

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
April 19, 2021

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

- 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 Senior Aide #1 Grade 7 due to retirement and back fill any other positions. I anticipate lateral movement.
Rationale: Position is mandated and 50% reimbursable.
 2. Request: Notice of Intent to Fill Full Time Institutional Aide #8 Grade 3 due to retirement And back fill any other positions. I anticipate lateral movement.
Rationale: Position is mandated and 50% reimbursable.
- 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

Attachments:

1. Notice of Intent to Fill Full Time Senior Aide #1 Grade 7
2. Notice of Intent to Fill Full Time Institutional Aide # 8 Grade 3
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: Senior Aide # 1 - Full Time Base Salary of Position: 33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Judith Hall-7276 Date of Vacancy: 05/29/2021
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.
Human Resources Director has approved this form when initialed. JH/JF 4/7/21

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 4/12/21

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 Frank E. Thomas Date 4/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 verbally approved by B. Driscoll Date 4/19/2021

SENIOR AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work involves resident liaison and recordkeeping responsibilities as well as supervising the activities of Institutional Aides or other Department personnel engaged in the routine care of residents at the Countryside Adult Home. An incumbent also performs other indirect, non-nursing services not required to be performed by a Licensed Practical or Registered Professional Nurse, as necessary to meet resident care needs. The work is performed under supervision of the Director. Supervision is exercised over the work of subordinate Institutional Aides. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and coordinates all activities of Institutional Aides, including ensuring resident needs are being met in accordance with residents' care plans;

Trains staff on work methods and procedures;

Acts as liaison between residents, families, facility staff and service providers regarding resident well being, status changes, needs, concerns and special requests;

Assists residents in making arrangements to receive services, examinations and reports, including health and mental health services, dental services, medications and in providing contacts, information and referral as necessary;

Sets up, maintains and updates resident logs and personal care records;

Accurately records physician visit orders, recommendations and medication changes;

Updates residents' medication administration records and orders resident medications as necessary;

Tracks insurance reimbursement requirements and obtains necessary approvals for medications, medical equipment and other devices;

Updates residents' charts with results of lab tests and records;

Updates resident charts by documenting contacts with residents, families or service providers;

Notifies family members of any changes in condition, medication changes, appointments, results of tests, x-rays, etc., and addressing any concerns;

Monitors records of completion of residents' required monthly blood pressure and weight measurements;

Fills in for absent resident care staff and performs their duties as necessary to ensure residents' needs are being met ;

Prepares reports and audits as requested by the physician and Director to ensure compliance with DOH regulations;

Communicates frequently with Director regarding residents' needs, personnel issues and facility safety issues;

Assumes leadership role in the Director's absence, contacting Commissioner of Social Services or her designee ("Commissioners") as required under existing circumstances and implementing Commissioners' directives in assuring that residents needs are met, that the facility operates smoothly and that emergencies are timely reported/addressed;

Attends in-service training programs;

May function as a member of the Quality Assurance and/or Fire and Safety Committees;

Performs other duties as assigned by the Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of proper methods, techniques and procedures relative to non-professional care of sick and infirm facility residents; good knowledge of the procedures and practices used in providing personal care to residents; Good knowledge of medical emergency, building evacuation and infection control procedures; good knowledge of CPR and first aide techniques; ability to plan and supervise the work of others; ability to train and prioritize work assignments for other staff; ability to keep records and make reports; ability to assist residents in personal care tasks; ability to follow oral and written directions; ability to get along well with others and to secure the cooperation of residents; ability to maintain confidentiality; ability to read and comprehend information contained in resident records; ability to work independently; ability to operate a motor vehicle to transport residents

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma and three years of experience in a paid position providing personal care to the elderly or disabled in an aging or health related facility or organization.

Special Requirements:

- 1) At time of appointment and continuing throughout appointment; 1) possession of a valid New York State Driver's License and a driving record acceptable to the County's insurance and,
- 2) At the time of appointment, appropriate clearances in accordance with DOH requirements, including background and health checks.

Warren County Civil Service
Adopted 10/23/15
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # 8- Full Time Base Salary of Position: 28,026 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Tracy Graves-7448 Date of Vacancy: 06/30/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 50 % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] 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. JK/JF 4/7/21

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 4/12/21

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 Frank E. Thomas Date 4/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[X] 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 Verbally approved by B. Driscoll (initials) Date 4/19/2021

Amended, Warren County Personnel, June 4, 1998

INSTITUTIONAL AIDE

GENERAL STATEMENT OF DUTIES: Performs routine duties relating to the care of county home residents and institution quarters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the care of county home residents and their quarters in accordance with the established routine and requiring the ability to administer simple medication to residents. Employees in this class perform a variety of simple repetitive tasks, some of which involve unpleasant conditions, and must exhibit patience and tact in dealing with the aged, many of whom are unable to care for themselves. A number of the duties correspond to those of Hospital Aide but, in addition, much of the work involves ordinary building cleaning duties. Although an Institutional Aide is expected to display some initiative and judgment in his work, unusual conditions or problems are immediately brought to the attention of a higher ranking employee.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Bathes, massages, feeds and dresses residents;
Administers simple medication and treatment upon specific instructions from superiors;
Takes temperatures, pulses and respirations;
Cleans resident's wards and other sections of the institution as assigned;
Makes resident's beds;
Reports cases of illness to proper authority;
Sends soiled clothing to laundry and checks it upon return;
Mops and dusts wall and floor surfaces, windows, entrance-ways and hallways;
Helps the blind and infirm to move about the institution;
Completes simple reports of ward activities;
Continually observes wardroom conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals; some knowledge of cleaning methods, materials, and equipment; ability to get along well with others; ability to understand and carry out simple oral and written instructions; patience, kindly attitude toward others; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING:
None is required, but some experience in caring for the elderly is desirable.

COUNTRYSIDE ADULT HOME

CENSUS REPORT

2021

MONTH	1 ST DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	35	1	3	33
FEBRUARY	33	0	0	33
MARCH	33	1	0	34
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

Countryside Adult Home - Overtime Report - Comparison 2019/2020

Week End	2020	2021	Reason
01/05/20	79.44	88.54	Holiday, Vac. Snow Clean Up
01/20/19	15.11	70.18	3 Staff Members in Quarentine,Snow Removal
02/03/19	91.33	142.60	3 Staff Members in Quarentine,Snow Removal
02/17/19	36.28	90.94	Holiday
03/03/19	78.33	116.56	Holiday,Weather,Staff Shortages
03/17/19	4.00	22.39	Illness
03/31/19	13.87	0.00	
04/14/19	8.62	30.20	Illness
YTD	326.98	561.41	
04/28/19	12.55		
05/12/19	21.00		
05/26/19	4.67		
06/09/19	121.97		
06/23/19	31.47		
07/07/19	160.80		
07/21/19	40.00		
08/04/19	65.00		
08/18/19	56.87		
09/01/19	70.68		
09/15/19	141.37		
09/29/19	74.77		
10/13/19	104.42		
10/27/19	166.17		
11/10/19	68.73		
11/24/19	142.27		
12/08/19	174.48		
12/22/19	37.87		
12/31/19	88.54		