

SOCIAL SERVICES COMMITTEE
COUNTRYSIDE ADULT HOME
AGENDA
1/22/16

Committee Members:

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to: Fill position of Cleaner, 40 hours/week due to resignation, and back fill any positions left vacant due to such.
Rationale: This will allow us to meet DOH regulations regarding cleaning/housekeeping.
 2. Request to: Fill position of Laborer, 40 Hours/week due to resignation, and back fill any positions left vacant due to such.
Rationale: This will allow us to meet DOH regulations regarding food service, as well as provide maintenance coverage on the weekends.
- IV. Referral/Pending Items
- V. Information for Discussion/Review
 1. Overtime Report for 2015
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

Overtime Report for 2015

(List attachments by number relating to the above cited regular 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 **CLEANER** Annual Salary **\$25,281.00** Grade **2**
Budget code and title **A6030.110** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. **12177**
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State **50** % Other %
Impact to Budget: **APPROXIMATE SAVINGS OF \$900 [County Share].**
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 _____

BUDGET OFFICER COMPLETES THIS SECTION

Date _____
 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 _____

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.
 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 _____

Countryside Adult Home - Overtime Report

Week Ending	2015 OT Hours	2014 OT Hours	2013 OT Hours	2012 OT Hours	2011 OT Hours	2010 OT Hours	Includes Holiday	Net Difference from 2015	Difference to Date from 2015	1st Shift Hours [OT]	2nd Shift Hours [OT]	3rd Shift Hours [OT]
01/12/15	86	99.5	97.5	75.5	91.5	102	New Years	-13.5	-13.5	1335[44.5]	222[23.5]	313.7[18]
01/27/15	78.8	95.0	87	4.5	12.5	10.9	Martin Luther King	-16.2	-29.7	1320.4[38]	283.5[23]	270[17.8]
02/10/15	21	17.0	6	81.4	84.6	127		4.0	-25.7	1264[0]	329.5[11]	272[10]
02/24/15	92.5	92.8	113	0	3	27.8	Presidents Day	-0.3	-26.0	1213.5[38]	303.5[28.5]	286[26]
03/10/15	0	0.0	15.5	80.5	89	169		0.0	-26.0	1246	290.8	248
03/24/15	5	12.0	0	0	8	4.5		-7.0	-33.0	1260.5[5]	357.7	248
04/07/15	18	7.0	14.2	12.5	7	34.3		11.0	-22.0	1334[18]	342.5	254
04/21/15	10.5	15.5	0	0	0.9	11.5		-5.0	-27.0	1329.5[2.5]	268.2[8]	259
05/05/15	13	0.0	8	14	13	23		13.0	-14.0	1339	283.5	259[13]
05/19/15	16	0.0	4	16	10.4	9.5		16.0	2.0	1300.5	286[16]	289
06/02/15	71	79.0	82	5.5	0.4	13	Memorial Day	-8	-6.0	1321.8[26.5]	292[28.5]	254[16]
06/16/15	8	1.5	4	97	95	118		6.5	0.5	1331.9[4]	276[4]	248
06/30/15	0	0.0	3	0	3.5	55		0.0	0.5	1305.5	305.8	274
07/14/15	99.5	76.5	81.5	8.5	9.5	95.5	Independence Day	23.0	23.5	1308.5[51.5]	321.5[28.5]	321.5[19.5]
07/28/15	2	0.0	8	93	114	56		2	25.5	1329[2]	313	250
08/11/15	15	0.0	2	29.4	8	4.9		15.0	40.5	1310.5	311.5[15]	252
08/25/15	0	0.0	3.5	8	12.5	13.5		0	40.5	1303.4	340.5	264
09/08/15	2	82.0	86.5	0	41.9	39.5		-80	-39.5	1265.5[2]	309.5	299
09/22/15	75.5	4.0	8.5	93.5	114	103	Labor Day	71.5	32	1315[38]	297[19.5]	278[18]
10/06/15	0	0.0	0	0	0	10.5		0	32	1314	309.7	274
10/20/15	92.5	82.0	82.5	8	0	22	Columbus Day	10.5	42.5	1289[51.5]	296.7[23]	265[18]
11/03/15	0	0.0	0	80.5	89.9	89.5		0	42.5	1185.5	304	281
11/17/15	72.2	78.0	85	26	23.5	15	Veteran's Day	-5.8	36.7	1229[33.7]	285[19.5]	262[19]
12/01/15	78.5	86.0	81	93	88.2	122	Thanksgiving	-7.5	29.2	1164[38.5]	206.3[22]	297[18]
12/15/15	1	0.0	3	107	101	130		1	30.2	1343[1]	282	260
12/29/15	88.5	85.0	79	2	0	70.3	Christmas	3.5	33.7	1251.2[50]	297.3[19.5]	300[19]
	83	86.0	95.5	99.5	99.5	129		-3	30.7	1202[34]	332.4[31]	255[18]
TOTAL	1030	998.8	1050	1035	1121	1605						

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department **COUNTRYSIDE ADULT HOME** Payroll Dept. No. **6030**
Title of Position **LABORER** Annual Salary **\$25,281.00** Grade **2**
Budget code and title **A6030.110** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. **12730**
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State **50** % Other %
Impact to Budget: **APPROXIMATE SAVINGS OF \$200 [County Share].**
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 _____

BUDGET OFFICER COMPLETES THIS SECTION

Date _____
 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 _____

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.
 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 _____