due to resignation, and also back fill any positions created when filling this opening.
Rationale: This will assist with meeting the DOH requirements regarding staffing levels.
- 2) **Request:** Administrative enforcement matter with NYSDOH. The Committee is expected to convene in executive session.

Old Business/Pending Items

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 **INSTITUTIONAL AIDE** Annual Salary **\$24,699.00** Grade **3**
Budget code and title **A6030.110** 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: **NONE**

Human Resources Director has approved this form when initialed. GS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2014

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

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 6/27/14

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

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2014

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

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: June 27, 2014

- (a) Purpose of Request:
Authorize settlement of civil money penalty by Department of Health against Countryside Adult Home in the amount of \$1,000

- (b) Details:
relating to a February 9, 2014 Department of Health Report and Survey

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.6030 440 (Countryside Adult Home, Legal/Transcript Fees)

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

* as listed in budget and LOGOS