

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH SERVICES**

**DATE: MARCH 24, 2020**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS MCDEVITT  
BEATY  
CONOVER  
BRUNO  
FRASIER  
MAGOWAN  
SHEPLER

**OTHERS PRESENT:**

GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
FRANK E. THOMAS, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
KEVIN B. GERAGHTY, BUDGET OFFICER  
SUPERVISORS BRAYMER  
DRISCOLL  
HOGAN  
LEGETT  
MERLINO  
SEEBER  
SIMPSON  
WILD  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
THOM RANDALL, *ADIRONDACK JOURNAL*  
AMANDA ALLEN, CLERK OF THE BOARD

---

---

*Please note, the following contains a summarization of the March 24, 2020 meeting of the Health, Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2020/health>*

*Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". Committee members Beaty, Conover, Bruno and Magowan attended the meeting by video conference, while Supervisors Frasier and Shepler attended by teleconference; Committee Chair McDevitt was physically present. Supervisors Braymer, Driscoll, Hogan, Leggett, Seeber, Simpson, Wild and Chairman Thomas participated in the meeting remotely while Supervisors Geraghty and Merlino were physically present.*

Mr. McDevitt called the meeting of the Health Services Committee to order at 10:00 a.m.

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

Copies of the Health Services meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the agenda review, Ginelle Jones, *Director of Public Health and Patient Services*, who attended the meeting via teleconference, presented the following requests:

1. To approve filling of the full-time Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$47,523*, due to resignation. Ms. Jones advised this position was needed in the Health Services Department and was revenue generating based on insurance reimbursement.

Motion was made by Mr. Conover, seconded by Mr. Beaty and carried unanimously to approve the request and refer same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

2. To approve filling of the full-time Registered Professional Nurse #36, *Grade 19, Base Annual Salary \$47,523*, due to termination. Ms. Jones advised this position, similar to the first, was also needed in the Health Services Department and was revenue generating based on insurance reimbursement. She indicated that in the case of both positions, the Health Services Department was in continuous recruitment.

Motion was made by Mr. Magowan, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

3. To amend Resolution Nos. 143 of 2008 and 507 of 2016 to amend the agreement with Glens Falls Animal Hospital to increase the rates for euthanasia, cremation, preparation, submission and shipping of animal specimens for laboratory rabies testing, effective retroactive to March 1, 2020 with automatic annual renewal unless there is more than a 5% rate increase, and including a 30-day written termination notice by either party. Ms. Jones explained Glens Falls Animal Hospital was a vital resource in preparation/shipping of specimens for rabies testing; she added the current rates had been in place since 2016 and the increases were reasonable due to increased expenses for the services rendered.

Motion was made by Mr. Bruno, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the April 17<sup>th</sup> Board meeting. *A copy of the request is on file with the meeting minutes.*

4. To create the new position of Public Health Assistant, *Grade 10, Base Annual Salary \$37,633*. Ms. Jones advised this position would allow support to professional staff and increase the Department's capacity to perform essential roles. She said the Civil Service and Human Resources Departments had provided assistance and approvals with regard to the creation of this position.

Motion was made by Mr. Beaty, seconded by Mr. Magowan and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the resolution request form is on file with the meeting minutes.*

5. To approve filling up to ten temporary per diem Public Health Assistant Positions, *Grade 10, Base Annual Salary \$37,633, pro-rated to \$18.09/hr*. Ms. Jones explained that all Health Services staff was essential and would be utilized to meet agency needs first. She continued that depending upon the required and ever changing needs of the COVID-19 response, additional resources may be needed. Ms. Jones advised these would be per diem and would only be utilized if needed to maintain the essential functions of the Health Services Department.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to*

---

---

*Fill Vacant Position form is on file with the meeting minutes.*  
A brief discussion ensued in regards to COVID-19 response.

6. To enter into a contract with Health Research Institute (*HRI*) and the New York State Department of Health (*NYSDOH*) to accept grant funding for COVID-19 response for the period commencing March 16, 2020 and terminating March 15, 2021 for an amount not to exceed \$100,000. Ms. Jones apprised she had received notification from NYSDOH that grant funding for COVID-19 response was available; she added the anticipated grant amount was \$67,490, but said she was requesting that the resolution list an amount up to \$100,000 so that she would not need to come back to Committee for additional authorities should a larger amount of funding become available.

Motion was made by Mr. Magowan, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the April 17<sup>th</sup> Board Meeting.

7. To amend Resolution No. 215 of 2018 to provide authorization for the Director of Public Health to delegate authority to the Assistant Director of Public Health, or the next available senior administrative staff member, in the event the Director is unavailable to perform essential public health roles. Ms. Jones explained Resolution No. 215 of 2018 attached a specific name and title for the designation of authorities, however the updated verbiage requested would allow more flexibility depending on available administrative staff during an incident.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to approve the request and the necessary resolution was authorized for the April 17<sup>th</sup> Board Meeting. *A copy of the request is on file with the meeting minutes.*

A lengthy discussion ensued in regards to COVID-19 response, preparedness and the availability of supplies and tests

Mr. McDevitt asked if there was anything else to come before the Committee, and upon there being no response, he called for a motion to adjourn. Following a motion made by Mr. Beaty and seconded by Ms. Braymer, Mr. McDevitt adjourned the meeting at 10:38 a.m.

Respectfully submitted,  
Amanda Allen, Clerk of the Board

*Note: the Information for Discussion/Review portion of the agenda was not reviewed, but included the following:*

- *Report of Expenditures, Revenues, Overtime and Per Diem Use for 2020;*
- *Revenue and Expense Comparison Report for 2019 v. 2020;*
- *Status of Referrals;*
- *Emergency Response and Preparedness;*
- *Rabies Report;*
- *Meeting Authorizations.*