

HUMAN SERVICES COMMITTEE MEETING
COUNTRYSIDE ADULT HOME AGENDA
January 19, 2021

COMMITTEE MEMBERS: Supervisors Driscoll, Magowan, Dickinson, Smith and Frasier.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Appropriation of Funds, from Countryside Rehabilitation Reserve to Repair & Maint-Bldg/Property
Rationale: To cover repair of boiler.
 2. Request: To create Full time Senior Account Clerk Grade 7/Delete Part Time Senior Account Clerk Grade 7
Rationale: Unable to fill position as part time and is 50% reimbursable.
 3. Request: Notice of Intent to Fill Senior Account Clerk
Rationale: Mandated to maintain resident financial records, vendors and budgets. Position is 50% reimbursable.
 4. Request: To Create Part Time Activities Aide Grade 3/Delete Full Time Activities Aide Grade 3
Rationale: Department of health requires adequate staffing at all times for all departments. Position is 50% reimbursable.
 5. Request: Notice of Intent to Fill Part Time Activities Aide Grade 3
Rationale: The position is mandated per Dept. of Health and is 50% reimbursable.
- IV. Discussion Items:
 1. Census
 2. 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 Form No.20- Appropriation of CSAH Reserve Fund
2. Resolution Request Form No.11- Create Full Time Senior Account Clerk
3. Notice of Intent to Fill Senior Account Clerk Grade 7
4. Resolution Request Form No. 11- Create Part Time Activities Aide
5. Notice of Intent to Fill Activities Aide Grade 3
6. Census
7. 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: January 19, 2021

- (a) Purpose of Request: To Fund Countryside Adult Home, Repair & Maint-Bldg/Property A.630 413 with Reserve, A 861.00 Countryside Rehabilitation Reserve. The funds will used to repair the boiler.

- (b) Details: Appropriation Code A 630 413 Countryside Adult Home, Repair and Maint.- Bldg/Property \$10,000.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Countryside Adult Home Rehab A.861.00 \$10,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 1/8/2021

- (a) Title of Requested Position: Senior Account Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$33,600
- (c) Effective Date for New Position:* 3/1/2021
*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):
Full-Time Activities Aide and Part-Time Senior Account Clerk
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6030-110
- (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:
**Yes, required to maintain resident financial records, vendor payments, and budgets.
The position is 50% reimbursable.**
- (h) Is there expected revenue from this position? If so, please explain:
No

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: Senior Account Clerk Base Salary of Position: 33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6030 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
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. _____

Human Resources Director has approved this form when initialed. _____

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 _____ Date _____

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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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 _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 1/8/2021

- (a) Title of Requested Position: **Part-Time Activities Aide**
- (b) Annual Base Salary (and Grade if Applicable): **\$28,026**
- (c) Effective Date for New Position:* **3/1/2021**
*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):
Full-Time Activities Aide and Part-Time Senior Account Clerk
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6030-130, Salaries-Part Time
- (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:
Yes, having an activities program is mandated per DOH regulations and is 50% reimbursable.
- (h) Is there expected revenue from this position? If so, please explain:
No

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: Part Time Activities Aide Base Salary of Position: 28,026 Grade: 3
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6030 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
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. _____

Human Resources Director has approved this form when initialed. _____

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 _____ Date _____

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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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 _____

**COUNTRYSIDE ADULT HOME
CENSUS REPORT
2020**

MONTH	1 ST DAY OF MONTH	ADMISSIONS	DISCHARGES	LAST DAY OF MONTH
JANUARY	35	1	2	34
FEBRUARY	34	2	3	33
MARCH	33	0	2	31
APRIL	31	1	0	32
MAY	32	0	0	32
JUNE	32	0	1	31
JULY	30	4	1	34
AUGUST	34	1	1	34
SEPTEMBER	34	2	0	36
OCTOBER	36	1	0	37
NOVEMBER	37	1	2	36
DECEMBER	36	0	1	35

Countryside Adult Home - Over Report - Comparison 2019/2020

Week End	2020	2021	Reason
01/05/20	79.44	88.54	Holiday, Vac. Snow Clean Up
01/20/19	15.11		
02/03/19	91.33		
02/17/19	36.28		
03/03/19	78.33		
03/17/19	4.00		
03/31/19	13.87		
04/14/19	8.62		
04/28/19	12.55		
05/12/19	21.00		
05/26/19	4.67		
06/09/19	121.97		
06/23/19	31.47		
07/07/19	160.80		
07/21/19	40.00		
08/04/19	65.00		
08/18/19	56.87		
09/01/19	70.68		
09/15/19	141.37		
09/29/19	74.77		
10/13/19	104.42		
10/27/19	166.17		
11/10/19	68.73		
11/24/19	142.27		
12/08/19	174.48		
12/22/19	37.87		
12/31/19	88.54		