

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
June 20, 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 Increase hours for Institutional Aide # 3 to Full-Time
Rationale: This position is vital in meeting the needs of residents and the facility.
The position is 50% reimbursable.
 2. Request: To Change the Food Service Helper from a Temporary Position to Permanent.
Rationale: This position is vital in meeting the dietary needs of CSAH
The position is 50% reimbursable.
 3. Request: Notice of Intent to Fill Institutional Aide #18
 4. Rationale: Mandated by DOH to have adequate coverage at all times and is 50% reimbursable.
- IV. Discussion Item:
Census & 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. Resolution Request No.20 Increase hours for IA#3
2. Resolution Request No.20 Change Food Service Helper position from Temp to Permanent
3. Notice of Intent to Fill: Institutional Aide #18
4. Census
5. Overtime Reports

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Countryside Adult Home

DATE: 6/20/2022

- (a) Purpose of Request:
Increase the hours of Institutional Aide # 3 from 32 hours to full-time

- (b) Details:
It is critical with staff shortages we utilize as much staff as possible to meet the needs of the facility.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A6030-110 Full-Time Salaries

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Countryside Adult Home

DATE: 6/20/2022

- (a) Purpose of Request:
Change Part-Time Food Service Helper From a Temp to a Permanent 20 Hours or Less

- (b) Details:
No change to hours or benefits

- (c) Previous Resolution Number:
2022/162

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A6030-130 Part-Time Salaries

Sample: A.8021 470 Planning & Community Development – Contract

* 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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide #18 - PT Base Salary of Position: \$30,373 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: 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 _____

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. RAJ 6/14/22

Human Resources Director has approved this form when initialed. NB for JF 6/14/22

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 6/15/22

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 6/15/22

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 D. Dussault Date 06/22/22

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, ABILITIES AND ATTRIBUTES:

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.

MINIMUM QUALIFICATIONS:

None is required, but some experience in caring for the elderly is desirable.

**COUNTRYSIDE ADULT HOME
CENSUS REPORT
2022**

MONTH	1 ST DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	36	3	3	36
FEBRUARY	36	1	1	36
MARCH	36	0	2	34
APRIL	34	0	0	34
MAY	34	0	1	33
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
03/14/21	22.39	45.13	Staff shortages, Snowstorm
03/28/21	0.00	51.73	Staff Shortages
04/11/21	30.20	99.29	Staff Shortages
04/25/21	15.84	104.30	Staff Shortages and Covid
05/09/21	32.80	99.36	Staff Shortages
05/23/21	0.00	69.87	Staff Shortages
06/06/21	87.58	69.92	Staff Shortages
YTD	697.63	1118.58	
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		
12/31/2	121.35		