

Human Services Committee Meeting  
Countryside Adult Home  
November 21<sup>st</sup> 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. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. Request: Authorization to pay ESAAL Annual Membership Dues in the amount of \$1344.00  
Rationale: DOH regulations are complex, ESAAL is an excellent resource for interpretation and any related compliance issues.  
The membership also offers training opportunities at a discounted rate for members, DOH requires 60 credit hours every 2-year cycle.
  2. Request: Request to transfer funds; A.6030 850 Unemployment Insurance to A6030 120 Overtime in the amount of \$7000 A630 130 Part-Time Salaries to A.6030 120 Overtime in the amount of \$5000 A.6030 130 Part-Time Salaries to A.6030 855 Disability in the amount of \$500.  
Rationale: Cover expenses through year end.
  3. Request: Amend County Budget to increase expenses and revenue based on EQUAL Award in the amount of \$26,987; increasing A.630 410 Supplies and A.6030 210 Furniture each by \$13,493.50.  
Rational: The grant is awarded by DOH to enhance the quality of life of our residents.
  4. Request: To fill Institutional Aide PT #2.  
Rationale: It is mandatory to have adequate staffing at all times to meet resident needs and is 50% reimbursable.
  5. Request: To fill Institutional Aide PT #3.  
Rationale: It is mandatory to have adequate staffing at all times to meet resident needs and is 50% Reimbursable.
  6. Request: To fill Institutional Aide FT #12  
Rationale: It is mandatory to have adequate staffing at all times to meet resident needs and is 50% reimbursable.
  7. Request: To fill Institutional Aide FT that was created in the 2023 budget.  
Rationale: It is mandatory to have adequate staffing at all times to meet resident needs and is 50% reimbursable.
  8. Request: To fill Cook #5.  
Rationale: It is mandatory to have adequate staffing at all times to meet resident needs and is 50% Reimbursable.

- V. Discussion Items:
  - 1.
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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- Attachments:
- 1. Misc. 20
  - 2. Resolution Request No. 10
  - 3. Resolution Request No. 7
  - 4. Notice of Intent of Fill Institutional Aide PT #2
  - 5. Notice of Intent of Fill Institutional Aide PT #3
  - 6. Notice of Intent to Fill Institutional Aide FT #12
  - 7. Notice of Intent to Fill Institutional Aide FT
  - 8. Notice of Intent of Fill Cook #5
  - 9. Census
  - 10. Overtime Report

# **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: 11/7/2022**

- (a) Purpose of Request: **Request Authorization to pay ESAAL Annual Membership Dues of \$1344.**
- (b) Details: **DOH regulations are complex,the ESAAL is an excellent resource for interpretation as well as answering questions. The program advises on compliance issues as well insight on plans of correction.  
The program offers training that meets the 60 credits that is a DOH requirement at a discounted price for members.**
- (c) Previous Resolution Number: **541 of 2021**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.6030 427-Memberships & Dues**

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

\* as listed in budget and LOGOS

**EMPIRE STATE ASSOCIATION OF ASSISTED LIVING**

646 PLANK ROAD, SUITE 203  
CLIFTON PARK, NY 120652081  
(518)371-2573

**INVOICE**

**BILL TO**

Countryside Adult H  
353 Schroon River Road  
Warrensburg, New York 12885

**INVOICE #** 28394  
**DATE** 01/01/2023  
**DUE DATE** 01/31/2023  
**TERMS** Net 30

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DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>DUES- PROVIDER MEMBER</b>	48 Adult Home beds @ 28.00 = 1344.00 Annually.	1	1,344.00	1,344.00
		Member elects to be invoiced annually.			0.00

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BALANCE DUE

**\$1,344.00**

Member Dues are \$28 dollars per Adult Home Bed (AH) or Enriched Housing Bed (EHP) and/or \$33 dollars per Assisted Living Bed (ALP) per year.

ESAAL dues may be deducted as a business expense but not as a charitable contribution. ESAAL estimates that the NON-DEDUCTABLE portion of your dues allocable to lobbying is 8% for 2022

Please Make Checks payable to ESAAL.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Countryside Adult Home

SIGNED:

DATE:

11/7/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 850	Unemployment Insurance	A.6030 120	Overtime	\$7000.00
A.630 130	Part-Time Salaries	A.6030 120	Overtime	\$5000.00
A. 630 130	Part-Time Salaries	A.6030 855	Disability	\$500.00

Please state reason for transfers requested: To cover disability costs and Overtime through year end.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 11/7/2022**

- (a) Purpose of Amendment: **To increase expenses and revenue based on an EQUAL Award received by NYS DOH (Please see attached)**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6030 410 Supplies \$13,493.50 A.6030 210 Furniture \$13,493.50**
  
- (c) Revenue Code (with title), and Amount:  
**A.6030 3630 State Aid Adult Care Priv. Inst. \$26,987.00**



## Department of Health

KATHY HOCHUL  
Governor

MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

October 7, 2022

**Sent via email:**

Countryside Adult Home  
353 Schroon River Road  
Warrensburg, NY 12885  
mcbyrne@warrencountyny.gov

Re: 2022-23 EQUAL Award  
Approved Spending Plan

Dear Administrator/Operator:

Congratulations. I am writing to inform you that the EQUAL 2022-23 Proposed Spending Plan for Countryside Adult Home OC# 750-N-006 has been approved.

Please remember that EQUAL funding is provided to enhance the quality of care and life experience for eligible residents. EQUAL funding CANNOT be used to supplant the obligations of the facility Operator to provide a safe, comfortable living environment for residents in a good state of repair and sanitation; nor can EQUAL be used for costs associated with other legal or regulatory obligations. Further, the Department of Health ("Department") reserves the right to deny funding for any expenditure that does not support the health and well-being of community members (i.e., tobacco, alcohol, firearms, etc.).

For those facilities that are providing resident "stipends" or "clothing allowances", we encourage you to implement measures that will allow you to demonstrate appropriate use of funding in case of an audit.

Please note, an approved EQUAL Spending Plan does not authorize facilities to move forward with projects that otherwise require Department approval. Facilities must ensure compliance with all applicable State or Department issued guidance and secure all required approvals prior to utilizing EQUAL funds, or such funds may be subject to recoupment.

Spending outside of the approved Spending Plan is not permitted. If an Operator and the facility's residents identify a need to modify their Spending Plan, an Updated Spending Plan Request must be submitted for approval via [equal@health.ny.gov](mailto:equal@health.ny.gov).

As a successful awardee, the facility is required to maintain a current Exhibit A: Payment and Expenditure Tracking Form, enclosed for convenience, with all relevant receipts on file and present such documentation to the Department upon request. No later than one year from the date the funds are received, facilities must submit Exhibits A and B: Equal Program Certification Page, with relevant receipts, to the Department via email to [equal@health.ny.gov](mailto:equal@health.ny.gov). Please be reminded that all EQUAL-related expenditures must be consistent with the approved Spending Plan and documented accordingly.

Furniture for single residents' rooms must be an upgrade.

Funding cannot be used to supplant the Operator's obligation to provide furniture.

**EQUAL 2022-2023 Proposed Spending Plan**

To be submitted to [equal@health.ny.gov](mailto:equal@health.ny.gov) no later than 30 calendar days from the date of a New York State Department of Health Award Letter.

<b>Capital Improvement Projects</b>	<b>Amount Awarded:</b>
<i>These funds are used to enhance the physical environment of the facility and promote a higher quality of life for residents.</i>	\$13,493.50

<b>Local Assistance Projects</b>	<b>Amount Awarded:</b>
<i>These funds are used to support improvements to the quality of life for adult care facility residents by funding projects including clothing allowances, resident training to support independent living skills, improvements in food quality, outdoor leisure projects, and cultural, recreational and other leisure events.</i>	\$13,493.50

**Total Amount of Funding: \$26,987.00**

**Summary Budget**

This form should be used by applicants to provide a detailed budget justification. For each line item provide a full description of the item, justification of the need for the item as it relates to the resident priorities identified and explanation of how costs were determined. *Additional pages may be added but must all conform to this format and include the Resident Council Representative Approval or Resident Petition in Support.*

Budget Line Items	Capital Improvement Project Funds Requested	Local Assistance Project Funds Requested
Furniture for residents' rooms including wardrobes, nightstands and dressers	\$13,493.50	
Soft Serve Ice-cream machine and supplies		\$2,291.86
Restaurant Gift Cards		\$2,500.00
Wireless Headphones		\$1,198.80
Full Size Arcade Games and Stool		\$7,519.97
<b>Total Requested Per Funding Source</b>	\$13,493.50	\$13,510.63
<b>Total Funding Requested</b>	\$26,987.00	

**RESIDENT COUNCIL REPRESENTATIVE APPROVAL:** I, Joseph J. H. Jr. (name of representative), have reviewed the Proposed EQUAL 2022-2023 Spending Plan for Countryside Adult Home (name of facility), 750-006 (operating certificate #), and agree that the proposed use of these funds is consistent with the priorities of SSI/SSP/SN residents' priorities.

**RESIDENT PETITION IN SUPPORT:** We, the undersigned, are SSI/SSP/SN recipients residing at \_\_\_\_\_ (name of facility), \_\_\_\_\_ (operating certificate #). We have reviewed the Proposed EQUAL 2022-2023 Spending Plan and agree that the proposed use of funds is consistent with our priorities.

Resident Name: \_\_\_\_\_ Resident Name: \_\_\_\_\_ Resident Name: \_\_\_\_\_  
 Resident Signature: \_\_\_\_\_ Resident Signature: \_\_\_\_\_ Resident Signature: \_\_\_\_\_

APPROVED  
 Date: 2022.10.04  
 11:19:43 -04'00'

**INCOMPLETE WITHOUT RESIDENT(S) SIGNATURE(S)**

# 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 PT#2 Base Salary of Position: \$36,093 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: Rounds/13546 Date of Vacancy: 11/15/2022  
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 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. 10/11/22  
Human Resources Director has approved this form when initialed. AD 11/7/22

### 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 11-15-2022

### 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 11/17/22

### 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 O'Donoghue Date 11/21/2022

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 #3 Base Salary of Position: \$36,093 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salarics-PT A6030 130 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: Semon/1340 Date of Vacancy: 6/21/21
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [checked] State 50 [ ] % [ ] Other [ ] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [checked] 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. [checked] 11/4/22
Human Resources Director has approved this form when initialed. (N/S) for IF 11/4/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11.15.2022

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] 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 O'Sullivan Date 11/21/2022

# 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 #12 Base Salary of Position: \$36,093 Grade: 3  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: Salaries-PT A6030 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Durkin/12969 Date of Vacancy: Anticipated Vacancy 11/28/22  
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.** 11/10/22  
**Human Resources Director has approved this form when initialed.** 11/10/22

### 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 11-15-2022

### 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 11/17/22

### 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 Bennet P. Dussall Date 11/21/2022

# 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 #19 Base Salary of Position: \$36,995 Grade: 3  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: Salaries-PF A6030 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: Created for 2023  
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. 11/15/22  
Human Resources Director has approved this form when initiated. 11/15/22

### 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 11.15.22

### 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 11/17/22

### 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 Bennet P. Dussally Date 11/21/2022

## 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

# 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 #2 Base Salary of Position: \$38,446.00 Grade: 4  
Filling at Step # (If Known): \$37,509  
Budget code and title: Salaries-PT A6030 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Porter Date of Vacancy: 1/1/2020  
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. Rep 11/1/22  
Human Resources Director has approved this form when initialed (NB) for JF 11/4/22

### 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 11-22

### 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 11/17/22

### 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 Bennet F. Duscob Date 11/21/2022

## 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.

**COUNTRYSIDE ADULT HOME  
CENSUS REPORT  
2022**

MONTH	1 <sup>ST</sup> 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	34	1	0	34
SEPTEMBER	34	0	3	31
OCTOBER	31	0	2	29
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
08/15/21	12.79	39.19	Staff Shortages
08/29/21	24.58	31.71	Staff Shortages
09/12/21	92.84	137.60	Holiday and Staff Shortages
09/26/21	0.00	56.53	Staff Shortages
10/10/21	68.55	104.83	Staff Shortages
10/24/21	224.67	164.00	Holiday,Staff Shortages
11/07/21	106.71	64.45	Staff Shortages
*YTD*	1360.31	2013.13	
11/21/21	136.98		
12/05/21	152.69		
12/19/21	77.52		
12/31/2	121.35		