

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
July 19th, 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: Notice of Intent to Fill Full Time Cook #5 Grade 4 due to resignation and back fill any other positions caused by 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. NOIF
2. Census
3. 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: Cook # 5 Full Time Base Salary of Position: \$30,983.00 Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Employee # 11475 Date of Vacancy: 7/19/2021
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 [] Competitive-no list (hiring would be provisional) [checked] 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. 7/12/21

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 7/12/21

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 7/24/21

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 Bennett F. Dussally Date 7/19/21

Amended, Warren County Personnel, September 2, 2004

COOK

DISTINGUISHING FEATURES OF THE CLASS: Prepares and cooks a variety of food; responsible for the preparation and serving of meals in a school, health care or correctional facility. Depending on the size and type of institution, the duties of the incumbent will vary with respect to the number and class of employees supervised and involvement in ancillary aspects of cooking; i.e., meal planning. Supervision may be exercised over other employees in food preparation related titles. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Prepares, cooks and serves meals for students, staff, residents or inmates using standard kitchen utensils and equipment. Meal preparation includes meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;

Bakes cakes, pies, rolls, and a variety of other pastries;

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

Orders food and supplies used in the preparation of meals according to an established menu and inspects food when received to insure proper quantity and quality;

Plans or assists in planning meals and menus insuring that basic nutritional principles are followed;

Supervises the proper storing of food to avoid waste and spoilage;

Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves, and kitchen;

May prepare and maintain a variety of records and reports relative to food service function.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to follow oral and written directions and recipes; physical strength and stamina; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in large scale cooking.

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	34	1	0	35
MAY	35	1	1	35
JUNE	35	1	2	34
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
04/28/19	12.55	15.84	Illness
05/12/19	21.00	32.80	Staff Shortages
05/26/19	4.67	87.58	Holiday
06/09/19	121.97	2.33	
06/23/19	31.47	109.29	Holiday, Illness, Vac.
YTD	518.64	809.25	
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		