

**HEALTH SERVICES COMMITTEE
OFFICE FOR THE AGING AGENDA
August 22, 2022**

Committee Members: Supervisors Frasier, McDevitt, Hogan, Braymer, Conover, Beaty and Geraci - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- 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: Amend contract with Countryside Adult Home to increase cost per meal reimbursement from \$4.50/meal to \$5.00/meal, effective 10/1/2022.
Rationale: Due to increasing costs of food and supply items we need to increase the cost per meal reimbursement, so that Countryside Adult Home is reimbursed the full amount of the cost to make meals for the home delivered meal program.
 2. Request: Fill Meal Site Cook #10 position at the Johnsbury meal site due to resignation, effective 8/22/2022 (and back fill any positions that may be created due to filling this one, Grade 2, 25 hours/week (approximately \$22,152).
Rationale: The person in this position resigned to take a FT position elsewhere. This position is not mandated and would be 90% reimbursable if there was not a County over match for the nutrition program.
- IV. Discussion Items:
- V. Referrals/Pending Items:
- VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments:

1. 4 Amend Existing Contract – Contract with Countryside Adult Home to provide meals for our clients in the Warrensburg and Chestertown areas.
2. Notice of Intent to Fill – Meal Site Cook #10, Grade 2, 25 hours/week

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: OFA

DATE: August 8, 2022

- (a) Purpose of Contract Change: **Change cost per meal to \$5.00/meal, due to increasing cost of food and supplies, effective 10/1/2022.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **99 of 2012, 60 of 2019, 371 of 2020, 540 of 2021**
- (c) Name of Contractor: **Countryside Adult Home**
- (d) Address of Contractor: **353 Schroon River Road, Warrensburg, NY 12885**
- (e) Contractor's Contact Person and Telephone Number: **Amy McByrne, PH#(518)623-3451.**
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension: **12/31/2022, with option to renew annually if no changes to contract.**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount **\$5.00/meal**
 - iii) total amount not to exceed **\$140,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Quarterly**)
- (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.6772.470 Warren County 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

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 #10 (Johnsburg) Base Salary of Position: \$ _____ (25hr/week) Grade: 2

Filling at Step # (If Known): _____

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: 12558/Allen Date of Vacancy: 08/19/2022

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. _____

Human Resources Director has approved this form when initialed. _____

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 _____ Date _____

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 _____ Date _____

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.