

**SOCIAL SERVICES COMMITTEE  
COUNTRYSIDE ADULT HOME  
AGENDA  
OCTOBER 24, 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
- IV. Request Resolution:  
Notice of Intent to Fill the Position of Leisure Time Activities Aide #3 Part-Time, due to resignation.  
  
Referrals/Pending Items  
None
- V. Information for Discussion/Review  
-Census Update (Admissions & Discharges)  
-Overtime Report
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to Adjourn

Summary of Attachments:

- Notice of Intent to Fill – Leisure Time Activities Aide #3 Part Time
- Census
- Overtime Report

# 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: **42**  
Title of Position: **LEISURE TIME ACTIV AIDE#3 PT** Base Salary of Position: **\$26,585** Grade: **3**  
Filling at Step # (If Known): \_\_\_\_\_ Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **A.6030 130 - Salaries Regular** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **11632 / Error** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State **50** %  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. *ECW 10/20/17*

Human Resources Director has approved this form when initialed. *NS 10/20/17*

### 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 *L. B. Magley* Date *10/22/17*

### 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 *10/27/17*

### 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 *Edna G. Fraser* Date *10/24/17*

# RESOLUTION REQUEST FORM NO. 12

## Schedule "A"

### AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

### WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

### HOW TO USE THIS FORM

Department heads must first file this notice of intent with the County Administrator. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

### OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight committee Chair approval as provided in the Rules of the Board.

### NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

### PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

*Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.*

**CENSUS REPORT:**

**10/20/17**

|           | Admissions | Discharges |
|-----------|------------|------------|
| September | 1          | 5          |
| October   | 3          | 0          |
| <hr/>     |            |            |
| Totals =  | 4          | 5          |

Current Census= 31 Long-Term Residents

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               | 764.48         |
| 01/22/17     | 86            | 61.5          |                    | -28%                     | 35              | 9.5             | 17              | 497.42         |
| 02/05/17     | 0             | 1.0           | Martin Luther King | 100%                     | 0.4             | 0.6             |                 | 339.5          |
| 02/19/17     | 78.5          | 12.3          | Presidents Day     | -84%                     | 11.3            | 1               |                 | 431.56         |
| 03/05/17     | 3             | 103.5         |                    | 33600%                   | 51.5            | 26              | 26              | 900.1          |
| 03/19/17     | 10            | 24.3          |                    | 143%                     | 14.3            | 10              |                 | 89.53          |
| 04/02/17     | 1             | 0.0           |                    | -100%                    |                 |                 |                 | 92.95          |
| 04/16/17     | 3             | 19.0          |                    | 533%                     | 7               |                 | 12              | 84.73          |
| 04/30/17     | 28            | 14.4          |                    | 49%                      | 6.9             | 3.5             | 4               | 128.29         |
| 05/14/17     | 16.5          | 13.0          |                    | -2%                      |                 | 5               | 8               | 98.38          |
| 05/28/17     | 8             | 21.5          |                    | 69%                      | 8.5             | 11              | 2               | 302.59         |
| 06/11/17     | 72            | 101.5         | Memorial Day       | 41%                      | 45              | 31              | 25.5            | 599.21         |
| 06/25/17     | 0             | 8.4           |                    | 840%                     |                 | 0.4             | 8               | 86.7           |
| 07/09/17     | 75.5          | 109.3         | Independence Day   | 45%                      | 52              | 38.3            | 19              | 665.55         |
| 07/23/17     | 0             | 12.0          |                    | 1200%                    | 8.5             | 3.5             |                 | 309            |
| 08/06/17     | 16            | 13.5          |                    | -16%                     | 5.5             | 8               |                 | 102.14         |
| 08/20/17     | 5             | 21.0          |                    | 320%                     | 5               | 16              |                 | 87.7           |
| 09/03/17     | 27.5          | 12.6          |                    | -54%                     | 5.8             |                 | 6.8             | 304.06         |
| 09/17/17     | 82.5          | 94.0          | Labor Day          | 14%                      | 41              | 27              | 26              | 668.94         |
| 10/01/17     | 10.7          | 81.5          |                    | 662%                     | 16              | 41.7            | 23.8            | 190.82         |
| 10/15/17     | 109.8         | 96.5          | Columbus Day       | -12%                     | 46.5            | 31              | 19              | 589.68         |
| 10/29/17     | 84.5          | 0.0           | Veteran's Day      |                          |                 |                 |                 | 344.4          |
| 11/12/17     | 84            | 0.0           | Thanksgiving       |                          |                 |                 |                 | 383.7          |
| 11/26/17     | 12            | 0.0           |                    |                          |                 |                 |                 | 560.7          |
| 12/10/17     | 71            | 0.0           | Christmas          |                          |                 |                 |                 | 412.8          |
| 12/24/17     |               | 0.0           |                    |                          |                 |                 |                 | 324.8          |
|              |               |               |                    |                          |                 |                 |                 | 592            |
| <b>TOTAL</b> | <b>967.5</b>  |               |                    |                          |                 |                 |                 | <b>7807.15</b> |
|              | 967.5         | 885.8         |                    | 37298%                   | 405.7           | 279             | 201.1           | 9951.73        |

COUNTRYSIDE ADULT HOME  
353 Schroon River Rd.  
Warrensburg, New York 12885  
518-623-3451

For over Half of A Century Countryside Adult Home has been caring for the elderly in a friendly home-like environment.

Throughout these many years, we have established a superior reputation for quality care-giving, personal care assistance, and round the clock supervision in a serene and pastoral setting.

We have a highly-skilled and experienced staff, a number of whom have been with us over 20 years.

We are currently accepting applications for Long-Term Stays, Short-Term Respite Stays, and Adult Day Care.

Call today for more information or to schedule a tour.



*Countryside Adult Home*  
*Genuine Care and Experienced Care-Givers*

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- \*Over Half A Century serving the elderly
- \*Caring compassionate staff, several with over 20 years of experience
- \*Combined Staff experience of 462 years
- \*Nutritious Home-Cooked Meals
- \*Diverse Activity Program, including engaging and fun-filled Field Trips
- \*Pastoral Serene Setting
- \*Respite Program
- \*Social Adult Day Care Program

*Now Accepting Applications for Long-Term Stays, Short-Term Respite Stays, and Adult Day Care.*

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