

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
August 22,2022

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 Create Temporary Help
Rationale: Having temporary help will save on the over utilization of current staff and overtime.
The position is 50% reimbursable.
 2. Request: To amend the policy for retirees, to allow Countryside Adult Home retirees to return in per diem or part-time positions at that the step they retired at. This would include current employees that have retired and are in those positions. To start August 1, 2022
Rationale: CSAH has the most staff retention of any department throughout the county, this an effort to keep these trained and experience individuals.
These positions are 50% reimbursable.
 3. Request: To enter into an agreement with The Landing of Queensbury to house 6 residents during the renovation.
Rationale: Allows for two phasing instead of four, enabling a very large cost savings to the project.
- IV. Items for Discussion: None
- 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 to Create Temporary Help Position
2. Resolution Request to Amend policy for retirees that return to work at CSAH
3. Resolution Request to enter into an agreement with The Landing at Queensbury
4. Census
5. Overtime Reports
6. Job Descriptions

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 8/22/2022

- (a) Title of Requested Position: **Temporary Help**
- (b) Annual **Base** Salary (and Grade if Applicable):
- (c) Effective Date for New Position:* **9/1/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6030.130 \$10,000
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
It is mandated to always have adequate to meet the needs of the residents and facility.
- (h) Is there expected revenue from this position? If so, please explain:
Salaries are reimbursed at 50% from the Department of Health.

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: 08/22/2022

- (a) Purpose of Request: **Amend The Warren County Policy For Retirees.**
- (b) Details: **Allow employees that retire from CSAH to return in Per Diem or Part Time positions at the step they retired at.**
- (c) Previous Resolution Number: **n/a**
- (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. 3

Request for New Contract

DEPARTMENT NAME: Countryside Adult Home

DATE: 8/22/2022

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Alternate housing for 6 private pay/private room residents during the renovation**
- (c) Name of Contractor: **The Landing at Queensbury/Pegasus Senior Living**
- (d) Address of Contractor: **27 Woodvale Road Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Kate Bachand
518-793-5556**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **October 1st 2022**
- (h) Termination Date of Contract: **Completion of the renovation of resident rooms**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.6030 1830 Repay-Adult Care, Public Institution****

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

**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	33	0	0	33
JULY	33	0	0	33
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	Satff 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
06/20/21	2.33	55.46	Staff Shortages
07/04/21	109.29	65.29	Satff shortages, Vacations
07/18/21	13.54	135.97	Holiday, Staff Shortages
08/01/21	7.38	39.52	Staff Shortages
YTD	830.17	1414.82	
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		

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dust chairs, tables, desks, shelves and other furniture;
Wash windows, walls, woodwork, water closets, tubs and bowls;
Sweep, mop, wash and wax floors;
Gather and dispose of refuse;
Clean and polish furniture and fixtures;
May manually shovel snow and spread salt to keep entrances clean;
May set up and take down tables, chairs, microphones and related items as necessary;
Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Some knowledge of cleaning methods, materials and equipment;
Ability to understand and follow simple oral and written directions;
Ability to get along well with others;
Ability to read and write;
Thoroughness, cleanliness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required but some experience in building cleaning work is desirable.

WC: Amended, January 9, 2013

JC: Labor

Format Update 2022

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.

TYPICAL WORK ACTIVITIES: (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 KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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.

MINIMUM QUALIFICATIONS: Two years of experience in large scale cooking.

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.

INSTITUTIONAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine duties involving the care of Countryside Adult Home residents in accordance with established policies and procedures. Duties include cleaning of residents' room, assisting residents with administration of simple medications (as appropriate), assisting residents with mobility limitations and performing a variety of other assigned tasks. The work may sometimes involve unpleasant conditions, and the incumbent must exhibit patience and tact in dealing with all residents. Although an Institutional Aide is expected to display some initiative and judgment in his work, unusual conditions or problems must immediately be brought to the attention of a supervisor or facility administration. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

Bathes and dresses residents;
Administers simple medication and treatment upon specific instructions from superiors;
Administers and records resident blood pressure, temperature and weight checks;
Cleans residents' rooms and other sections of the facility as assigned;
Makes residents' beds;
Reports cases of resident illness to supervisor;
Helps residents with mobility limitations to move about the facility;
Completes simple reports of facility activities;
May transport residents to medical appointments, relaying information to the providers as to why the resident is being seen. Also verifies pertinent information to the provider office, such as insurance and pharmacy information;
Performs other related tasks as assigned.

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, tact; ability to perform physical requirements of resident care.

ACCEPTABLE EXPERIENCE AND TRAINING:

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

WC: 1998, 2022

JC: Labor

FOOD SERVICE HELPER

GENERAL STATEMENT OF DUTIES: Assists in the preparation and service of food and in the cleaning of kitchen equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sets tables and clears them after meals;
Fills sugar bowls and salt and pepper shakers;
Polishes silverware, tables and chairs;
Prepares trays for and serves patients;
Cleans dining rooms and dish and linen closets;
Cleans, washes and otherwise prepares vegetables and fruit for cooking;
Assists in the preparation of salads and desserts;
Helps cooks in any phase of their duties;
Washes dishes, pots and pans by hand or machine;
Sweeps, mops and cleans kitchen;
May act as cashier.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances;
Proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances;
Ability to follow oral and written directions;
Good physical condition.

MINIMUM QUALIFICATIONS:

None is required but some experience as a helper in a restaurant or hotel dining room or in general domestic work is desirable.

WC

JC: Labor

Format Update 2022