

HEALTH SERVICES COMMITTEE  
OFFICE FOR THE AGING  
January 23, 2024

COMMITTEE MEMBERS: Strainer, Runyon, Gilligan, Bruno, Patchett, Wild, and Thomas  
*- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with 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: Create Services Assistant – Office for the Aging #5 position, Grade 7, \$43,187 (delete Services Assistance – Office for the Aging PT #2).  
Rationale: The contractor who is providing case management services under the EISEP program for our Hamilton County residents will no longer be providing the services effective immediately. There is no other contractor to provide the services in this area and we are not able to with our current staffing levels. This will have no impact on the Warren County budget.
  2. Request: Transfer funds within Hamilton County budget to reflect above changes.  
Rationale: We will need to move \$30,500 from contracts to FT salaries.
  3. Request: Amend Hamilton County budget to reflect above changes.  
Rationale: We will need to increase FT salary and fringe budget codes approximately \$41,956.43 to cover the remaining costs of the above position, as well as adjust the Hamilton County EISEP funding (\$31,456.43) and Hamilton County cost of EISEP (\$10,500) to meet this.
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments:

1. 11 Create New Position – Services Assistant – Office for the Aging #5
2. 10 Transfer Funds – Move Funds within Hamilton County
3. 07 Amend Budget – Increase Hamilton County Budget

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Warren/Hamilton Counties Office for the Aging

**DATE:** 1/10/2024

- (a) Title of Requested Position: **Services Assistant - Office for the Aging #5**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,187; Grade 7**
- (c) Effective Date for New Position:\* **2/16/2024**  
\*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):  
**Services Assistant - Office for the Aging PT #2**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A6771.130 - Hamilton County Salaries FT**
- (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:  
**NO**
- (h) Is there expected revenue from this position? If so, please explain:  
**NO**

## **SERVICES ASSISTANT- OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting higher level staff in the support of Office for the Aging programs. Duties may include assignments in the areas of client services assessments, Home Energy Assistance Program, volunteer coordination and other Department program and services functions. The work is performed under the general supervision of the Director of the Office for the Aging with some leeway allowed for the exercise of independent judgment. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Works directly with clients or their delegates to identify agencies and individuals offering appropriate services;

Performs home visit assessments in accordance with NYSOFA requirements to determine needs and well-being of clients and potential clients;

Assists in obtaining appropriate services for clients;

Assists clients in completing applications for various program services such as HEAP, Medicaid, MSP, Medicare, Social Security, STAR, Veteran's benefits, SNAP etc.;

Assists in the coordination of the Volunteer program for meal sites and medical transportation program;

Assists high level staff in a variety of tasks in support of Department programs and services;

Distributes and relates information about resources and services available to the elderly in the community;

Assists in the preparation and distribution of a variety of public relations materials including newsletters and news releases for local papers;

Prepares and maintains a variety of program records and reports;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;

Serves as general a source of information for visitors, phone contacts, employee contacts etc.;

May speak along with other Department staff before senior and other community groups to provide information on departmental programs;

Performs assigned office or program tasks to assist Department requirements.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of programs and services available through the Office for the Aging and other service providers; good knowledge of office terminology, procedures and equipment; ability to operate a computer with a high degree of accuracy and utilize common office software programs including work processing, spreadsheets and databases to generate necessary reports; ability to communicate clearly and effectively both verbally and in writing; ability to show empathy for the problems and feelings of the senior population, tact and courtesy, integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Social or Behavioral Sciences, Human Services, Business Administration or related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience, (or its part-time equivalent) providing services to seniors.

**SPECIAL REQUIREMENT:** Possession of a New York State driver's license at time of appointment.

WC: 5.21 JC: Competitive

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

TO: AMANDA ALLEN CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office for the Aging

SIGNED: DATE: 1/18/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6771.470	Hamilton County Contracts	A6771.130	Hamilton County FT Salaries	\$30,500

**Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx**

**Please state reason for transfers requested:** Transfer monies to reflect Salvation Army contract (move from doing nutrition program for Glens Falls/Queensbury area in house to a contractor).

**\*Please note: All amounts must be in whole dollars – no cents.**

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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**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: OFFICE FOR THE AGING**

**DATE: 1/10/2024**

(a) Purpose of Amendment:

**Increase Hamilton County budget to include new Services Assistant position.**

**(Transfer \$30,500 from A.6771.470 - Hamilton County Contracts)**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.6771.130 OFA Hamilton County Salaries FT (\$12,687.00); A.6771.830 OFA  
Hamilton County Social Security (\$2,677.60); A.6771.831 OFA Hamilton County  
Medicare (\$626.22); A.6771.810 OFA Hamilton County Retirement (\$4,836.95);  
A.6771.860 OFA Hamilton County Hospitalization (\$20,839.78); A6771.865 OFA  
Hamilton County Dental (\$288.88)  
TOTAL = \$41,956.43**

(c) Revenue Code (with title), and Amount:

**A.6771.2073 (\$10,500.00) Hamilton Share - EISEP  
A.6771.3778 (\$31,456.43) EISEP - Hamilton**

**Total = \$41,956.43**