

SOCIAL SERVICES COMMITTEE
COUNTRYSIDE ADULT HOME

AGENDA

3/23/16

Committee Members: Sokol, Simpson, Seeber, Frasier, Strough, Vanselow, McDevitt, MacDonald,
Braymer

- 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: Reduce hours for Account Clerk #3 PT from 24/week to 20/week, and permission to fill position due to termination.
Rationale: This will continue to allow us to meet the needs of the facility with regards to answering the phones and paperwork in the front office. This will be an approximate savings of \$1,351.00 [County share].
- IV. Referral/Pending Items
- V. Information for Discussion/Review
 - 1. Overtime Report for 2016
 - 2. Intent to request to transfer monies from the contingency fund in order to allow Countryside to purchase a new boiler (which heats the building), at a future date once the bidding process is complete.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

Overtime Report for 2016

(List attachments by number relating to the above cited regular items)

Countyside Adult Home - Overtime Report

Week Endin	2016 OT Hours	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]
01/04/16	83	86	99.5	97.5	75.5	91.5	102	New Years	↓3	↓3	1202[34]	332.4[31]	255[18]
01/24/16	86	78.8	95.0	87	4.5	12.5	10.9		↑3	↑4.2	1254.5[36.5]	272.5[19.5]	269[30]
02/08/16	0	21	17.0	6	81.4	84.6	127	Martin Luther King	↓21	↓16.8	1226.1	297	256
02/22/16	78.5	92.5	92.8	113	0	3	27.8	Presidents Day	↓14	↓30.8	1198.5[32.5]	288[23]	289[23]
03/07/16	3	0	0.0	15.5	80.5	89	169		↑3	↓27.8	1165.6[3]	322.8	280
03/21/16	10	5	12.0	0	0	8	4.5		↑5	↓22.8	1159[2]	286.9	329[8]
		18	7.0	14.2	12.5	7	34.3						
		10.5	15.5	0	0	0.9	11.5						
		13	0.0	8	14	13	23						
		16	0.0	4	16	10.4	9.5						
		71	79.0	82	5.5	0.4	13	Memorial Day					
		8	1.5	4	97	95	118						
		0	0.0	3	0	3.5	55						
		99.5	76.5	81.5	8.5	9.5	95.5	Independence Day					
		2	0.0	8	93	114	56						
		15	0.0	2	29.4	8	4.9						
		0	0.0	3.5	8	12.5	13.5						
		2	82.0	86.5	0	41.9	39.5						
		75.5	4.0	8.5	93.5	114	103	Labor Day					
		0	0.0	0	0	0	10.5						
		92.5	82.0	82.5	8	0	22	Columbus Day					
		0	0.0	0	80.5	89.9	89.5						
		72.2	78.0	85	26	23.5	15	Veteran's Day					
		78.5	86.0	81	93	88.2	122	Thanksgiving					
		1	0.0	3	107	101	130						
		88.5	85.0	79	2	0	70.3	Christmas					
		83	86.0	95.5	99.5	99.5	129						
TOTAL	260.5	1030	998.8	1050	1035	1121	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 **ACCOUNT CLERK** Annual Salary **\$27,027.00** Grade **4**
Budget code and title **A6030.130** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. **12634**
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 \$1,351 [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 _____

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: 03/23/2016

- (a) Purpose of Request: Reduce hours for Account Clerk #3 from 24 hours/week to 20 hours/week.

- (b) Details: See above

- (c) Previous Resolution Number:

