

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE
LAKE GEORGE, NEW YORK 12845

CHRISTIE SABO
DIRECTOR

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HUMAN SERVICES COMMITTEE MEETING
OFFICE FOR THE AGING AGENDA
Wednesday, August 24, 2016 9:30am

Committee Members: Chairman Matt Sokol, Ron Vanselow, Rachel Seeber, Edna Frasier, John Strough, Peter McDevitt, Matthew MacDonald, Claudia Braymer, Matthew Simpson

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
 1. **Resolution Request Form #5:** Request to submit application and authorize grant agreement with NYS Office for the Aging.
Rationale: To obtain continuing funding for MIPPA (Medicare Improvements for Patients and Providers Act) Funding.
 2. **Notice of Intent to Fill Vacant Position:** Mealsite Manager #6
Rationale: Position vacated due to retirement.
 3. **Notice of Intent to Fill Vacant Position:** Mealsite Manager #8
Rationale: Position vacated due to promotion.
 4. **Notice of Intent to Fill Vacant Position:** Mealsite Cook #11
Rationale: Position vacated due to resignation.
 5. **Notice of Intent to Fill Vacant Position:** Food Service Helper #3
Rationale: Position vacated due to resignation.
- IV. Referral/pending items- N/A
- V. Information for Discussion/Review -
 1. Updated Organizational Chart
 2. Action taken pursuant to authority granted by Resolution No. 166 of 2016:
 - a. Filled existing MOU for SUNY collaboration in administering the Alzheimer's Disease Caregiver Support Initiative Request. Benefits clients and enhancing collaborations and no cost to the county.
 - b. Authorized mandatory software contract with NYS OFA to continue client history software.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Office for the Aging

DATE: 8/23/16

- (a) Purpose of Grant:
Provides resources to reach Medicare beneficiaries likely to be eligible for the Medicare Part D Low-Income Subsidy and to provide outreach to individuals regarding the benefits available.
- (b) Name of Grantor:
New York State Office for the Aging
- (c) Address of Contractor: NYS Office for the Aging
Building #2, Empire State Plaza
Albany, NY 12223-1251
- (d) Grantor's Contact Person and Telephone Number:
Lori Sanders Lori.Sanders@aging.ny.gov
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes
- (f) Effective Date of Grant: 9/30/16 - 9/29/17
- (g) Termination Date of Grant: 9/29/17
- (h) Total Dollar Amount Involved (not to exceed): \$16,410.00
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
September 16,2016
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:

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

*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: OFA Payroll Dept. No.: 57:15

Title of Position: Mealsite Manager #6 ^(25 hrs) Base Salary of Position: \$25,281(25hrs) Grade: 2

Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No

Budget code and title: A6771 130 Nutr Program Ham- Sal PT Union Non-Union

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

Employee No.: 9037 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 20% State % Other 80% Ham Cty

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *PUN 8/22/16*

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. *AD 8-22-16*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature *W. B. Light* Date 8/23/16

BUDGET OFFICER COMPLETES THIS SECTION

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* Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Health, Human & Social Services*

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 *Myrtle* Date *August 24, 2016*

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: OFA Payroll Dept. No.: 57.07

Title of Position: Mealsite ^{Mgr.} Cook #8 Base Salary of Position: \$25,281 (25 hrs) Grade: 2

Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No

Budget code and title: A6773 110 Nutr Program Warr- Sal Reg Union Non-Union

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

Employee No.: 10178 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 20% State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other PCN
8/23/16

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 10-8-23-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature B. [Signature] Date 8/23/16

BUDGET OFFICER COMPLETES THIS SECTION

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 Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

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] Date August 24 2016

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: OFA Payroll Dept. No.: 57.15
Title of Position: Mealsite Cook #11 ^(25 hrs) Base Salary of Position: \$25,281.00(25 hrs) Grade: 2
Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No
Budget code and title: A6771 130 Nutr Program Ham- Sal PT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No: 10914 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 20% State % Other 80% Ham Cty

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other ✓ ad 8/22/16
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 17 8-22-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature B. M. [Signature] Date 8/23/16

BUDGET OFFICER COMPLETES THIS SECTION

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 Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
 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] Date August 24 2016

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: OFA Payroll Dept. No.: 57:01

Title of Position: Food Service Helper #3 ^(35 hrs) Base Salary of Position: \$25,281.00 (35hr) Grade: 2

Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No

Budget code and title: A6773 110 Nutr Program Warr- Sal Reg Union Non-Union

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

Employee No.: 11202 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 20% State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 12-8-22-16

Labor Deal
8/23/16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature *W. B. [Signature]* Date *8/23/16*

BUDGET OFFICER COMPLETES THIS SECTION

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* Date *8/24/16*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Health, Human & Social Services*

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]* Date *August 24, 2016*

Office for the Aging Organizational Chart

