

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  
August 26, 2019 9:00AM**

Committee Members: Chairman Edna Frasier, Peter McDevitt, Claudia Braymer, Craig Leggett, William Loeb, Bennett Driscoll, 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:** Create a temporary Aging Services Assistant position, Grade 4, to assist with HEAP applications and open enrollment from October – March of each year, with a maximum number of hours set at 1,040/year, currently \$14.10/hour, \$15,000/annually depending on salary set by CSEA agreement, using DSRIP[Delivery System Reform Incentive Payment] funding which is 100% reimbursable. End date of June 1<sup>st</sup>, 2020.  
**Rationale:** This will allow us to assist seniors and disabled individuals with HEAP applications, and help DSS with collecting the necessary documents needed to process these applications in a timely manner.
  2. **Request:** Permission to fill “Aging Services Assistant” temp position.  
**Rationale:** See above.

Referral/pending items- None

- IV. Information for Discussion/Review
  - a) Senior Picnic – Wednesday, September 11<sup>th</sup>, from 10:30-1:30PM at the Fish Hatchery in Warrensburg.
- V. Privilege of the floor to discuss any additional items to come before the Committee.
- VI. Motion to adjourn

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Warren/Hamilton Counties Office for the Aging

**DATE:** 8/20/2019

- (a) Title of Requested Position: **Aging Services Assistant - TEMP**
- (b) Annual Base Salary (and Grade if Applicable): **\$29,333.00, Grade 4**
- (c) Effective Date for New Position:\* **10/1/2019 (end date of June 1st, 2020)**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**DSRIP Funding - 100% Reimbursable**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**NO**
- (h) Is there expected revenue from this position? If so, please explain:  
**NO**

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

October - March of each yr.

Department: OFA Payroll Dept. No: \_\_\_\_\_

Title of Position: Aging Services Assistant - Temp Base Salary of Position: 529,333 (not to exceed 1,040 hours/annually) Grade: 4

Filling at Step # (If Known): 0

Budget code and title: A6772.130 OFA - Warren County, Salaries - Part Time Union [ ] Non-Union [x]

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

Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No

Source of reimbursement: [ ] Federal \_\_\_\_\_ % [ ] State \_\_\_\_\_ % [x] Other 100 % DSRIP Funding

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] 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. 8/22/19

Human Resources Director has approved this form when initialed. 8-21-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.

[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/21/19

BUDGET OFFICER COMPLETES THIS SECTION

[x] 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 8/22/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

[ ] The committee has no objection to the filling of the vacancy.

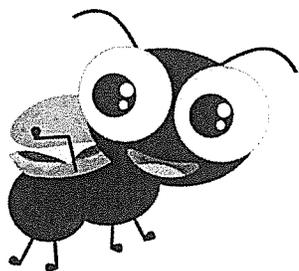
[ ] The committee objects to the filling of the vacancy.

[ ] 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 A. Fraser Date 8/26/19

# WARREN/HAMILTON SENIOR PICNIC 2019

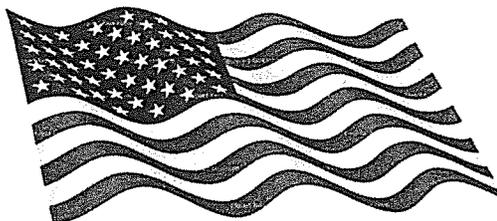


WHEN: Wednesday, September 11th

TIME: 10:30AM, Coffee & Donuts  
12PM Lunch

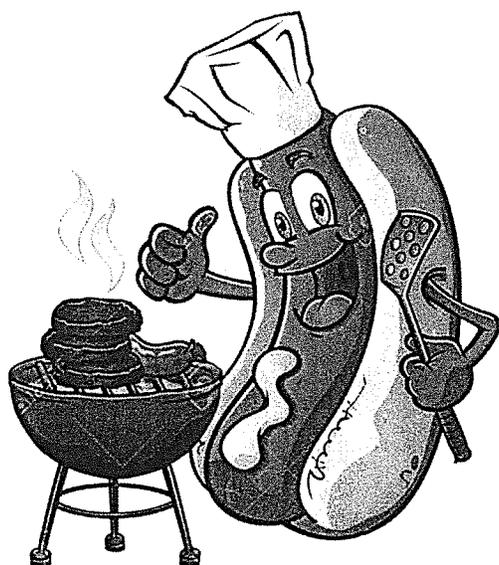
WHERE: Warren County Fish Hatchery  
145 Echo Lake Road  
Warrensburg, NY 12885

COST: \$5, Tickets may be purchased at the  
Office for the Aging or one of the meal  
site locations. Please make sure to get  
your receipt for entry and the door  
prize.



RSVP: By August 30th

MENU: Coffee, Tea, Donuts  
Cold Refreshments  
Hot Dogs & Hamburgers  
Coleslaw, Macaroni Salad  
Watermelon  
Strawberry Short Cake



## HIGHLIGHTS:

Blood Pressure Clinic  
Information Booths  
Door Prize  
Games & Prizes  
Entertainment

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