

HUMAN SERVICES COMMITTEE MEETING  
COUNTRYSIDE ADULT HOME AGENDA  
May 24th, 2021

COMMITTEE MEMBERS: Supervisors Driscoll, Frasier, Magowan, Shepler, 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:
    - To Create the position of Case Manager, Full Time; (delete Case Manager, Part Time), Grade 14.
    - Notice of Intent to Fill the position of Case Manager (Full Time).
    - Rationale: Unable to fill position as part time and the position is 50% reimbursable.
  - Request:
    - Amend service agreement with Hudson Headwaters Health Network to include all requirements for employees set forth by the Department of Health, OSHA, etc., for new hires and continued employment.
    - Rationale: For compliance with State and Federal regulatory agencies.
- 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. -Request to Create Case Manager Position (Full Time)  
-Notice of Intent to Fill position of Case Manager
2. Amend Agreement with HHHN
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: Case Manager Base Salary of Position: 40,954 Grade: 14  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: Salaries-FT A6030 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13507 Date of Vacancy: 3/4/2021  
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. RC 5/26/21  
Human Resources Director has approved this form when initialed. 10-5/26/21

### 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 5/26/21

### 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 6/3/21

### 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 F. Dwyer Date 06/01/2021

## CASE MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class is responsible for providing case management services for both the DSS Temporary Assistance unit and Countryside Adult Home. Duties include coordinating and monitoring the provision of social services to those individuals and families that reside in temporary housing or are at risk of losing housing. The incumbent also acts as an advocate for Countryside residents and assists with their medical, social and environmental needs. The work is performed under general supervision within the framework of rules, regulations and guidelines of appropriate agencies. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (ILLUSTRATIVE ONLY)

#### **For DSS Temporary Assistance Unit:**

Perform initial intake screenings and assessments of consumer service needs and develops an Independent Living Plan;  
Work with clients to set up needed services with appropriate agencies and community programs;  
Maintain case records including service plans, case notes and monitoring reports;  
Collaborate with DSS eligibility staff to help consumers comply with temporary assistance requirements, employment requirements, as well as other programmatic requirements;  
Coordinate with other agency service staff, including those in case services and fraud, to meet consumer needs;  
Identify potential temporary and non-temporary housing resources and ensure compliance with any required inspection or other regulatory requirements;  
Coordinate client transportation needs and other services provided for in the Independent Living Plan;  
Facilitate and participate in meetings with local resources, as well as advocate for consumers and the agency;  
Participate in meetings with the local Continuum of Care, Coordinated Entry, and additional meetings as necessary to meet the on-going needs of the homeless population;  
Complete the Continuum of Care Full Assessment for consumer referrals in addition to regulatory data reporting requirements;  
Assist in the completion of the Homeless Services Plan and maintains data for program performance outcomes;  
Perform other related duties as assigned.

#### **For Countryside Adult Home:**

Conduct community outreach to promote adult home and collaborate with administration to facilitate admission of new residents;  
Perform initial and periodic evaluations of resident needs and assist facility administrator and staff in meeting those needs;  
Work with residents and his/her family to set up needed services and assist in obtaining authorization for these services;  
Assist residents in obtaining and maintaining services and providers to meet his/her medical, social and mental health needs;  
Assist residents in efforts to develop and maintain family and community ties and to develop new relationships by encouraging resident participation in facility and community activities;  
Maintain case management notes to document resident needs and activities undertaken to meet those needs;  
Coordinate a variety of services for residents, including assisting with resident mail, budgeting, bill paying, etc;  
Assist residents with eligibility applications and recertification requirements for public assistance;  
Orient new residents and families to adjust to the facility routine and life;  
Maintain contact with family regarding their loved one's condition;  
Attend staff meetings and make recommendations regarding care of residents;  
Assist with resident discharge when alternate living arrangements are required;

# RESOLUTION REQUEST FORM NO. 11

## *Request to Create New Position*

DEPARTMENT NAME: Countryside Adult Home

DATE: 5/12/2021

- (a) Title of Requested Position: **Case Manager**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 14, \$40,954**
- (c) Effective Date for New Position:\* **June 21st 2021**  
\*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):  
**Part time Case Manager**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A6030-110**
- (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:  
**Yes staffing requiremnts are monitored by DOH in accoradance with NYCRR 487.9**
- (h) Is there expected revenue from this position? If so, please explain:  
**Some of the job duties of a Case Manager are to help in marketing of Countryside and the evaluation and admitting of new residents that will create revenue. Positions are reimbursed at 50% by the state as well.**

## *RESOLUTION REQUEST FORM NO. 4*

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

DEPARTMENT NAME: Countryside Adult Home

DATE: 5/12/2021

- (a) Purpose of Contract Change: **Amend Service Agreement with Hudson Headwaters Health Network to include all requirements for employees set forth by DOH, OSHA, etc. for new hires and continued employment**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **555 of 2019**
- (c) Name of Contractor: **Hudson Headwaters Health Network**
- (d) Address of Contractor: **9 Carey Rd. Queensbury, New York 12845**
- (e) Contractor's Contact Person and Telephone Number:  
**Christopher Tournier 518-761-0300**
- (f) Commencement Date of Extension: **1/1/20**
- (g) Termination Date of Extension: **12/31/21**
- (h) Payment Provisions:
  - i) lump sum amount **At a rate that has been agreed upon by both parties**
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Payment will be rendered after each 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:**

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

**COUNTRYSIDE ADULT HOME  
CENSUS REPORT  
2021**

MONTH	1 <sup>ST</sup> 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	34	1	0	35
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 Quarantine, Snow Removal
02/03/19	91.33	142.60	3 Staff Members in Quarantine, 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
04/28/19	12.55	15.84	Illness
05/12/19	21.00	32.80	Staff Shortages
YTD	360.53	610.05	
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		
0/13/19	104.42		
0/27/19	166.17		
1/10/19	68.73		
1/24/19	142.27		
2/08/19	174.48		
2/22/19	37.87		
2/31/19	88.54		