

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
March 21st 2022

COMMITTEE MEMBERS: Supervisors Driscoll, Frasier, Seeber, Magowan, McDevitt, Hogan and Bruno
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: To fill Full-Time Cook
Rationale: This position is vital in meeting the dietary needs of CSAH as well as the meal site program.
The position is 50% reimbursable.
- IV. Discussion Item:
 1. NOIF
 2. Census
 3. 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: \$31,789.00 Grade: 4

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: [REDACTED] Date of Vacancy: 2/23/2022

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. _____

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 _____

**COUNTRYSIDE ADULT HOME
CENSUS REPORT
2022**

MONTH	1ST DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	36	3	3	36
FEBRUARY	36	1	1	36
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

Countryside Adult Home - Overtime Report - Comparison 2020/2021

Week End	2021	2022	Reason
01/02/22	88.54	124.30	Holidays
01/17/22	70.18	111.25	Vacations, Retirement, Illness
01/30/22	142.60	143.73	Retirement Holiday Illness
02/14/21	90.94	76.63	Staff Shortages, Snow Storm, Illness
02/28/21	116.56	123.07	Staff Shortages, Holiday, Snow Storm
YTD	508.82	578.98	
03/14/21	22.39		
03/28/21	0.00		
04/11/21	30.20		
04/25/21	15.84		
05/09/21	32.80		
05/23/21	0.00		
06/06/21	87.58		
06/20/21	2.33		
07/04/21	109.29		
07/18/21	13.54		
08/01/21	7.38		
08/15/21	12.79		
08/29/21	24.58		
09/12/21	92.84		
09/26/21	0.00		
10/10/21	68.55		
10/24/21	224.67		
11/07/21	106.71		
11/21/21	136.98		
12/05/21	152.69		
12/19/21	77.52		
12/31/21	121.35		