

HEALTH, HUMAN & SOCIAL SERVICES COMMITTEE
COUNTRYSIDE ADULT HOME

AGENDA

August 26th, 2019

Committee Members: Frasier, McDevitt, Braymer, Leggett, Loeb, Driscoll, Hyde, Magowan, and Sokol.

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee Meeting
- III. Action Agenda
 1. Notice of Intent to Fill the Vacant Position of Senior Aide # 2, Grade 7, Annual Base Salary \$33,600 due to promotion effective November 1st 2019

Rationale: This position is mandated and reimbursed.
 2. Request correction of Resolution No. 263 of 2019 that inadvertently left out the prevailing wages for Mahoney Alarms Service Agreement.

Rationale: Having the alarm system monitored and working at its optimum is mandated by DOH. The money is appropriated in the budget.
 3. Request to amend Resolution No. 451 of 2018 to temporarily increase hours to cover cleaning duties for an employee that is out on a leave of absence.

Rationale: Compliance of DOH Sanitation and Environmental Regulations.

Help limit overtime.
- IV. 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

- 1. Notice of Intent to Fill Senior Aide #2
- 2. Amendment of Resolution No. 263 of 2019
- 3. Amendment of Resolution No. 451 of 2018
- 4 Census Report
- 5. 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: 42.00
Title of Position: Senior Aid # 2 Base Salary of Position: 33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 8428 / McByrne Date of Vacancy: 3/24/19
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] 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 for 8/13/19
Human Resources Director has approved this form when initialed. [initials] 8-13-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [signature] Date 8/13/19

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 [signature] Date 8/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
[checked] 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 8/20/19

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: 8/26/19

- (a) Purpose of Request: **Request to Amend Resolution No. 263 of 2019, which Authorized the continuation of the contract with Mahoney Alarms . The term commences August 1, 2019 and terminates July 31, 2020. This agreement would include any technical service that is needed and would be at prevailing rate of \$123.00 per man hour 8am-4pm Monday thru Friday. After hours, weekends and holidays will be \$184.00 per man hour.**
- (b) Details: **Inadvertently when the previous agreement was signed the resolution didn't reflect the prevailing rate.**
- (c) Previous Resolution Number: **No. 263 of 2019**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
- (e) **A.6030 470 Mahoney Fire Alarm System - Contract**

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

*** as listed in budget and LOGOS**

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: 08/26/19

- (a) Purpose of Request: **Request to Amend Resolution No. 451 of 2018 temporarily.**
- (b) Details: **Increase the hours to cover sick leave of an employee out for 6 weeks due to leave of absence. Both positions are grade 2 and the line of work is in both job descriptions.**
- (c) Previous Resolution Number: **No. 451 of 2018**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
- (e) **A.6030 130 Salaries**

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

* as listed in budget and LOGOS

**COUNTRYSIDE ADULT HOME
CENSUS REPORT
2019**

MONTH	1ST DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	32	2	1	33
FEBRUARY	33	2	0	35
MARCH	35	0	0	35
APRIL	35	1	1	35
MAY	35	0	3	32
JUNE	32	1	1	32
JULY	32	2	1	33
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

Countryside Adult Home - Overtime Report - Comparison 2018/2019

Week End	2018	2019	Reason
01/06/19	118.20	105.80	Holiday
01/20/19	33.00	69.20	Vacations
02/03/19	4.30	127.30	3 staff taking bereavement, weather(shoveling,snow blowing plowing)
02/17/19	112.80	14.20	Bereavement,Retirement
03/03/19	10.80	89.00	staff shortage (2 retirements), holiday
03/17/19	8.00	10.80	staff shortage (Lack of Kitchen staff due to promotion)
03/31/19	12.00	40.70	illness
04/14/19	12.00	6.00	kitchen staff shortage (Lack of staff due to promotion)
04/28/19	3.00	40.00	kitchen staff shortage (Lack of staff due to promotion), Vacation
05/12/19	8.00	5.00	Late Appointments
05/26/19	3.00	0.50	Stay over for 11-7 staff
06/09/19	85.00	91.30	Holiday
06/23/19	5.80	11.50	Vacations
07/07/19	82.00	103.00	Holiday,Vacations,Maintenance called in 3 times in 4 days
07/21/19	20.20	19.70	Call ins and vacations
08/04/19	14.70	4.27	Maintenance stayed late for drains and called in for water leaks
08/18/19	8.50	11.25	Shift coverage
YTD	423.10	643.72	
09/01/19	39.00		
09/15/19	111.00		
09/29/19	21.00		
10/13/19	90.00		
10/27/19	9.00		
11/10/19	90.00		
11/24/19	200.50		
12/08/19	14.00		
12/22/19	18.80		
12/31/19	105.80		