

HUMAN SERVICES COMMITTEE MEETING  
COUNTRYSIDE ADULT HOME AGENDA  
February 22, 2021

COMMITTEE MEMBERS: Supervisors Driscoll, Frasier, Magowan, Dickinson and Smith

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- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Notice of Intent to Fill Full Time Food Service Helper Grade 2 due to retirement  
2. and back fill any other positions. I anticipate lateral movement.  
Rationale: Position is mandated and 50% reimbursable.
  3. Request: Notice of Intent to Fill Part Time Institutional Aide Grade 3 due to resignation.  
Rationale: Position is mandated and 50% reimbursable.
  4. Request: To Renew Service Agreement with Jennifer Linehan RD for dietician services.  
There are no changes to the service agreement.  
Rationale: Dietician services are mandated by the Department of Health.
- IV. Discussion Items:
  1. Census
  2. Overtime Reports
- 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

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Attachments:

1. Notice of Intent to Fill Full Time Food Service Helper Grade 2
2. Resolution Request Form No. 4
3. Census
4. Overtime Reports

# 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: Food Service Helper-Full Time #3 Base Salary of Position: \$27,438 Grade: 2  
Filling at Step # (If Known): FT  
Budget code and title: Salaries-RT A6030 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 8261 / Morrison Date of Vacancy: 2/29/2021  
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. PA 2/5/21  
Human Resources Director has approved this form when initialed. PA 2/5/21

### 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 2/9/21

### 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 2/11/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 Bennett Durso Date 2/22/21

# 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: Institutional Aide #2 Part-time Base Salary of Position: 28,026 Grade: 3  
Filling at Step # (If Known): \_\_\_\_\_ (32 hrs/wk)  
Budget code and title: Salaries-PT A6030 130 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13440 / semon Date of Vacancy: 02/10/2021  
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. Jan 2/12/21  
Human Resources Director has approved this form when initialed. AP 2/12/21

### 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 2/12/21

### 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 2/10/21

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 [Signature] Date 2/22/21

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**RESOLUTION REQUEST FORM NO. 4**

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***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 2/9/2021**

- (a) Purpose of Contract Change: **Extending due to current contract will terminate 3/1/2021**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **261 of 2019**
- (c) Name of Contractor: **Jennifer Linehan**
- (d) Address of Contractor: **196 Circular St.  
Saratoga Springs, NY 12866**
- (e) Contractor's Contact Person and Telephone Number:  
**Jennifer Linehan 518-793-4949**
- (f) Commencement Date of Extension: **3/1/2021**
- (g) Termination Date of Extension: **3/1/2023**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount **\$42.00**
  - iii) total amount not to exceed **\$4032.00 Annually**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **After each provided service**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6030 470-Contracts**

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

**\*as listed in budget and LOGOS**

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COUNTRYSIDE ADULT HOME

CENSUS REPORT

2021

MONTH	1 <sup>ST</sup> DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	31	1	3	31
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

1/18/21-1/31/21

Countryside Adult Home

Dept. 42.00

ID#	NAME	1st shift	2nd shift	3rd shift	1st O.T.	2nd O.T.	3rd O.T.	Time Used
10976	CONNIE ANDERSON	53	21	6	3.00	7.55		8H
9614	JERRI BELANGER	80						8H
12026	SHIRLEY COLLINS	80			4.00			8H 44 PAL
10033	WENDY DECKER	80			10.72			8H 8S
12969	DIXIE DURKIN			80			8	8H
10430	BRANDI FRENCH	57.5	24.5	6		5		8H
7448	TRACY GRAVES	80			7.80			8H
7276	JUDITH HALL	80			5.00			56 PAL 8H
11030	LINDA HALL		12			3		
13338	AMEILYA HANNA		80					8H
13446	DEE DEE HANNA		64			8		6H 2P
13507	CASSANDRA BECKER	25						
13049	STEPHANIE KELLY			88			8	8H 8P
8428	AMY MCBRYNE	80						8H
13169	PRUDENCE MARJANCEVI	88			1.00			8H
12392	HELEN MINER	16						
9766	TAMMY MOREHOUSE	80			8.00			8H 17 S 8FH 23P
8261	SHARON MORRISON	65		15	5.50		1.5	8H BVC
12860	SCOTT MOSHER	80			1.17			8H
12890	KRYSTAL OLDEN			80				8H
8280	WANDA OLDEN	70		10	3.83		5.87	8H 8S 1C
4891	FAYE PERRY	39.32			4.33			
10662	JENNIFER QUARTERS	56.5	17.5		5.50		1.5	8H
10216	JAMIE SMITH	80						8H 32PAL
10188	SHELLIE THOMPSON		80			8		8H
12901	JUDITH TENNANT	80			19.83			8H
11527	CATHERINE DZIERBA	69.63						
13440	RAYCHEL SEMON	67						6H 33 S
11475	JANET WOOD	49.5	38.5		3.00	3.5		8H 64 PAL
		1456.45	337.5	285	82.68	35.05	24.87	

COUNTRYSIDE ADULT HOME