

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JULY 23, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
THOMAS
TAYLOR
PITKIN
LOEB
MCDEVITT

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:
BARBARA TAGGART, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
BRENDA HAYES, DIRECTOR OF NURSING
REPRESENTING THE HEALTH SERVICES DEPARTMENT:
PAT AUER, DIRECTOR
SHARON SCHALDONE, ASSISTANT DIRECTOR
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS GIRARD
MCCOY
STRAINER
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR CHAMPAGNE

Mr. Sokol called the meeting of the Health Services Committee to order at 9:30 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Barbara Taggart, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; a copy of the agenda is on file with the minutes.

Ms. Taggart requested a new contract with Patricia Murphy, RN (Registered Nurse) Consultant, to review and revise Westmount Health Facility's policies and procedures at a rate of \$30 per hour, not to exceed \$19,200. She advised that an RFP (Request for Proposal) had been released for the service based on an informal recommendation from NYASHA (New York Association of Homes & Services for the Aging) to review and update the Facility's policies and procedures. She noted that Ms. Murphy had previously been employed by the Facility as the Interim Director of Nursing and was familiar with the Facility and the policies and procedures currently in place. Mr. Taylor asked if funds were available in the budget and Ms. Taggart replied affirmatively. Mr. Sokol questioned the anticipated expense of \$19,200 and Ms. Taggart explained there were a multitude of different policies and procedures for the Facility and the review would be time consuming.

Motion was made by Mr. Pitkin, seconded by Mr. McDevitt and carried unanimously to authorize the contract with Patricia Murphy as outlined. *A copy of the resolution request form is on file*

with the minutes and the necessary resolution was authorized for the August 20, 2010 Board meeting.

Ms. Taggart requested a resolution to authorize the Chairman of the Board to act as the Governmental Official for Warren County in signing the Westmount Health Facility Medicare Re-validation Enrollment Application with regards to standardization of the computerized PECOS (Provider Enrollment Chain Ownership System) System. She informed the Committee that the PECOS System was an electronic Medicare application used to enroll physicians and eligible professionals into the Medicare System.

Motion was made by Mr. Pitkin, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 20, 2010 Board meeting.*

Ms. Taggart requested a transfer of funds in the amount of \$411 from the Westmount, Occupational Therapy, Contracted Services Code (EF.73400.6802 470) to the Westmount, Fiscal Services Office, Clerical and Other Administrative Wages, Salaries-Overtime Code (EF.83110.600 120) to cover the expense of overtime due to additional typing duties.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request for transfer of funds as presented and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Taggart requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$19,200 to reflect the cost of the aforementioned contract with Patricia Murphy.

Motion was made by Mr. Pitkin and seconded by Mr. McDevitt to amend the 2010 County budget as outlined and to forward same to the Finance Committee.

Mr. Loeb questioned if the Unrestricted Fund Balance was that of Westmount Health Facility and Betsy Henkel, Comptroller for Westmount Health Facility, replied affirmatively. Mr. Loeb asked if the contract with Patricia Murphy had been budgeted and Ms. Henkel replied in the negative adding that the recommendation from NYAHSa had been made after the budget process. Mr. Loeb inquired as to the amount remaining in the Unrestricted Fund Balance and Ms. Henkel replied the balance was between \$800,000 and \$900,000. She pointed out the majority of the funds were the FMAP (Federal Medical Assistance Percent) funds which had been received in 2009. Mr. Loeb suggested the remainder of the Unrestricted Fund Balance could be transferred to the General Fund for the County and Ms. Henkel replied that was not allowable as the funds were IGT (Intergovernmental Transfer) funds. Mr. Pitkin suggested that the funds remaining in the Unrestricted Fund Balance be taken into account during the 2011 budget process. JoAnn McKinstry, Assistant to the County Administrator, reported County taxes were not increased in order to support Westmount Health Facility as the Facility was operated using State and Federal funds.

Mr. Sokol called the question and the motion was carried unanimously to amend the 2010 County budget as outlined and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Brenda Hayes, Director of Nursing, noted she had revised the format of the staffing report which she reviewed in detail. She advised a new RN was in training and was indicated on the report with an asterisk. She added there were also three LPN's (Licensed Practical Nurse) and one CNA (Certified Nursing Assistant) currently in training. She reported the RN currently in training was the first graduate from SUNY (State University of New York) Adirondack that had been hired by the Facility in a long while. Ms. Hayes explained RN graduates did not possess a license at the time of graduation and did not receive their license until they passed the exam. She advised the graduated RN could work as a permitted graduate nurse under the license of another RN. She added the permitted RN could complete their orientation while awaiting the exam for their license. She said the three new LPN's were all graduates of BOCES (Board of Cooperative Educational Services) with whom Westmount Health Facility had a good working relationship and received good references as to which students were suitable to the nursing home environment. She advised she continued to try to develop a similar relationship with SUNY Adirondack.

Ms. Hayes stated the last column of the report represented the number of positions which would be mandated if the New York State Assembly proposition passed. Mr. Pitkin asked if the positions were anticipated to be mandated and Ms. Hayes replied affirmatively.

Mr. Loeb inquired about the amount of time required to train a new RN and Ms. Hayes responded the length of time varied depending on their level of experience. She explained the first week of employment entailed reviewing the Facility's policies and procedures. She said in the second week of training the new RN's or LPN's were put on the floor to work with the LPN's who were currently employed at the Facility. At that point, she continued, a decision was made as to what level of further training was required. Discussion ensued.

Ms. Taggart noted a report on overtime usage was included in the agenda packet. She said there were currently three CNA's and one LPN out on disability and one LPN would soon be out on family medical leave for four weeks. Ms. Hayes pointed out the overtime report included the Fourth of July holiday.

Ms. Taggart stated she was working with the Purchasing Department on an RFP for engineering services for the Westmount Health Facility Sprinkler Project. She advised the CON (Certificate of Need) for the Project had been submitted in May. The Department of Health contacted her, she continued, saying the engineer who would complete the Project needed to be included in the CON.

Ms. Taggart apprised the Westmount Health Facility Safety Committee had met on July 22, 2010 and had conducted an annual fire drill. She stated Amy Manney, Deputy Director of the Office of Emergency Services, had been a guest speaker at the meeting and had spoken about the County's role in Emergency Preparedness. She added Amy Clute, Self Insurance Administrator, had also been a guest speaker and had spoken about self-insurance, accidents and incidents as they related to the Facility. Six or more area Fire Companies responded to the fire drill, she reported, with approximately 50 firemen. As a result of the fire drill, she advised, signage would be placed on the exterior of the building to designate the specific areas on the inside.

Mr. McDevitt stated it was important to note that Westmount Health Facility was not supported by local taxpayer dollars. Ms. Taggart clarified the Facility was operated solely through State and Federal funding with no additional funding on the local level. Mr. McDevitt said he did not feel the general public understood that their local tax dollars did not assist in the support of Westmount Health Facility. Brief discussion ensued.

Privilege of the floor was extended to Pat Auer, Director of Public Health, who distributed copies of the agenda to the Committee members; a copy of the agenda is on file with the minutes.

Ms. Auer requested to amend the current contract with Stacie DiMezza, Speech Language Pathologist, to include authorization for providing educational sessions at a rate of \$250 per session to be paid using funding from the Children with Special Health Care Needs Grant. She noted it was a requirement of the Children with Special Health Care Needs Grant that education be provided to the parents and providers.

Motion was made by Mr. Pitkin, seconded by Mr. Taylor and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 20, 2010 Board meeting.*

Ms. Auer requested Committee approval to host meetings, as follows:

- ▶ The Professional Advisory Committee, which meets on a quarterly basis for breakfast at Carl R's Restaurant at an approximate cost of \$500 for the year;
- ▶ The Annual School Nurse/Public Health Clinic Nurse Meeting in August 2010 at a location to be determined by the lowest of three quotes with an anticipated cost of \$9.95 per person for approximately 40 to 50 people, the expense to be covered by grant funding; and
- ▶ The Public Health Utilization Review Committee, which meets on a quarterly basis for breakfast at Carl R's Restaurant at an approximate cost of \$250 for the year.

Mr. Loeb suggested the meetings could be held at Westmount Health Facility which had adequate space with kitchen and dining facilities. Ms. Auer responded it would be inconvenient to hold the meetings at Westmount Health Facility as the restaurants were chosen due to their close proximity to Glens Falls Hospital and added the meetings were held at 7:30 a.m. in order to better accommodate the schedules of the attendees.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the requests to host meetings as outlined. *Copies of the Request to Host Meeting or Conference forms are on file with the minutes.*

Ms. Auer requested authorization for Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, to attend the Home Care Association of New York State Senior and Financial Managers Retreat in Saratoga Springs, New York on August 17-18, 2010 at a cost of \$389.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to authorize attendance at the Retreat as outlined. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested to fill the vacant position of Principal Clerk, base salary of \$28,532, Employee No. 11350, due to resignation. She advised the position was responsible for assuring appropriate billing and recoupment of reimbursement to the County for the mandated Preschool and Early Intervention Programs and the salary was 36% reimbursable by the State. She noted the Civil Service Test for the position would not be held until spring which meant the employee would be hired on a provisional basis. Ms. Auer said she had reviewed the Department's Organizational Chart with Paul Dusek, County Attorney/Administrator, and he had agreed it was necessary to fill the position. JoAnn McKinstry, Assistant to the County Administrator, injected that Mr. Dusek did agree the position should be filled with the understanding that other positions would be considered for elimination during the budget process.

Following a brief discussion, motion was made by Mr. Pitkin, seconded by Mr. Loeb and carried unanimously to approve the request to fill the vacant position as outlined and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Auer requested to amend the current contract with CDPHP (Capital District Physicians Health Plan) to reflect the new contract language and meet the new State and/or Federal regulatory requirements. She noted the amendment had been requested by CDPHP.

Motion was made by Mr. Thomas, seconded by Mr. Pitkin and carried unanimously to amend the current contract with CDPHP as outlined. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 20, 2010 Board meeting.*

Ms. Auer stated there would be no changes to the pending item list this month as there was currently no new information available. She said a report on monthly Emergency Preparedness activities was included in the agenda packet. Referring to the \$60,000 in remaining Emergency Preparedness Grant funding which had been discussed at the previous Committee meeting, Ms. Auer apprised that the administration of the remaining funds, which had been offered to the Office of Emergency Services (OES), EMS (Emergency Medical Services) and the Sheriff's Department for their emergency preparedness supply needs, had been cumbersome. She advised a bariatric stretcher, necessary for transporting severely obese individuals, had been ordered and received using these funds.

Ginelle Jones, Assistant Director of Public Health, reported the remaining grant funds, which were intended for implementation of emergency preparedness needs, had to be expended by the end of July. The State had informed the CDC (Center for Disease Control), she continued, there was a possibility the remaining funding would be allowed to be expended next year. She said a letter of intent had been received stating that next year's funding would be reduced to \$50,000; therefore, she added, she did not feel pressure to expend the remaining funds of approximately \$30,000 if there was a possibility they could be expended next year. She added the determination would not be made until after July 30, 2010. Ms. Auer apprised part of the issue with expending the funds had been the length of time it took to get approval from the State for the purchases. Ms. Jones explained the funding that was received was from two sources; a Federal grant from the Office of Homeland Security and the Emergency

Preparedness Grant from the State. She noted that the Federal grant was a two year grant and the State was a one year grant. She advised the positions associated with the grant funding would be terminated if the funding did not continue; therefore, she added, if the funds were not awarded in a timely manner it could become necessary to layoff those employees and rehire them once the funds were awarded. She explained it was her intent to utilize the funds from the two year Federal grant to retain the employees while awaiting the determination of the award for the State grant.

Discussion ensued pertaining to Emergency Preparedness activities.

Tawn Driscoll, Fiscal Manager of the Health Services Department, said a report on revenues and expenditures as of July 16, 2010 was included in the agenda packet. She advised they were in the process of closing the monthly billings for the CHHA (Certified Home Health Agency), the LTC (Long Term Care) Program and the MCH (Maternal Child Health) Program which was approximately \$350,000 to \$400,000 per month. She said the quarterly grant funds were accrued for the Lead Grant and the WIC (Women, Infants and Children) Grant. Referring to the salary comparison, Ms. Driscoll stated there was a total decrease in salaries of 7.25% as compared to 2009. She noted due to the fact that most employees took vacation in the summer, there would be an increase in overtime usage due to per diem employee coverage.

Pertaining to the ARRA (American Recovery and Reinvestment Act of 2009) funding applications for the Preschool Special Education Program, Ms. Driscoll advised they had been unsure of what the requirements would entail at the time. She added notification had been received that \$548,018 would be awarded and should be received in approximately two weeks. She explained the first Preschool AVL (Automated Voucher Listing) for the year had been submitted in May and was in excess of \$1 million. She apprised that she had spoken with a State representative who informed her that the ARRA funds would be received because they were Federal funds but it was undetermined as to what would be received from the State. She added the State's budget year ended on March 31st and it was likely that the outstanding funds would be received before March 31, 2011. Brief discussion ensued.

Ms. Auer said a report on free and reduced care was included in the agenda packet. Mr. Loeb pointed out that at a previous meeting the Committee had discussed the pleurx drainage kits which were supplied as part of the free and reduced care and he asked how many people were currently receiving the service. Sharon Schaldone, Assistant Director of the Home Care Division, responded there were currently no requests for the kits. Mr. Loeb stated that based on the amount of free and reduced care given from January through June it was likely there would be a 50% increase in the total as compared to 2009. Ms. Schaldone clarified the total for 2009 was approximately \$58,000 and the total year-to-date for 2010 was \$38,880. She added there was a client in May and June with extenuating circumstances due to the cancellation of their health insurance. She said services were continued with the County absorbing the cost and the services were concluded so there would be a decrease in the total going forward. Ms. Schaldone apprised the State required 3.3% of the care given be free of charge. Ms. Driscoll noted due to the recession there was an overall increase in the number of people who required free and reduced care. Ms. Schaldone pointed out regulations stated that clients could not be discharged due to lack of payment. She added a sliding fee scale was offered for services based on the level of income.

Ms. Auer requested a transfer of funds in the amount of \$30,565 from the Health Services - Part Time Salaries Code (A.4018.0090.130) to the Disease Program-Regular Salaries Code (A.4018.0030.110) to cover the salary of a Senior Clerk position. She explained an Office Specialist position had been reclassified as a Senior Clerk position during the budget process last year and the salary had been eliminated from the budget in error. Ms. Driscoll mentioned the unanticipated transfer due to the error could cause a shortfall in the part time salaries code towards the end of the year.

Motion was made by Mr. McDevitt, seconded by Mr. Pitkin and carried unanimously to approve the request for transfer of funds as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Ms. Auer informed the Committee that a professor from the University of Albany Cancer Research Center had requested letters of support in their application for funding for cancer research program pertaining to the increase in people with bladder cancer along the Hudson and Mohawk Rivers. She reported all of the counties along the rivers were in support of the research.

Ms. Auer expressed that Mr. Pitkin would be missed as a Committee member and she wished him well with his future endeavors.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Pitkin and seconded by Mr. Loeb, Mr. Sokol adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist