

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
September 20th 2021

COMMITTEE MEMBERS: Supervisors Driscoll, Frasier, Magowan, Shepler, and Smith
Chair of the Board shall serve as an Ex-Officio member when needed in accordance
with the Section C(4) of the Rules of the Board

- 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 Part Time Intuitionl Aide #18 Grade 3 due to promotion 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: Institutional Aide # -18 Part- Time Base Salary of Position: 29,603 Grade: 3
Filling at Step # (If Known): _____
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: Semon 13440 Date of Vacancy: 9/7/2021
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 Labor
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. 9/13/21
Human Resources Director has approved this form when initialed. 9/13/21

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 9/13/21

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 9/14/21

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, 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	34	1	0	35
MAY	35	1	1	35
JUNE	35	1	2	34
JULY	34	1	3	32
AUGUST	32	2	2	32
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

Countryside Adult Home - Overtime Report - Comparison 2020/2021

Week End	2020	2021	Reason
01/03/21	79.44	88.54	Holiday, Vac. Snow Clean Up
01/17/21	15.11	70.18	3 Staff Members in Quarentine, Snow Removal
01/31/21	91.33	142.60	3 Staff Members in Quarentine, Snow Removal
02/14/21	36.28	90.94	Weather Staff Shortages
02/28/21	78.33	116.56	Holiday, Weather, Staff Shortages
03/14/21	4.00	22.39	Illness
03/28/21	13.87	0.00	
04/11/21	8.62	30.20	Illness
04/25/21	12.55	15.84	Illness
05/09/21	21.00	32.80	Staff Shortages
05/23/21	4.67	0.00	
06/06/21	121.97	87.58	Holiday
06/20/21	31.47	2.33	
07/04/21	160.80	109.29	Holiday, Illness, Vac.
07/18/21	40.00	13.54	Staff Shortages
08/01/21	65.00	7.38	Training, water leak
08/15/21	56.87	12.79	Staff Shortages ,Activities
08/29/21	70.68	24.58	Late Appt., Vac.
09/12/21	141.37	92.84	Holiday , Vac.
YTD	1053.36	960.38	
	74.77		
	104.42		
	166.17		
	68.73		
	142.27		
	174.48		
	37.87		
	88.54		

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