

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: WESTMOUNT HEALTH FACILITY & COUNTRYSIDE ADULT HOME

DATE: SEPTEMBER 28, 2007

COMMITTEE MEMBERS PRESENT:

SUPERVISORS HASKELL
TESSIER
O'CONNOR
MASON
GERAGHTY
SOKOL

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:
BARBARA TAGGART, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
REPRESENTING COUNTRYSIDE ADULT HOME:
BRENDA HAYES, DIRECTOR
KATHY BAKER, FISCAL MANAGER OF SOCIAL
SERVICES DEPARTMENT

COMMITTEE MEMBER ABSENT:

SUPERVISOR CHAMPAGNE

HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND
FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR KENNY
TODD LUNT, DIRECTOR OF HUMAN RESOURCES
CHARLENE DiRESTA, LEGISLATIVE OFFICE SPECIALIST

Mr. Haskell called the meeting of the Westmount Health Facility & Countryside Adult Home Committee to order at 9:31 a.m.

Motion was made by Mr. Mason, seconded by Mr. Geraghty and carried unanimously to approve the minutes of the August 27, 2007 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 expounded Item No. 1 on the Agenda was a report on the status of the air handlers installation. She said that the air handlers would be shipped on or about November 15, 2007 and the RFP (Request for Proposal) for the installation of the air handlers would go out to bid next week. She noted that the delay concerned her due to the possibility of inclement weather at the time of the installation. Hal Payne, Commissioner of Administrative and Fiscal Services, asked if Ms. Taggart had received an estimate on how long the installation would take and Ms. Taggart replied in the negative. Mr. Payne stated that the facility did not want the roof open for three or four days and Ms. Taggart said that was her concern. Mr. Mason asked why it took such a long time to receive the air handlers and Mr. Haskell replied that they had to be custom built.

Ms. Taggart apprised that Item No. 2 pertained to two requests for transfers of funds and one request to amend the 2007 County budget. She said the first request was for a transfer of funds in the amount of \$6,000 from the Nursing-Lab Services Code (EF.72100.2700 435) to the Nursing-Equipment Rental Code (EF.60200.7300 421). She further added that this was to cover the cost of oxygen for the remainder of the year.

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

Ms. Taggart stated that the second request for transfer of funds was in the amount of \$730 from the Maintenance-Gas-Natural Code (EF.82200.7500 414) to the Nursing Administration-Travel/Education/Conference Code (EF.60100.8800 444) to cover the cost of two employees attending the Annual Directors of Nursing Services Conference.

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

Ms. Taggart said that she was requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$324 to reflect the receipt of HCRA (Health Care Reform Act) Recruitment and Retention Grant funds, to be used for advertising to fill vacant full-time nursing positions.

Motion was made by Mr. Mason, seconded by Mr. Sokol and carried unanimously to approve the request to amend the 2007 County budget as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Skipping to Item No. 4 on the Agenda, Ms. Taggart apprised that she had a few requests for authorization to attend meetings or conventions. She added that the first request was for Rosemary Duers and Patti Fiore to attend the Annual Directors of Nursing Services Conference at The Sagamore in Bolton Landing, New York on November 12-14, 2007, using thier own vehicles. She noted that the cost of the conference was \$365 each, for which the Committee had previously approved a transfer of funds in the amount of \$730, to cover such costs.

Motion was made by Mr. Geraghty, seconded by Mr. Mason and carried unanimously to authorize Rosemary Duers and Patti Fiore to attend the Annual Directors of Nursing Services Conference as outlined above. *Copies of the Authorizations to Attend Meeting or Conference are on file with the minutes.*

Ms. Taggart stated that the next item was a request for Renee Bazan to attend the Directors of Social Work Conference at The Sagamore in Bolton Landing, New York on November 5-6, 2007 at a cost of \$165 per day, using her own vehicle.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to authorize Renee Bazan to attend the Directors of Social Work Conference as outlined above. *A copy of the Authorization to Attend Meeting or Conference is on file with the minutes.*

Ms. Taggart expounded that the next item was a request for Betsy Henkel and Sandra Smith to attend the Fundamentals of Medicare Program at University Hospital in Syracuse, New York on November 14, 2007, using a County vehicle. She added that the seminar was free of charge; however, she said, that Ms. Henkel and Ms. Smith were requesting to spend the night before the seminar in Syracuse, since it started at 8:30 a.m. and drive time was at least four hours. She further added that the room rate for the hotel was \$45 per person.

Motion was made by Mr. Geraghty, seconded by Mr. Sokol and carried unanimously to authorize Betsy Henkel and Sandra Smith to attend the Fundamentals of Medicare Program as outlined above. *Copies of the Authorizations to Attend Meeting or Conference are on file with the minutes.*

Mr. Geraghty asked Ms. Taggart if she critiqued the conferences and seminars to ensure that the facility was obtaining needed information. Ms. Taggart replied that she did a critique of the conferences and noted that the Annual Directors of Nursing Services Conference and the Directors of Social Work Conference both provided a broad spectrum of all current nursing issues.

Returning to Item No. 3 on the Agenda, Ms. Taggart stated that she was requesting to amend that 2007 County budget to increase estimated revenues and appropriations in the amount of \$7,625 to reflect the receipt of HCRA Quality Improvement Demonstration Grant funds, to be used for sick leave incentives.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously to approve the request to amend the 2007 County budget as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart expounded that Item No. 5 on the Agenda pertained to \$50,000 in available HCRA funds. She added that she would like to use that funding to cover the salaries of the Personal Care Provider and Physical Therapist Assistant positions for the remainder of 2007. Mr. Haskell asked if this was funding that the facility had already received and Ms. Taggart replied affirmatively.

Motion was made by Mr. Tessier, seconded by Mr. O'Connor and carried unanimously to authorize the use of HCRA funds as outlined above.

Ms. Taggart questioned what date she should use for these positions to become effective and Mr. Payne replied that the request had to go before the full Board. Joan Sady, Clerk of the Board, asked if the funds were to be transferred to salaries and Betsy Henkel, Comptroller for Westmount Health Facility, replied that the funds would be transferred to salaries once they received an effective date and the exact amount had been determined. Mrs. Sady said that if the positions existed and were vacant the effective date would be the first Monday following the October 19, 2007 Board meeting. Mr. Payne questioned if the positions had been included in the budget request for 2008 and Ms. Henkel replied affirmatively. *(Subsequent to the meeting, Ms. Taggart decided to withdraw the request and to incorporate the new positions of Personal Care Provider (2) as part of the 2008 budget process.)*

Ms. Taggart apprised that Item No. 6 on the Agenda was to report on staffing and overtime levels. She said that the facility continued to have vacancies for two RN (Registered Nurse) Supervisor positions and one CNA (Certified Nurses Assistant) position. Mr. Haskell noted that the salary for both titles would be increased as of January 1, 2008 and it was his hope that the salary increase would be helpful in filling the vacant positions. Mr. O'Connor asked if there had been further discussions pertaining to increasing the salaries of the nursing positions at Westmount Health Facility. Mr. Payne responded that reclassification of pay grades of certain positions including physical therapy assistant and nursing positions were being considered as part of the current union contract negotiations.

Ms. Taggart noted that Item No. 7 on the Agenda was a pending item requesting Mr. Payne to research the cost to the County for a day care program to be implemented for Westmount Health Facility shift workers. Mr. Payne stated that he had discovered that Genesee County had a day care within their facility that incorporated both child care and adult day care programs. He added that the administrator had returned his phone call prior to the meeting and he would be

calling him back after the meeting. He further stated that Genesee County's program was only for day shift workers. He noted that the other program he had discovered was at Eastern Star Nursing Home in Oriskany, New York; however, he said, the administrator had not returned his call yet. He stated that he felt this issue should be left on the pending item list for the time being.

Todd Lunt, Director of Human Resources, said that he had also researched this issue. He stated that he had sent a request through self-insurance and had received a number of responses. He apprised that very few of the responses reflected a successful program and many of the responses had indicated that it was difficult to get this type of program running. Mr. O'Connor said that funding would be the primary hindrance to running a program of this type. Mr. Tessier noted that Adirondack Community College had a day care program for the faculty and students on the campus.

Privilege of the floor was extended to Brenda Hayes, Director of Countryside Adult Home, who distributed copies of the Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Ms. Hayes stated that Item No. 1 on the Agenda was a request for a transfer of funds in the amount of \$2,000 from the General, Installment Purchase Debt-Interest-Indebtedness Code (A.9785 710) to the General, Installment Code (A.9785 610) to cover the cost of contracts with Siemens Building Technologies, Inc.

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

Mr. Kenny entered the meeting at 9:45 a.m.

Ms. Hayes said that Item No. 2 on the Agenda was a request to close Capital Project No. H 261.9550 280-Septic System Replacement because the project had been completed and there was no balance remaining in the account.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to approve the request to close Capital Project No. H 261.9550 280 as outlined above and to forward the same to the Finance Committee. *A copy of the resolution request is on file with the minutes.*

Ms. Hayes said that Item No. 3 on the Agenda was a request to close Capital Project No. H 177.9550 280-Renovate County Residential Hall because the project had been completed and there was no balance remaining in the account.

Motion was made by Mr. Mason, seconded by Mr. Geraghty and carried unanimously to approve the request to close Capital Project No. H 177.9550 280 as outlined above and to forward the same to the Finance Committee. *A copy of the resolution request is on file with the minutes.*

Ms. Hayes apprised that she was requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$36,400. She added that Countryside Adult Home did not have a code for part-time salaries or for per diem salaries.

Kathy Baker, Fiscal Manager of the Department of Social Services (DSS), stated that there was a shortfall of approximately \$86,854.46. She said that she had asked the Treasurer's Office how much had been paid for per diem salaries to date and was advised approximately \$33,000.

Ms. Baker apprised there was also a request for a transfer of funds in the amount of \$50,897 to reflect the costs of those salaries. She added that the per diem employees were coded under regular salaries although they should be part-time salaries. She said she was hoping to have this situation rectified in the near future.

Motion was made by Mr. Geraghty and seconded by Mr. Mason to approve the transfer of funds and to amend the 2007 County Budget as outlined above and to forward both requests to the Finance Committee. *Copies of the Request for Transfer of Funds and the resolution request form are on file with the minutes.*

Mr. Geraghty asked what code the employees had been paid out of in the past and Ms. Baker replied that they were paid from Salaries-Regular (A.6030 110). Mr. Geraghty asked if they had been budgeted under a different code and Ms. Baker replied that they were under Salaries-Part-Time (A.6030 130) and added that she was requesting to transfer \$20,497 from the Salaries-Part-time Code (A.6030 130) and \$30,000 from Hospitalization (A.6030 860) into the Salaries-Regular Code (A.6030 110). Joan Sady, Clerk of the Board, asked if the request to amend the 2007 County budget should be a request for a transfer of funds. Ms. Baker replied that she was increasing the Salaries-Regular (A.6030 110) by \$36,400 and would

receive 50% revenue reimbursement on the Adult Care Private Institution (A.3630) in the amount of \$18,200; however, she added, an additional \$18,200 would be needed. She said that as of right now, she had been unable to locate the additional \$18,200 within the Department's budget although she might be able to find it by the end of the year.

Mr. Haskell asked if this issue had been resolved within the 2008 County budget and Ms. Hayes replied that they were working on it. Mr. Haskell noted that the Countryside salaries showed an approximately \$20,000 deficit. Ms. Baker responded that per diem employees were not listed on the salary sheets in the 2007 County budget. Mr. Payne said that there had been a high number of employees at Countryside this year with lengthy illnesses and Ms. Hayes noted that at least four employees had been out for eight to ten weeks due to surgery. Mr. Payne stated that the per diem employees were used to fill those positions in lieu of paying overtime to regular employees. He added that salaries for per diem employees should be listed under the Salaries-Part-time Code and not under the Salaries-Regular Code. He suggested waiting until November to see if there were any unused funds in the budget rather than to transfer funds from the Contingent Fund. Mr. Geraghty suggested approving the request for the transfer of funds but not the request to amend the 2007 County budget.

Mr. Geraghty withdrew his motion and Mr. Mason withdrew his second to the motion.

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

Mr. Kenny exited the meeting at 9:55 a.m.

Ms. Hayes apprised that the number of residents at Countryside Adult Home had increased to 53 and added that there were a couple of available referrals. She further said that she had received two inquiries from the article that was in *The Adirondack Journal* last week.

Ms. Hayes apprised that Countryside had received verbal approval to use the new admission agreement and added that once written approval was received, she would proceed with the Respite Care Program and the Adult Day Care Program for

January.

Ms. Hayes stated that \$42,000 had been removed from the 2008 budget that had been intended for the purchase of a new generator. She advised that the generator at the Social Services building was not in use and added that she was hoping to have that generator transferred to Countryside Adult Home. Mr. Haskell stated that the Department of Public Works (DPW) wanted the generator from the Social Services building to be used in their new shop. He said that the decision would have to be made between the two Committees. Mr. Payne stated that if the generator was given to Countryside it would be within the same department. Mr. Haskell recommended a joint meeting be held with DPW and Countryside Adult Home.

Discussion ensued.

Ms. Baker stated that the generator was technically the property of DPW and was paid for as part of the maintenance in lieu of rent paid by Social Services. Mr. Payne asked if the generator were to be sold to Countryside by DPW, would Countryside be able to be reimbursed 50% of the cost by New York State and Ms. Baker responded that they could be reimbursed in the form of depreciation over a period of time.

It was the consensus of the Committee to have the issue of the generator at the Social Services building added to the Agenda for the DPW Committee meeting on Tuesday, October 2, 2007.

As there was no further business to come before the Westmount Health Facility & Countryside Adult Home Committee, on motion made by Mr. Geraghty and seconded by Mr. Sokol, Mr. Haskell adjourned the meeting at 10:01 a.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist