

SOCIAL SERVICES COMMITTEE
COUNTRYSIDE ADULT HOME
AGENDA
FEBRUARY 28, 2017

Committee Members: Frasier, MacDonald, Vanselow, Montesi, Braymer, McDevitt, Leggett

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee Meeting
- III. Action Agenda/New Business – Updates

Request Resolution:

Requesting authorization to enter into an agreement with Jennifer Linehan, Registered Dietician, to provide dietary consulting services for Countryside Adult Home, for the term commencing March 2, 2017 and terminating March 1, 2018, at an hourly rate of \$40.00 per hour.

Rationale:

This is mandated position.

Request Resolution:

Requesting authorization to pursue the option of providing laundry services for Countryside Adult Home on an in-house basis by staff, versus outsourcing, within the current budgetary allowance. The current contract with Warrensburg Laundry Service expires August 31, 2017.

Rationale:

Although a new part-time laundry position will be needed, the in-house option presents cost savings and greater efficiency.

IV. Referral/Pending Items

Carried forward from prior month: Committee to discuss budget impact of new contract with New York Fire & Security for the installation of a new fire alarm system at Countryside Adult Home. *Note: Committee authorized contract but indicated that it should not be executed until the budget impacts are determined. County Attorney's Office has advised that the contract cannot be approved by resolution, or executed, until the funding matter is settled. (01.24.17)*

Remove Pending Item: The fire alarm system is currently operational and replacement will be addressed at a later date.

V.

Information for Discussion/Review

1. Admissions and Discharges for January
2. Overtime Report for 2017

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: February 28, 2017

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Dietary Consultant Services for Countryside Adult Home**
- (c) Name of Contractor: **Jennifer Linehan, R.D.**
- (d) Address of Contractor: **196 Circular St., Saratoga, NY 12866**
- (e) Contractor's Contact Person and Telephone Number: **518.580.1736**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **March 2, 2017**
- (h) Termination Date of Contract: **March 1, 2018**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount **\$40.00 per hour**
 - iii) total amount not to exceed **\$3,840.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, 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

2017 Warrensburg Estimated Laundry Costs

Average Lbs/month		3,500
price/pound		<u>0.84</u>
Monthly Cost	\$	2,940.00
no. of months		<u>12</u>
Annual Cost	\$	35,280.00

Year 1 - Estimated In House Laundry Costs

Initial Costs of Equip	\$	20,000.00	
Laundry Supplies	\$	3,000.00	
Salary /20 hr Emp	\$	13,013.40	Grade 2
Fica/Med	\$	995.53	
5% inc. to Electricity	\$	<u>1,400.00</u>	
Total Year 1	\$	38,408.93	

Estimated Year 2

Laundry Supplies	\$	3,500.00
Salary	\$	13,371.27
Fica/Med	\$	1,022.90
Electricity	\$	<u>1,600.00</u>
Total Year 2	\$	19,494.17

Figures based on current consensus, subject to change as number of resident bed days change.
Septic/leech field vs. town hook up - unable to determine costs associated with this at this time.

Countryside Adult Home - Overtime Report

Week Ending	2016 OT Hours	2017 OT Hours	Includes Holiday	Net Difference from 2016	1st Shift Hours	2nd Shift Hours	3rd Shift Hours
01/08/17	83	65.0	New Years	22%	45.5	15.5	4
01/22/17	86	61.5		28%	35	9.5	17
02/05/17	0	0.0	Martin Luther King				
02/19/17	78.5	0.0	Presidents Day				
03/05/17	3	0.0					
03/19/17	10	0.0					
04/02/17	1	0.0					
04/16/17	3	0.0					
04/30/17	28	0.0					
05/14/17	16.5	0.0					
05/28/17	8	0.0					
06/11/17	72	0.0	Memorial Day				
06/25/17	0	0.0					
07/09/17	75.5	0.0	Independence Day				
07/23/17	0	0.0					
08/06/17	16	0.0					
08/20/17	5	0.0					
09/03/17	27.5	0.0					
09/17/17	82.5	0.0	Labor Day				
10/01/17	10.7	0.0					
10/15/17	109.8	0.0	Columbus Day				
10/29/17	84.5	0.0	Veteran's Day				
11/12/17	84	0.0	Thanksgiving				
11/26/17	12	0.0					
12/10/17	71	0.0	Christmas				
12/24/17		0.0					
TOTAL	967.5						