

WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING  
1340 STATE ROUTE ♦ LAKE GEORGE, NY 12845  
PH#(518)761-6347 ♦ FAX#(518)761-6344

**HUMAN SERVICES COMMITTEE MEETING**  
**OFFICE FOR THE AGING AGENDA**  
**March 19, 2018 9:00AM**

Committee Members: Chairman Edna Frasier, Peter McDevitt, Claudia Braymer, Craig Leggett, William Loeb, Jack Diamond, Cynthia Hyde, Brad Magowan, Matthew Sokol

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
  1. **Request:** Permission to enter into an MOU with RSVP of Hamilton County.  
**Rationale:** This will benefit both WHCOFA and RSVP to collaborate with regards to volunteers in Hamilton County.
  2. **Request:** Permission to amend the table of organization to delete Food Service Manager position at Cedars, as there is already a Meal Site Manager at this location.  
**Rationale:** There is not a need for two managers at a location. This would be an approximate cost savings of \$26,392.00, as well as health insurance benefits as it is a 35 hour/week position.
- IV. Referral/pending items- N/A
- V. Information for Discussion/Review
  - a) Update on Cedars Proposal
  - b) Data On Meal Sites
  - c) Discussion on Staffing at Meal Sites
  - d) Senior of the Year – Virginia Raymond (North Creek)
  - e) Contributing Senior of the Year – Daisy Kavanagh (Lake Luzerne)
  - f) Senior Luncheon – Friday, June 1<sup>st</sup>, Location TBD
- 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: Office for the Aging**

**DATE: 3/16//2018**

- (a) Is this a Result of a Bid or Request for Proposal? No
  
- (b) Purpose of Contract: MOU with RSVP of Hamilton County to collaborate with regards to volunteers in Hamilton County
  
- (c) Name of Contractor: Retired & Senior Volunteer Porgram of Hamilton County (RSVP)
  
- (d) Address of Contractor: PO Box 1245/Main Street, Indian Lake, NY 12847
  
- (e) Contractor's Contact Person and Telephone Number: Chritine Snyder, PH#(518)624-6788
  
- (f) Has or will the Contract be provided, if so, please attach: Provided
  
- (g) Commencement Date of Contract: 4/1/2018
  
- (h) Termination Date of Contract: 3/31/2021, with option to renew
  
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - 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 Sxx.xx**

# **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: Warren/Hamilton Counties Office for the Aging**

**DATE: 3/16/2018**

- (a) Purpose of Request: **Amend table of organization to reflect changes at Cedars Meal Site.**
- (b) Details: **Delete Food Service Manager effective 4/20/2018, savings of \$26,392, plus cost of health insurance benefits.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

COMMENTS

Liked the black one the best (Washington County)
Liked the black one the best (Washington County)
<b>No Answer, not able to leave message, called x2</b>
Very good, portions were bigger, steak was good, vegetables were good
Was alright, liked the other one better
<b>Son will check with her</b>
<b>Disconnected</b>
Enjoyed it
Pretty good, cooked fine
<b>Didn't try it yet</b>
Doesn't like red peppers, but other than that it was good.
Very tasty, vegetables were blah(but other ones are too)
Both were nice
Good, vegetables were undercooked
Okay, liked both
Like 1st one better(Cedars) because it had mashed potatoes
<b>Didn't try it yet</b>
Fine
Doesn't like rice, didn't like steak and rice mixed together, vegetables were good
<b>Didn't try it yet</b>
<b>ML</b>
<b>Wrong # Listed</b>
Like the 1st one better (Cedars) because it had mashed potatoes, likes food separated
Not too keen on it (little spicy), vegetables were okay
Not too keen on it (little spicy), vegetables were okay
<b>Didn't try it yet</b>
<b>No VM</b>
Loved it, had good flavor to the rice, which usually has no flavor
Loved it, had good flavor to the rice, which usually has no flavor
<b>Didn't try it yet</b>
<b>ML</b>
Liked it

Cedars Meal - Shepherd's Pie (hamburger, potatoes, carrots, potatoes in a gravy), Mashed Potatoes, Mixed Vegetables & Pumpernickle Bread

Washington County Meal - Beef Teriyaki over Brown Rice, Oriental Blend Vegetables & Wheat Roll

10:26 AM – Picked up meals

10:43AM – Arrived at Cedars

11:02AM – Dee left Cedars to start route (waiting for our meals to be packaged)

11:10AM – Mary Ann left Cedars to start route (last driver to leave)

12:05PM – Dee delivered last meal and took temps...Beef was 138 and Vegetables were 128

12:45PM – Mary Ann delivered last meal and took temps...Beef was 138

19 minute delay waiting for the meals from Cedars, however, the meal was still 138 degrees from the last delivery on my route to the last delivery on Mary Ann's route.

Test meal from Cedars. No delay from the time it was packaged and delivered. Temps...Sheppard's Pie was 120, Mashed Potatoes were 120, and the Vegetable was 116.

BOLTON

		2014	2015	2016	2017	2018			
100's	Salaries	\$36,725.00	\$20,740.98	\$24,284.32	\$37,548.94	\$23,088.00			
800's	Fringe	\$2,938.00	\$1,659.28	\$1,942.75	\$2,872.22				
200's	Equipment (Purchase)	\$124.76		\$149.97	\$153.07				
410	Supplies	\$2,434.22	\$4,022.63	\$3,811.12	\$1,927.96				
411	Rent								
415	Electric	\$3,171.15	\$2,648.97	\$2,304.34	\$2,840.74				
416	Gas/Propane	\$3,594.43	\$4,617.35	\$3,426.64	\$3,482.52				
417	Water/Sewer/Taxes	\$248.08	\$452.20	\$208.60	\$224.80				
422	Equipment (Repairs)	\$1,317.15	\$450.00	\$512.00					
423	Telephone	\$371.87	\$365.83	\$343.05	\$353.25				
444	Travel (Mileage for Drivers)	\$4,760.00	\$4,823.19	\$4,388.30	\$4,397.77				
445	Foods	\$22,703.60	\$17,320.37	\$17,047.61	\$13,382.87				
	Snow Removal	\$1,012.50		\$1,600.00	\$2,200.00				
	Inspections/Septic Tank Pump	\$43.00	\$310.00						
	Pest Control	\$480.00	\$480.00	\$520.00	\$480.00				
	Trash Removal	\$862.80	\$864.00	\$864.00	\$864.00				
	Misc (Please Describe)								
	<b>TOTAL</b>	<b>\$80,787.36</b>	<b>\$58,754.80</b>	<b>\$61,402.70</b>	<b>\$67,184.14</b>				
	Home Delivered Meals	3419	3376	3453	3006		average 12 meals/day		
	Congregate Meals	2293	2026	1877	1745		average 7 meals/day		
	<b>TOTAL # MEALS SERVED</b>	<b>5712</b>	<b>5402</b>	<b>5330</b>	<b>4751</b>				
	# Days Meals Provided	238 Days	245 Days	250 Days	245 days		Price Per Meal = \$14.14		
							Reduced to 1 Employee		
	Employees - 1 (reduced from 2)	1 - 30hr/wk employee			Total of 30hrs/week				
	<b>County:</b> 1. Routine Maintenance or repair of equipment used in the program; 2. Fuel; 3. Septic tank pumping; 4. Pest control services; 5. Other supporting charges incurred in the operation of the nutrition program including janitorial service, paper products and sanitary supplies; 6. Electrical Expenses, Water Expenses & Fuel Expenses - 80%; 7. Telephone service <b>Lessor Responsibilities:</b> i. Responsible for all trash removal, recycling items, snow removal, snow shoveling and sanding. Reimbursed by town.								

CHESTERTOWN

		2014	2015	2016	2107	2018			
100's	Salaries	\$32,629.35	\$39,361.40	\$40,619.80	\$42,109.60	\$43,478.00			
800's	Fringe	\$2,610.35	\$3,148.91	\$3,249.58	\$3,102.06				
200's	Equipment (Purchase)			\$789.99	\$514.00				
410	Supplies	\$3,054.89	\$3,468.43	\$3,208.05	\$3,094.47				
411	Rent								
415	Electric								
416	Gas/Propane	\$2,557.79	\$2,174.20	\$2,016.26	\$233.00				
417	Water/Sewer/Taxes								
422	Equipment (Repairs)	\$411.83	\$2,044.51	\$864.40					
423	Telephone	\$566.10	\$581.82	\$632.58	\$670.08				
444	Travel (Mileage for Drivers)	\$12,381.60	\$10,063.37	\$12,713.23	\$15,427.43				
445	Foods	\$23,524.86	\$23,392.69	\$23,202.62	\$19,454.42				
	Snow Removal								
	Inspections/Septic Tank Pump								
	Pest Control								
	Trash Removal								
	Misc (Please Describe)	\$43.00	\$799.95	\$99.95					
	Fire Inspection/Propane Repairs								
	<b>TOTAL EXPENSES</b>	<b>\$77,780</b>	<b>\$85,035</b>	<b>\$87,396</b>	<b>\$84,605</b>				
	Home Delivered Meals	8203	8542	8491	8866		average 36 meals/day		
	Congregate Meals	1609	1559	1436	748		average 3 meals/day		
	<b>TOTAL # MEALS SERVED</b>	<b>9812</b>	<b>10101</b>	<b>9927</b>	<b>9614</b>				
	# Days Meals Provided	244 Days	247 Days	249 Days	245 days		Price Per Meal = \$8.80		
	Employees - 2	1 - 30hr/week; 1 - 25hr/week			Total of 55hr/week				
	<b>CHESTERTOWN:</b> 1) Rent \$1/Annually; 2) Fuel Costs; 3) Pest Control Services								
	<b>COUNTY:</b> 1) Routine maintenance of food service equipment; 2) Supporting service charges such as janitorial services, paper products & sanitary supplies; 3) Telephone service & Equipment								

CEDARS

		2014	2015	2016	2017	2018	2019		
100's	Salaries	\$109,760.04	\$125,634.60	\$127,482.42	\$168,521.00	\$252,221.00			
800's	Fringe	\$8,780.80	\$10,050.77	\$10,198.59	\$9,806.42				
	Covering Benefit Time	?	?	\$18,349.00	\$18,319.00				
200's	Equipment (Purchase)		\$626.72	\$306.59	\$3,000.00				
410	Supplies	\$30,897.12	\$33,249.48	\$31,037.16	\$29,970.00				
411	Rent	\$2,538.00	\$2,693.50	\$2,487.00	\$2,320.00	\$14,500.00	\$14,935.00	Rent includes, electric,	
415	Electric	\$9,705.00	\$5,600.00	\$3,465.00	\$3,780.00			A/C, fuel, trash, etc.	
416	Gas/Propane								
417	Water/Sewer/Taxes								
422	Equipment (Repairs)	\$944.31	\$1,288.68	\$2,517.37	\$1,300.00				
423	Telephone	\$660.82	\$600.00	\$600.00	\$600.00				
444	Travel (Mileage for Drivers)	\$49,657.83	\$51,892.51	\$47,213.45	\$45,868.68				
445	Foods	\$181,411.94	\$194,128.28	\$191,498.97	\$170,496.00				
	Snow Removal								
	Inspections/Septic Tank Pump								
	Pest Control								
	Trash Removal		\$3,266.85	\$6,235.00	\$4,844.25				
	Misc (Please Describe)				\$256.00				
	<b>Total</b>	<b>\$394,356</b>	<b>\$429,031</b>	<b>\$441,391</b>	<b>\$459,081</b>				
	Home Delivered Meals	99698	73210	69057	64412			average of 265 meals/day	
	Congregate Meals	6565	6555	6688	6121			average of 25 meals/day	
	<b>TOTAL # MEALS SERVED</b>	<b>106263</b>	<b>79765</b>	<b>75745</b>	<b>70533</b>				
	# Days Meals Provided	246 Days	247 Days	249 Days	243 Days			Price Per Meal = \$6.55	
	Employees - 7	4 - 35hr/week; 3 - 30hr/week							
	<b>COUNTY:</b> 1) Foods; 2) Supplies; 3) Routine Maintenance of Equipment owned by OFA; 4) Telephone; 5) \$14,500/year 2018 & \$14,935/year 2019								

## SOLOMON HEIGHTS

	2014	2015	2016	2017	2018			
100's Salaries								
800's Fringe								
200's Equipment (Purchase)								
410 Supplies								
411 Rent								
415 Electric								
416 Gas/Propane								
417 Water/Sewer/Taxes								
422 Equipment (Repairs)	\$127.50							
423 Telephone	\$78.67	\$82.44	\$83.28	\$0.27				
444 Travel (Mileage for Drivers)	\$813.68	\$918.27	\$835.47	\$1,059.86				
445 Foods								
Snow Removal								
Inspections/Septic Tank Pump								
Pest Control								
Trash Removal								
Misc (Please Describe)								
TOTAL	\$1,019.85	\$1,000.71	\$918.75	\$1,060.13				
Home Delivered Meals								
Congregate Meals	1505	1944	2209	2120		average of 9 meals/day		
TOTAL # MEALS SERVED	1505	1944	2209	2120				
# Days Meals Provided	246 Days	248 Days	249 Days	243 Days				



JOHNSBURG

		2014	2015	2016	2017	2018		
100's	Salaries	\$42,588.00	\$43,440.80	\$44,522.40	\$47,845.20	\$49,161.00		
800's	Fringe	\$3,407.04	\$3,475.26	\$3,561.79	\$3,252.34			
200's	Equipment (Purchase)		\$3,527.71					
410	Supplies	\$4,134.81	\$4,172.15	\$3,047.81	\$3,333.49			
411	Rent							
415	Electric	\$7,312.66	\$6,234.67	\$4,633.86	\$5,625.48			
416	Gas/Propane							
417	Water/Sewer/Taxes							
422	Equipment (Repairs)	\$4,002.55	\$986.50	\$1,966.23				
423	Telephone	\$539.35	\$548.55	\$563.79	\$571.52			
444	Travel (Mileage for Drivers)	\$7,266.56	\$8,200.62	\$7,461.18	\$13,119.33			
445	Foods	\$39,886.23	\$39,735.55	\$36,133.79	\$32,206.52			
	Snow Removal							
	Inspections/Septic Tank Pump							
	Pest Control							
	Trash Removal							
	Misc (Please Describe)	\$159.00	\$364.00					
	<b>TOTAL EXPENSES</b>	<b>\$109,296.20</b>	<b>\$110,685.81</b>	<b>\$101,890.85</b>	<b>\$105,953.88</b>			
	\$159 for Fire Insp; \$364 for Carpet Cleaning							
	Home Delivered Meals	9037	8994	7907	7642		average 31 meals/day	
	Congregate Meals	4244	4299	4047	4113		average 16 meals/day	
	<b>TOTAL # MEALS SERVED</b>	<b>13281</b>	<b>13293</b>	<b>11954</b>	<b>11755</b>			
	# Days Meals Provided	238 Days	247 Days	248 Days	245 days		Price Per Meal = \$9.01	
	Employees - 2	2 - 30hr/week		Total of 60hr/week				
	<b>JOHNSBURG</b> Rent = \$1/Annually							
	<b>COUNTY</b> 1) Routine maintenance & repair of equipment; 2) Supporting charges: janitorial service, paper products, and sanitary supplies; 3) Utility Charges 85% of Actual Expenses, but no greater than \$7,800(increases \$200/yr); 4) Janitorial cleaning 1x/year (strip, wax, buff floor, & carpet); 5) Pest Control; 6) Telephone Service							

## LAKE LUZERNE

		2014	2015	2016	2017	2018			
100's	Salaries	\$18,517.20	\$19,211.14	\$17,065.62	\$20,109.00	\$20,268.00			
800's	Fringe	\$1,481.38	\$1,536.89	\$1,365.25	\$1,493.18				
200's	Equipment (Purchase)			\$106.60					
410	Supplies	\$5,037.60	\$6,134.10	\$5,450.35	\$4,963.92				
411	Rent	\$8,000.00	\$13,000.00	\$13,000.00	\$13,000.00				
415	Electric								
416	Gas/Propane								
417	Water/Sewer/Taxes								
422	Equipment (Repairs)	\$823.94	\$315.00						
423	Telephone	\$544.47	\$664.26	\$645.76	\$706.94				
444	Travel (Mileage for Drivers)	\$4,959.53	\$5,597.04	\$5,092.36	\$12,176.55				
445	Foods	\$36,492.05	\$37,000.49	\$42,192.47	\$28,350.57				
	Snow Removal								
	Inspections/Septic Tank Pump								
	Pest Control	\$400.00	\$480.00	\$440.00	\$480.00				
	Trash Removal								
	Misc (Please Describe)								
	<b>TOTAL EXPENSES</b>	<b>\$76,256.17</b>	<b>\$83,938.92</b>	<b>\$85,358.41</b>	<b>\$81,280.16</b>				
	Home Delivered Meals	5767	6444	6907	7277		average 29 meals/day		
	Congregate Meals	5755	5917	5953	5431		average 22 meals/day		
	<b>TOTAL # MEALS SERVED</b>	<b>11522</b>	<b>12361</b>	<b>12860</b>	<b>12708</b>				
	# Days Meals Provided	241 Days	246 Days	247 Days	245 days		Price Per Meal = \$6.40		
	Employees - 2	1- 30hrs/week		Lake Luzerne Pays for 2nd Employee					
	\$13,000 paid annually in quarterly payments of \$3,250. Includes 1) routine maintenance of food service equipment; & 2) Supporting service charges such as janitorial, paper products, electric, fuel costs, sanitary supplies.								

WARRENSBURG

		2014	2015	2016	2017	2018							
100's	Salaries	\$18,135.00	\$37,778.00	\$35,512.10	\$40,460.42	\$35,094.00							
800's	Fringe	\$1,450.80	\$3,022.24	\$2,840.97	\$3,189.42								
200's	Equipment (Purchase)		\$130.98										
410	Supplies												
411	Rent												
415	Electric												
416	Gas/Propane												
417	Water/Sewer/Taxes												
422	Equipment (Repairs)												
423	Telephone												
444	Travel (Mileage for Drivers)							\$11,230.82	\$12,704.28	\$11,531.62	\$13,040.87		
445	Foods												
470	Contracts							\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$64,000.00	
	Snow Removal												
	Inspections/Septic Tank Pump												
	Pest Control												
	Trash Removal												
	Misc (Please Describe)												
	Employee Physicals and PPD	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00							
	TOTAL EXPENSES	\$91,016.62	\$113,835.50	\$110,084.69	\$116,890.71								
	Home Delivered Meals	12661	12971	14673	14933		average 61 meals/day						
	Congregate Meals	2670	2742	2661	2480		average 10 meals/day						
	TOTAL # MEALS SERVED	15331	15713	17334	17413								
	# Days Meals Provided	245 Days	248 Days	247 Days	243 days		Price Per Meal = \$6.71						
	Employees - 2	Both are 25hrs/week				Total of 50hrs/week							



OTHER OPTIONS TO MAKE UP \$74,000

1) Close Meal Sites – We would need to close three meal sites, letting go five employees and losing a daily social gathering for three communities and several seniors.

2) Central Kitchen – We could produce all meals out of a central kitchen, letting go five (+) employees, increasing mileage expenses and impacting temperatures of meals.

3) Create Waiting Lists for Home Delivered Meals – Reduce number of meals delivered daily by 54 meals, which would also result in letting go 1-2 employees. This would result in 54 less of our seniors getting a meal each day, and preventing individuals from getting meals who really need it. As well as seniors calling us today and having meals start tomorrow.

4) Reduction in Hours Across Meal Sites –

	SALARY	CURRENT	SUGGESTED	SAVINGS
Bolton (only person at site)				
Meal Site Manager #8	\$23,088	30hrs/week	None	
Chestertown –				
Meal Site Manager #3	\$25,612	30hrs/week	↓25hrs/wk	-\$3,926
Meal Site Cook #8	\$17,866	25hrs/week	None	
Cedars –				
Food Service Manager	\$26,392	35hrs/week	Delete	-\$26,392
Meal Site Manager #2	\$21,859	30hrs/week	↑35hrs/wk	+\$3,926
Meal Site Cook #4	\$29,881	35hrs/week	↓30hrs/wk	-\$4,269
Meal Site Cook #3	\$21,510	30hrs/week	↓25hrs/wk	-\$3,593
Food Service Helper #3	\$23,987	35hrs/week	↓30hrs/wk	-\$3,471
Food Service Helper #6	\$30,318	35hrs/week	↓30hrs/wk	-\$4,331
Food Service Helper #2	\$25,612	30hrs/week	↓25hrs/wk	-\$4,269
Johnsburg –				
Meal Site Manager #7	\$23,459	30hrs/week	None	
Meal Site Cook #10	\$25,612	30hrs/week	↓25hrs/wk	-\$4,269
Lake Luzerne (#meals served increasing)				
Meal Site Manager #1	\$20,268	30hrs/week	None	
Warrensburg (already reduced from 30hrs/week)				
Meal Site Cook #9	\$17,134	25hrs/week	None	
Meal Site Cook#5	\$17,960	25hrs/week	None	

Difference = Savings of Approximately \$50,994

## CONCERNS MENTIONED AT 2/16/18 BOARD MEETING

- 1) Quality of Food – Two routes from Cedars were asked to try the meals and the consensus was that they were good.
- 2) Special Meals for Holidays – will continue.
- 3) Socialization with Peers – will continue
- 4) Safety Checks – will continue, both at Cedars for those who do not come down to meal, and for home delivered meal clients.
- 5) Tax Money Going to Washington County – we were unable to find an entity within Warren County who was interested.
- 6) Were other departments asked to make cuts – I do not know. However, the OFA budget increased \$150,000 dollars for this year, which is why we were asked to look at our expenses.
- 7) Why did we just renew our contract with Cedars? – Because the current contract ran out in December of 2017, and we needed a new contract in order to continue to use their building, etc.
- 8) Loss of Efficiency and Speed – It currently takes us between 45-90 minutes to deliver based on the routes. Trial run conducted and time is within stipulations.
- 9) Loss of Volunteers – This is disappointing, but we will ensure that our clients receive their meals. There will not be a need to hire drivers.
- 10) Who will Coordinate Pet Food Program – This can be done by the office and is really not a time consuming process.
- 11) Budget for Meal Site – This was just recently asked of the office, and we can provide this for each meal site. However, all food items and supplies are purchased off of BID sheets, which already contain the lowest prices. The only items that would truly require a budget are the additional items requested by the meal sites (carts, coolers, silverware, pots, pans, ice packs, etc.), or repairs/replacement of appliances.
- 12) Suggested Cost Saving Strategies –
  - a. Knife Sharpening Services – It was already decided that we would not renew this contract for 2018.
  - b. Warrensburg Laundry Service for towels. – This would be costly.

c. Make own gravy. – NYSOFA guidelines limit the amount of sodium for each meal, so we are required to use low sodium gravy, which can be expensive. The meal sites have been reluctant to make the powdered gravy in the past, which is cheaper, as it is more time consuming to make. Last year we asked the meal sites to make their own mashed potatoes, cookies, etc., which would be cheaper, but the response was, “we don’t have time.”

d. Speak with Dietician about menus (remove beef stew). – Beef stew was on the menu four times last year. We need to have variety in our menu. A review of the 2017 menu showed that out of 255 meals, beef was served a total of 38 times (beef stew, pepper steak, pot roast, beef pot pie, beef stroganoff, Salisbury steak, roast beef cold plate, shepherd’s pie, meatloaf). In the past, there have been complaints about too much pasta, or too much chicken on the menu.

2017 STAFFING FOR WARREN COUNTY MEAL SITES

Site	Average # meals served Per Day	x 5 days/wk	x minutes of labor per meal prep 200 or less 10min 200-499 8min	minutes of labor by 60 to change into hrs. per week	÷ 30 or 25 hours to determine # staff needed	# staff Currently working at site	# hours worked at site
		x 5 =	x10 (8) =	÷ 60 =	÷ 30 (25)=		
BOLTON	19	95	950	15.83	0.53	1	30
CEDARS	308	1540	12320	205.33	6.84	7	175
CHESTERTOWN	39	196	1962	32.70	1.31	2	50
JOHNSBURG	48	240	2400	40.00	1.60	2	50
LAKE LUZERNE	51	255	2550	42.50	1.42	2	55
WARRENSBURG	72	360	3600	60.00	2.40	2	50