

HEALTH SERVICES COMMITTEE  
OFFICE FOR THE AGING AGENDA  
August 23, 2021

*Committee Members: Supervisors Frasier, McDevitt, Conover, Hogan, and Strough*

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  1. Request: Enter into MOU with Warren County Public Health for vaccination of the homebound population using NYSOFA funding, \$5,528.50(ADRC-COVID19) & \$6,048.50(VAC5), total of \$11,577.00.  
Rationale: This funding was provided through NYSOFA to be utilized by the Office for the Aging and Public Health to educate, promote, arrange for and vaccinate the homebound population in Warren County.
  2. Request: Enter into MOU with Hamilton County Public Health for vaccination of the homebound population using NYSOFA funding, \$5,528.50(ADRC-COVID19) & \$6,048.50(VAC5), total of \$11,577.00.  
Rationale: This funding was provided through NYSOFA to be utilized by the Office for the Aging and Public Health to educate, promote, arrange for and vaccinate the homebound population in Hamilton County.
  3. Discussion on Home Delivered Meals and possible resolution(s).
  4. Request: Amend County budget to incorporate 2021 CSEA contract settlement. Transfer \$29,504 from Warren County contracts into Warren County personnel and fringe budget codes. Transfer \$6,968 from Hamilton County contracts into Hamilton County personnel and fringe budget codes.  
Rationale: This is necessary due to the negotiated contract with the union. We will not utilize all of our contract amounts and should receive a minimum of 75% reimbursement from NYSOFA due to stimulus monies received in 2021 and the flexibility in spending during the MDD (Major Disaster Declaration).
  5. Request: Permission to fill vacant position of Meal Site Cook #2, (25 hours/week, Grade 2, \$13.93/hr), Indian Lake meal site, due to the person in the position transferring to the Cedars meal site.  
Rationale: see above
  6. Request: Permission to fill vacant position of Meal Site Manager #1 (30 hours/week, Grade 2, \$13.93/hr), Lake Luzerne meal site, due to retirement on 12/30/2020.  
Rationale: We had not been able to fill this position and the Notice of Intent to Fill expired on 7/1/21.
  7. Request: Fill Meal Site Manager #3 (20 hours/week, Grade 2, \$13.93/hr), Chestertown Meal Site, due to retirement on 12/30/2020.  
Rationale: We had not been able to fill this position and the Notice of Intent to Fill expired on 7/1/21.
  8. Request: Permission to fill Meal Site Manager #5 (25hrs/week, Grade 2, \$13.93/hr), Warrensburg meal site, due to resignation on 6/16/2020.  
Rationale: We had not been able to fill this position and the Notice of Intent to Fill expired on 7/1/21.

- IV. Discussion Items:
  - a. Authorization for Deanna Park and RoseAnn O'Rourke to attend ACUU conference September 21-22, 2021 at the Desmond Hotel, in the amount of \$195/each.
- V. Referrals/Pending Items: None
- VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

---

Attachments:

1. 03 New Contract – Enter into MOU with Warren County Public Health
2. 03 New Contract – Enter into MOU with Hamilton County Public Health
3. 10 Transfer Funds – Reflect 2021 CSEA Contract Settlement
4. 12 Notice of Intent to Fill – Meal Site Cook #2 (Indian Lake)
5. 12 Notice of Intent to Fill – Meal Site Manager #1 (Lake Luzerne)
6. 12 Notice of Intent to Fill – Meal Site Manager #3 (Chestertown)
7. 12 Notice of Intent to Fill – Meal Site Manager #5 (Warrensburg)

*RESOLUTION REQUEST FORM NO. 3*

*Request for New Contract*

DEPARTMENT NAME: Office for the Aging

DATE: 7/29/2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Vaccination of homebound persons in Warren County.
- (c) Name of Contractor: Warren County Public Health
- (d) Address of Contractor: 1340 State Route 9, Lake George, NY 12845
- (e) Contractor's Contact Person and Telephone Number: Ginnelle Jones, PH#761-6300
- (f) Has or will the Contract be provided, if so, please attach: To be provided by County Attorney's Office.
- (g) Commencement Date of Contract: 4/1/2021
- (h) Termination Date of Contract: 9/30/2022
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed \$5,528.50(ADRC-COVID19) & \$6,048.50(VAC5)  
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: A6772.470 Warren County Contracts \$11,577.00

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

## RESOLUTION REQUEST FORM NO. 3

### *Request for New Contract*

DEPARTMENT NAME: Office for the Aging

DATE: 7/29/2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Vaccination of homebound persons in Hamilton County.
- (c) Name of Contractor: Hamilton County Public Health
- (d) Address of Contractor: PO Box 205, Lake Pleasant, NY 12108
- (e) Contractor's Contact Person and Telephone Number: Erica Mahoney, PH#548-7911
- (f) Has or will the Contract be provided, if so, please attach: To be provided by County Attorney's Office.
- (g) Commencement Date of Contract: 4/1/2021
- (h) Termination Date of Contract: 9/30/2022
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed \$5,528.50(ADRC-COVID19) & \$6,048.50(VAC5)  
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: A6771.470 Hamilton County Contracts \$11,577.00

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

*RESOLUTION REQUEST FORM NO. 10*

*Request for Transfer of Funds*

TO: AMANDA ALLEN CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office for the Aging

SIGNED: *Dawn Pak*

DATE: 8/11/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6772.470	Warren County Contracts	A6772.110	Warren County FT Salaries	\$16,354;
A6772.470	Warren County Contracts	A6772.130	Warren County PT Salaries	\$7,878;
A6772.470	Warren County Contracts	A6772.830	Warren County FICA	\$1,503;
A6772.470	Warren County Contracts	A6772.831	Warren County Medicare	\$352;
A6772.470	Warren County Contracts	A6772.810	Warren County Retirement	\$3,417;
			Total Warren County -	\$29,504
A6771.470	Hamilton County Contracts	A6771.130	Hamilton County PT Salaries	\$5,723;
A6771.470	Hamilton County Contracts	A6771.830	Hamilton County FICA	\$355;
A6771.470	Hamilton County Contracts	A6771.831	Hamilton County Medicare	\$83;
A6771.470	Hamilton County Contracts	A6771.810	Hamilton County Retirement	\$807;
			Total Hamilton County -	\$6,968

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular Sxxx.xx

Please state reason for transfers requested: Transfer monies to cover 2021 CSEA contract settlement.

\*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

Park, Dee

From: Lynch, Rob  
Sent: Monday, August 9, 2021 11:50 AM  
To: Park, Dee  
Subject: CSEA Contract Settlement

Dee

I have calculated amounts for the 2021 CSEA contract settlement as follows. Please let me know the amount if any that will be reimbursable by federal or state aid. Thanks.

Full Time Employees	General Ledger Code	110 Salary Increase	830 FICA	831 Medicare	810 Retirement	Total
OFA - Office for the Aging	A.6772	11,535.68	715.21	167.27	1,626.53	14,044.69
OFA - Nutrition Program - Warren	A.6772	4,817.54	298.69	69.85	679.27	5,865.35

  

General Fund	General Ledger Code	130 Salary Increase	830 FICA	831 Medicare	810 Retirement	Total
OFA - Nutrition Program - Warren	A.6772	7,877.22	488.39	114.22	1,110.69	9,590.52
OFA - Nutrition Program - Hamilton	A.6771	5,722.08	354.77	82.97	806.81	6,966.63

Robert V. Lynch II, CPA  
Deputy Treasurer  
Warren County Treasurer Department  
1340 State Route 9  
Lake George, NY 12845  
Phone: (518) 761-6380

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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Cook #2 Base Salary of Position: \$27,438(25hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6771.110 Nutrition Program Hamilton - Salaries FT Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [x] Other
Employee No./Last Name: 13174/Seitz Date of Vacancy: 8/16/2021
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [x] State 75 % [x] Other 25 % Hamilton County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [x] 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.
Human Resources Director has approved this form when initialed.

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 8/17/21

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 [Signature] Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
[ ] 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 Date

Amended, Warren County Personnel, September 2, 2004

## MEAL SITE COOK

### DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Prepares and cooks the difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc.;

Oversees and participates in the preparation of salads, sandwiches, pastries, and desserts;

Cuts, cleans, and dresses meat, fish, and poultry;

Assists with the management of the food service program by conferring with supervisor on menu planning, maintaining basic records of supplies received and used, taking periodic inventories of supplies, and maintaining employee time records;

Checks on delivered supplies and supervises storage of items;

May supervise the serving of food and assist in related activities as required;

May order daily supplies of bread, milk, ice cream, etc.;

May assist with luncheon activities such as setting and cleaning of dining tables and related activities.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of kitchen and food preparation sanitation; ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food; Ability to follow recipes and oral and written directions;

Ability to participate in assigned projects; ability to keep basic records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in large-scale or institutional food preparation.

NOTE: Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for related experience.

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: Office for the Aging Payroll Dept. No: 57.02
Title of Position: Meal Site Manager #1 Base Salary of Position: \$20,578 (30hr/week) Grade: 2
Filling at Step # (If Known): \$21,736
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [X] Non-Union [ ]
This position is vacated due to: [X] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 12387/Hughes Date of Vacancy: 12/30/2020
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [X] State 75 % [X] Other 25 % Warren County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] 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.
Human Resources Director has approved this form when initialed. [Signature] 8/10/21

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 8/17/21

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 [Signature] Date 8/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
[ ] 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 Date

Amended, Warren County Personnel, September 2, 2004

MEAL SITE MANAGER

GENERAL STATEMENT OF DUTIES: Supervises and participates in the serving of food at a meal site for the elderly; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for overseeing the service of food and maintenance of cleanliness in dining areas at meal sites. Work is performed under the general direction of the Nutrition Service Coordinator. Supervision is exercised over the work of volunteer helpers who serve food to elderly persons at the site.

EXAMPLES OF WORK; (Illustrative only)

Supervises and participates in the setting of tables and service of food at a meal site;

Supervises the collection of and accounting for cash receipts;

Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;

Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;

Plans and conducts recreational programs for the elderly in conjunction with meals programs;

Provides information and referral services to elderly participants in the nutrition program;

Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;

Receives, inspects, stores, and distributes supplies; maintains inventory and related records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the proper methods of food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware and dining areas; ability to plan and supervise the work of others; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; tact; resourcefulness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

# 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: Office for the Aging Payroll Dept. No: 57.02  
Title of Position: Meal Site Manager #3 Base Salary of Position: \$13,719(20hr/week) Grade: 2  
Filling at Step # (If Known): \_\_\_\_\_ \$14,491  
Budget code and title: A6772.130 Nutrition Program Warren - Salaries PT Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 10916/Lewis Date of Vacancy: 12/30/2020  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State 75 %  Other 25 % Warren County

### 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. 8/16/21  
Human Resources Director has approved this form when initialed. 12/8/21

### 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 [Signature] Date 8/17/21

### 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 8/17/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_  
 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 \_\_\_\_\_ Date \_\_\_\_\_

# 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: Office for the Aging Payroll Dept. No: 57.01  
Title of Position: Mcal Site Manager #5 (Warrensburg) Base Salary of Position: \$27,438(25hr/wcck) Grade: 2  
Filling at Step # (If Known): \_\_\_\_\_ \$18,113  
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 8396/Ranous Date of Vacancy: 06/17/2020  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State 75 %  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. Personnel Officer  
Human Resources Director has approved this form when initialed. AG 8/17/21

### 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 [Signature] Date 8/17/21

### 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 8/17/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_  
 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 \_\_\_\_\_ Date \_\_\_\_\_

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

**DEPARTMENT NAME:** Office for the Aging

**DATE:** 8/18/2021

- (a) Is this a Result of a Bid or Request for Proposal? Yes
  
- (b) Purpose of Contract: Provide home delivered meals to residents of Warren and Hamilton Counties. This will be retroactive starting September 1, 2021.
  
- (c) Name of Contractor: PurFoods, LLC dba Mom's Meals
  
- (d) Address of Contractor: 3210 SE Corporate Woods Drive, Ankeny IA 50021
  
- (e) Contractor's Contact Person and Telephone Number: Nathan Jensen, PH#(866)716-3257, email: Nathan.Jensen@momsmeals.com
  
- (f) Has or will the Contract be provided, if so, please attach: Will be provided by County Attorney's Office
  
- (g) Commencement Date of Contract: 9/1/2021
  
- (h) Termination Date of Contract: 8/31/2022
  
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount \$7.49/meal
  - iii) total amount not to exceed \$800,000
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly
  
- (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: A6772.470 Warren County Contracts \$700,000 and A6771.470 Hamilton County Contracts \$100,000.

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx**  
**Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

\*as listed in budget and LOGOS