

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JULY 26, 2006

Committee Members Present:

Supervisors Barody
Sheehan
F. Thomas
Tessier
Champagne
Mason

Representing Health Services Department:
Patricia Auer, Director
Sharon Schaldone, Assistant Director, Home Care
Ginelle Jones, Assistant Director, Public Health
Services
Tawn Driscoll, Provisional Fiscal Manager
Joan Sady, Clerk, Board of Supervisors
JoAnn McKinstry, Confidential Secretary, Commissioner
of Administrative and Fiscal Services
Supervisor Kenny
Maury Thompson, *The Post-Star*
Katy Goodman, Secretary to the Clerk

Committee Member Absent:

Supervisor Haskell

Motion was made by Mr. Tessier, seconded by Mr. Mason and carried unanimously to approve the minutes of the previous meeting, subject to correction by the clerk.

Privilege of the floor was extended to Mrs. Auer; and she distributed copies of her Agenda packet for the meeting, a copy of which is on file with the minutes.

Mrs. Auer commenced with review of her agenda and under Pending Items she introduced Tawn Driscoll, who she said is the new fiscal manager for the department. The committee members introduced themselves to Ms. Driscoll. At Mr. Barody's request, Ms. Driscoll provided some details on her education and previous employment for the committee members' information. She stated she had been a senior account clerk in the Health Services Department for the past two and a-half years and she had also been an accounting supervisor for Health Visions, a sister company of the Glens Falls Hospital for fifteen years. Ms. Driscoll said she had a bachelor of science degree in Business Administration and she really enjoyed working for Health Services and the County. Mr. Barody welcomed her aboard and expressed appreciation that she had stepped forward to fill this position in the Department. Ms. Driscoll acknowledged the remarks.

Next, Mrs. Auer discussed the Fleet Management agenda item. She stated Joan Parsons, County Commissioner of Administrative and Fiscal Services, would not be able to be here today, but they had met with her yesterday about their concerns on the Fleet Management Program. Mrs. Auer noted although their concerns were about small clerical issues they were time consuming ones for them. She advised that pursuant to the meeting, Mrs. Parsons felt she might be able to meet with William Remington, County DPW Superintendent, and Bruce Belden, Auto Mechanic Supervisor at DPW, about their concerns.

Continuing, Mrs. Auer explained one of their concerns had been about the pink cards they had been filling out for about a year to track the daily mileage of the fleet vehicles. However, she said there is new software that was supposed to do this tracking but it needed to be put into operation and Mrs. Parsons was going to check on why that had not been done yet. Another one of the issues, she said, was that in cases where the staff was involved in vehicle accidents that DPW would not handle they had to make sure all accident reports were filed with the correct agencies and that all the information was coordinated with the County Attorney and, when necessary, the Self-Insurance Department. However, Mrs. Auer acknowledged they had all agreed that the Department would always have to handle those types of accidents.

Mrs. Auer stated Ms. Driscoll had been handling the Department's work for the Fleet Management Program; and she asked for her input on these issues. Ms. Driscoll noted the department needed someone to be the liaison with DPW about the fleet vehicles in order to keep the staff informed about the status of their vehicles, i.e., if they were being repaired, etc. At this time, she said she handled those matters and she actually dropped the cars to be repaired off at the maintenance building for the DPW people to take them up to the repair shop in Warrensburg. Ms. Driscoll advised that Mr. Belden had worked very well with her and had kept her informed on the status of the cars and how long repairs would take. She stated DPW had said the aforementioned mileage tracking software would also show when oil changes and inspections were due on each vehicle.

Mr. Barody stated if they were going to follow up with Mrs. Parsons on these issues they could provide the Committee members with a more detailed report at the next meeting. If necessary, he said they should be sure that Mrs. Parsons and/or someone from DPW would attend the next committee meeting.

Mr. Champagne expressed concern that Health Services' problems concerning the Fleet Management Program had been lagging for too long and action should be taken now to resolve the situation. He noted although it seemed the problems had been identified, he would suggest that someone on this Committee should be supporting Mrs. Parsons in identifying with DPW what needed to be done to resolve them. Mr. Champagne confirmed for Mr. Barody that he would be happy to represent the Committee in this way. He said he would check with Mrs. Parsons to see when the next Committee meeting would be. Then, he said he would like Ms. Driscoll or anyone else that should be involved and possibly Mr. Barody, meet with DPW to find out the status of the situation. Mr. Barody said if there was anything he could do to help they should call him.

Mrs. Auer noted one of the issues that was discussed with Mrs. Parsons was that it should be made sure that DPW had someone with the expertise to get the software operating. Mr. Barody asked Mr. Sheehan, Chairman of the Information Technology Committee, to check with the Information Technology Department to see what they knew about this software. Mr. Sheehan acknowledged the request. Mrs. Auer said she would check with Mrs. Parsons to see when they would be meeting again.

Mrs. Auer updated the committee members on the status of the driver education in-service plan for the Department's nurses. She reported that the County Safety Committee had decided that John Farrell, Executive Secretary of the County Traffic Safety Board, would provide an abbreviated driver safety training session for the nurses. In addition, she said the Safety Committee also agreed to cover the cost of the Department's Health Educator to attend a Train the Trainer Program for Safe Driving. This would allow him to in-service the staff annually and also provide the opportunity to train individuals from other departments who were interested in educating their own staff members, she said.

Mrs. Auer spoke on the USDA Telemedicine grant. She reported she had recently met with representatives from Washington County about the grant because they were the lead agency for it. Mrs. Auer advised that pursuant to the meeting she would request approval of a resolution to authorize an agreement with Washington County Public Health Nursing Service to receive grant funds in the amount of \$50,238 to purchase telemedicine equipment.

Motion was made by Mr. Mason and seconded by Mr. F. Thomas to approve the aforementioned request, as presented. Following brief discussion, the motion was carried unanimously. The necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes.

Mrs. Auer apprised the 2006 Warren County budget needed to be amended to reflect receipt of these funds, and she requested approval to forward the request to the Finance Committee.

Motion was made by Mr. Mason, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes. *(Note: Subsequent to the meeting, Mrs. Auer advised that the County would be receiving additional funds from the grant and that the correct figure for its share would be \$53,200. The resolution request for the contract and the Finance referral were amended accordingly.)* Copies of the amended resolution request forms are on file with the minutes.

Mrs. Auer noted the next agenda item concerned Pandemic Influenza Planning Efforts which, she said Ginelle Jones, Assistant Director of Public Health, would speak on.

Privilege of the floor was extended to Ms. Jones, and she distributed copies of a list of activities on these efforts that the Department had participated in from the end of May to date. A copy of the list is on file with the minutes. She invited the committee members to call her if they had any questions or would like to have more specific details on the activities. Ms. Jones advised the Department was also continuing with its emergency response and preparedness efforts relative to planning, working with various other agencies, doing networking, training and community education.

Continuing, Ms. Jones commented with particular regard to the pandemic influenza efforts they

had participated in a lot of activities in a short period of time. She stated the first of two items that were of the most importance was that at the State's request, all the Counties in the State had to submit a Pandemic Influenza Plan to the State by the end of August. In connection with that requirement, she advised a Community Pandemic Planning Committee was formed and it had met on June 6th. Ms. Jones referred the Committee members to the outline of the meeting in the handout and she highlighted the list of groups and agencies that had attended the meeting. Ms. Jones explained that relative to the aforementioned plan for the State the Committee was working on a template of a plan for all the 17 counties in the region that had written sections of the regional plan that would have local input. Ms. Jones also reported the Tabletop drill held on July 12th and 13th was very well attended and she elaborated thereon for the information of the Committee members. She stated they were also planning that several agencies would be working together to provide one campaign for the upcoming influenza season that would also involve the Department's Certified Home Health Agency (CHHA).

Mrs. Auer proceeded with review of the New Business agenda items wherein she outlined some Personnel requests for the WIC Program. She advised the current WIC Program Assistant (full-time) would be retiring on August 30th and she would like to promote another current employee to the position and then backfill the vacant full-time WIC Program Aide position that the promotion would create. Mrs. Auer said then she would advertise to backfill the resulting vacant part-time WIC Program Aide position created by that promotion.

Mrs. Auer stated Jeanne Wood is the retiring employee and she has been with the WIC Program for 27 years. She noted they would like to acknowledge her dedication and thank her for her service to the many families she has served during her tenure in the department.

Motion was made by Mr. Champagne, seconded by Mr. Sheehan and carried unanimously to approve the filling of a WIC Program Assistant position, Grade 4, salary \$23,296, due to a retirement effective August 30th, and to backfill the resulting vacant WIC Program Aide full-time position, Grade 3, salary \$22,259, through an in-house promotion and to advertise to backfill the resulting vacant part-time WIC Program Aide position. The items were referred to the Personnel Committee. The notices of intent to fill vacant positions are on file with the minutes.

Next, Mrs. Auer requested approval of a resolution to renew the current contract with the New York State Department of Health Division of Nutrition Bureau of Supplemental Foods to allow the receipt of funds not to exceed \$342,633 to cover expenses of the WIC Program for the contract year October 1, 2006 through September 30, 2007.

Motion was made by Mr. F. Thomas, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of the resolution request form is on file with the minutes.

Concluding the agenda, Mrs. Auer requested approval of a resolution to amend the current contract with Jeanine Lawler, Occupational Therapist, to allow her to provide services in a group

setting as well as in an individual setting. She explained the amendment was needed to provide the group coverage for one of the therapists who will not have time to do it because she will also be working at BOCES.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Auer stated in keeping with the committee's agreement that the Rabies Program Reports would be provided on a quarterly instead of monthly basis this year, the report for April - June was included in the agenda packet. She noted the year-to-date monthly figures for animal bites were also shown in the report. In addition, Mrs. Auer pointed out a list of the forthcoming Rabies Clinics to be held in the various towns in the county from August to October was also included in the agenda packet. The committee members might want to take the list back to their towns, she added.

Mr. Barody reiterated the welcome to Ms. Driscoll. He expressed appreciation for her efforts and patience concerning the Fleet Management Program. Mr. Barody expressed appreciation for the staff's ongoing efforts concerning the Pandemic Influenza issue. Brief discussion followed.

Discussion returned to the Rabies Report. Mr. Champagne referred to the list of the Problems Encountered, and in particular to Item No. 1 that said it had taken six days for the Town of Thurman's Animal Control Officer (ACO) to report back to the Public Health Nurse (PHN) who coordinates the program that the dog was not vaccinated. Ms. Jones responded in this particular case they felt the delay was somewhat intentional because when the ACO did contact the nurse the recommendation was that since there were only two days left of the quarantine he asked why the dog could not be kept at home for that time.

Mr. Barody stated they should at least advise Town of Thurman Supervisor Haskell about this situation. Ms. Jones said she believed he was involved and that he had been instrumental in getting the ACO to return the department's calls. In reply to Mr. Barody's query on what administrative agency should follow up on the situation, Mrs. Auer said it would be the town. Mr. Barody asked if they could put together a letter to the town. Ms. Jones replied that actually all the towns had this problem from time to time except for Queensbury because they had a full-time paid ACO. The other towns had part-time people who have other jobs and the pay was quite low, she added. Ms. Jones queried if they would want a letter sent to all the towns.

Mr. Barody asked Mr. F. Thomas, as an up-county Supervisor (Town of Stony Creek) for his input on the matter. Mr. F. Thomas responded a letter should be sent to all the towns. He noted the salary for his Town's ACO was \$3,000 a year. Mr. Barody noted he did not know what the possible enforcement action in such cases would be. Mrs. Auer explained another problem was that some of the towns just had dog control officers and there were equal numbers of problems with cats, etc., that those ACOs could not handle. Ms. Jones stated Queensbury and Thurman

and some of the other towns have adopted additional rules that make their ACOs responsible for cat and raccoon bite incidents. She noted that was very helpful to the Rabies Program efforts, so perhaps if the towns could consider expanding their ACOs' job duties and laws in that way it would benefit the program. Mr. Barody agreed this should be recommended to the towns. He suggested something be sent to the towns to read into their public records at their board meetings.

Mr. Kenny entered the meeting at 9:53 a.m.

Ms. Jones advised there was also a training course for ACOs where they would learn to protect themselves from animal bites and how to deal with pet owners. Perhaps, she said this should be suggested to the towns. Mr. Barody noted perhaps a course would be something the County could sponsor either through the Safety Committee or Health Services. Mrs. Auer confirmed for Mr. Barody that they would prepare a letter to be sent to all the towns that would include all the aforementioned recommendations regarding rabies issues. It was agreed that the letter would be e-mailed to all the committee members for their information. Brief discussion followed.

There being no further business to come before the committee, on motion by Mr. Mason, and seconded by Mr. Champagne, Mr. Barody adjourned the meeting at 10:00 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk