

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE
LAKE GEORGE, NEW YORK 12845
TEL:(518)761-6347 ♦ FAX:(518)761-6344

HUMAN SERVICES COMMITTEE MEETING
OFFICE FOR THE AGING AGENDA
May 24, 2017 9:00AM

Committee Members: Chairman Edna Frasier, Matthew MacDonald, Ron Vanselow, Ronald Montesi, Claudia Braymer, Peter McDevitt, Craig Leggett

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
 1. **Request:** To request authorization to submit the Annual Implementation Plan for 2017-2018, to the New York State Office for the Aging
Rationale: This is the annual update, with the annual budget, that we submit to NYSOFA to fund programs
 2. **Request:** Fill position of Meal Site Manager for the Lake Luzerne meal site due to resignation, Grade 2, Base Salary \$19,520.25.
Rationale: The individual who was in the position, was unable to return due to medical reasons. It is a necessary position for our Home Delivered Meals and Congregate Meals programs.
- IV. Referral/pending items- N/A
- V. Information for Discussion/Review
 - a) Annual Evaluation by NYSOFA
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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: Warren/Hamilton Counties Office for the Aging

DATE: 5/5/2017

- (a) Purpose of Request: **Submit New York State Office for the Aging Annual Implementation Plan for program year 1/1/17-12/31/17.**
- (b) Details: **The Annual Implementation Plan details for NYSOFA how we will utilize the funding we receive from the State, and the amount of funding required for each program.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

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: OFA Payroll Dept. No.: 57:01

Title of Position: Meal Site Manager Base Salary of Position: \$19,520.25.00 (30hr) Grade: 2

Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No

Budget code and title: A6773 130 Nutr Program Lake Luzerne - Sal PT Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No: 11993 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 20% State % 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 _____