

**HEALTH SERVICES COMMITTEE
OFFICE FOR THE AGING AGENDA
November 23, 2020**

Committee Members: Supervisors McDevitt, Beaty, Conover, Bruno, Frasier, Magowan and Shepler

- I. Committee meeting called to order by Chairman

- II. Motion to approve the minutes of the prior meeting

- III. Action Agenda/New Business Items:
 1. Request: Fill Meal Site Manager #1 (30 hours/week, Grade 2, Base Salary \$20,578), Lake Luzerne meal site, due to retirement, and backfill any openings this may create. Approximate savings of \$2,561.
Rationale: see above
 2. Request: Transfer \$25,000 from A6772.130 (Warren County Part Time Salaries) & \$15,000 from A6772.110 (Warren County Full Time Salaries) to A6772.445 (Warren County Foods) to cover remainder of 2020 budget.
Rationale: Due to COVID, we have been providing more meals than we normally do. As a result, we will exceed our 2020 food budget. There will be excess funds in our salaries budget due to positions being open & decrease in salary (Fiscal Coordinator).
 3. Request: Transfer \$4,887.46 from DSRIP into A6772.260 (Warren County Equipment).
Rationale: This will allow us to purchase five (5) meal transporters for the Chestertown meal site changes. DSRIP is 100% funded. This will use up the remainder of our DSRIP funding.
 4. Request: Increase contract with Hamilton County Public Health EISEP for 4/1/20-3/31/21 to \$55,000.
Rationale: Hamilton County Public Health is serving more clients. There will be no impact to the budget, as other Hamilton County vendors are not providing services.
 5. Request: Fill Meal Site Manager #3 (20 hours/week, Grade 2, \$13,719), Chestertown Meal Site, due to retirement.
Rationale: see above

- IV. Discussion Items:
 1. NYSOFA Reimbursement Update

- 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. Notice of Intent to Fill Vacant Position No. 12 – Meal Site Manager #1
2. Request to Transfer Funds No. 10 – Transfer from Salaries to Foods
3. Request to Amend County Budget No. 7 – DSRIP
4. Request to Amend Contract No. 4 – Increase Hamilton County Public Health EISEP contract to \$55,000.
5. Notice of Intent to Fill Vacant Position No. 12 – Meal Site Manager #3

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: Office for the Aging Payroll Dept. No: 57.02
Title of Position: Meal Site Manager #1 Base Salary of Position: ~~\$27,438~~ (30hr/week) Grade: 2
Filling at Step # (If Known): \$20,578
Budget code and title: A6772.110 Nutrition Program Hamilton - Salaries FT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12387/Hughes Date of Vacancy: 12/30/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 75 % Other 25 % Warren County

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. 10/27/20
Human Resources Director has approved this form when initialed. [Signature]

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 11/29/20

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 [Signature] Date 11/2/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/23/20

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office for the Aging

SIGNED: _____ DATE: 11/16/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6772.130	Warren County PT Salaries	A6772.445	Warren County Food	\$25,000
A6772.110	Warren County FT Salaries	A6772.445	Warren County Food	\$15,000

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

Please state reason for transfers requested: Transfer money to cover increased food costs for 2020 related to COVID-19.

*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 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: 11/2/2020

(a) Purpose of Amendment:

Transfer DSRIP monies from A 691.00 Deferred Revenues into department and utilize.

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

A.6772.4300 260 Equipment \$4,887.46

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

A.6772.4300 3426 (\$4,887.46)

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: OFA

DATE: November 16, 2020

- (a) Purpose of Contract Change: **Increase contract with Hamilton County Public Nursing Services from \$35,100 to \$55,000 for EISEP services from 4/1/2020-3/31/2021 to cover additional services provided during that time period.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **62 of 2019, 75 of 2018**
- (c) Name of Contractor: **Hamilton County Public Nursing Services**
- (d) Address of Contractor: **PO Box 205, Lake Pleasant, NY 12108**
- (e) Contractor's Contact Person and Telephone Number: **Erica Mahoney, PH#(518)648-648-6497**
- (f) Commencement Date of Extension: **4/1/20**
- (g) Termination Date of Extension: **3/31/2021, with no changes to future contracts**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$55,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6771.470 Hamilton County Contracts**

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.02
Title of Position: Meal Site Manager #3 Base Salary of Position: \$13,719(20hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6772.130 Nutrition Program Hamilton - Salaries PT Union [x] Non-Union []
This position is vacated due to: [x] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 10916/Lewis Date of Vacancy: 12/30/2020
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] % [x] State 75 % [x] Other 25 % Warren County

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

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 11/18/20

BUDGET OFFICER COMPLETES THIS SECTION

[x] 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 11/18/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[x] 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 11/23/20