

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH SERVICES**

**DATE: MAY 21, 2008**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
SHEEHAN  
THOMAS  
TESSIER  
CHAMPAGNE  
O'CONNOR

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF  
HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC  
HEALTH DIVISION  
TAMMY DELORENZO, CLINICAL & FISCAL  
INFORMATICS COORDINATOR

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR HASKELL

REPRESENTING COUNTRYSIDE ADULT HOME:  
BRENDA HAYES, DIRECTOR  
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF  
ADMINISTRATIVE AND FISCAL SERVICES  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SARAH MCLLENITHAN, LEGISLATIVE OFFICE SPECIALIST  
CHARLENE DIRESTA, LEGISLATIVE OFFICE SPECIALIST

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

Motion was made by Mr. Tessier, seconded by Mr. Sheehan 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 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 advised that the Point of Care (POC) project was progressing slower than had been anticipated. She explained that the hardware portion of the project would have to be put out to bid. She said that Trish Nenninger, Second Assistant County Attorney, had discovered that the hardware portion had not been included in the original Request for Proposal (RFP) because it had been anticipated that the hardware would be purchased through State contract. She added that the State contract did not have the best price and therefore, they would do another RFP for the hardware portion of the project. She stated that Delta Healthcare

Technologies, LLC could bid the project lower than the State contract price; however, she added, in order to follow the laws of procurement, they would need to issue an RFP.

Tammy DeLorenzo, Clinical & Fiscal Informatics Coordinator, noted that both Mrs. Nenninger and Julie Pacyna, Purchasing Agent, had been working very hard on the Point of Care project and had been very helpful. She stated that although State contracts made the procurement process easier, they did not necessarily ensure the best price. She said this was especially true when it came to purchasing technology. She reported that she was working with the Purchasing Department on the issuance of the RFP and the authorization for the contract should be prepared by the June 20, 2008 Board meeting. Mr. Sokol asked if the RFP would be issued to the same vendors as the original RFP had been. Ms. Auer responded that the RFP would be sent to Delta Healthcare Technologies, LLC to ensure consistency within the project.

Discussion ensued.

Ms. Auer noted that a monthly activities report for the Emergency Response and Preparedness Program had been included in the agenda packet for the Committee's review.

Ms. Auer requested to renew the current contract with the New York State Department of Health (NYS DOH) Division of Family Health Fiscal Unit, to receive Early Intervention Administration funding, commencing October 1, 2008 and terminating September 30, 2009, in the amount of \$41,805. She noted that this was an annual grant with the amount of funding determined by the number of children in the program.

Motion was made by Mr. Tessier, seconded by Mr. Thomas and carried unanimously to authorize the renewal of the contract as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 20, 2008 Board meeting.*

Ms. Auer requested authorization for a contract with Adirondack Physical Therapy and Fitness, PLLD to provide physical therapy services, commencing June 23, 2008 and terminating with 30 days written notice by either party, at the agreed upon established per individual visit or meeting rate, upon receipt of required documentation for each visit. She noted that Natalie Barber was currently contracted as a Physical Therapist for the Public Health Department and the contract would include her new company as well.

Motion was made by Mr. Sheehan, seconded by Mr. O'Connor and carried by majority vote to authorize the contract, as outlined above, with Mr. Thomas abstaining from the vote. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 20, 2008 Board meeting.*

Ms. Auer requested to amend the current contract with Psychological Associates to include provision of staff education services, commencing June 23, 2008, for a lump sum amount of \$250 per session. She noted that the staff education would be for therapists who were providing services to children in the Early Intervention and Preschool Special Needs Programs.

Motion was made by Mr. Thomas, seconded by Mr. Sheehan and carried unanimously to amend the contract as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 20, 2008 Board meeting.*

Ms. Auer requested authorization for Nicole Gillis, Registered Nurse, to enroll in two job-related courses entitled 'Introduction to Information and Technology Literacy' and 'Anthropological Global Studies', at Plattsburgh State University with 50% reimbursement from the County, subject to achievement of a grade C or better. She noted that the courses would assist Ms. Gillis in obtaining her Bachelor's Degree, which would give her the potential for promotion to a supervisory position.

Motion was made by Mr. Tessier, seconded by Mr. Thomas and carried unanimously to authorize Nicole Gillis to enroll in the job-related courses as outlined above, and to forward the same to the Personnel Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Auer requested authorization to fill the vacant position of WIC (Women, Infants and Children's Program) Dietician, base salary of \$35,587, Employee No. 10475, due to resignation. Mr. Sokol asked if the position was full-time and Ms. Auer replied affirmatively. She noted that the salary for the position was reimbursed through the NYS DOH WIC Grant. JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, queried if revenues were earned from the WIC Program and Ms. Auer replied affirmatively.

Motion was made by Mr. Tessier, seconded by Mr. Thomas and carried unanimously to authorize the filling of the vacant position, as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Auer stated that she did not have a report on free and reduced care to present this month. She said that a report on Revenues and Expenditures through May 19, 2008 had been included in the agenda packet for the Committee's review. Ms. DeLorenzo explained that the Department billed 45 days out and added that even though the report was through May, it only reflected two months worth of revenue. She said that this was their normal process; however, she added, the POC Program would allow for more accurate reports due to more preferable receivable dates. She noted that this report showed very little State Aid because they had just begun to bill the first quarter. She noted that compared to previous years reports they were on track with revenues and expenditures. She advised that they had received a check from the State for \$1.1 million that had been applied to the 2007 budget, when the services had been performed.

Ms. Auer distributed copies of the Warren County Health Services 2007 Annual Report; a copy of which is on file with the minutes. She said that she would present a short overview of the report at the next Committee meeting.

Ms. Auer informed the Committee that an RFP needed to be prepared for the Preschool Transportation contract. She noted that the current contract had an option to renew for an additional year; however, she added, the contractor did not want to renew due to the increase in the cost of gas.

The representatives from the Department of Public Health exited the meeting and Mr. Champagne entered the meeting at 9:45 a.m.

Mr. Sokol noted that Westmount Health Facility had no issues to present at this month's meeting.

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 informed the Committee that the supplies for the installation of the hot water tank had been ordered and that the tank would be installed as soon as scheduling permitted.

Ms. Hayes requested authorization to fill the vacant position of Building Maintenance Mechanic, base salary of \$32,812, Grade 13, Employee No. 10544, which had been vacant since February 2008. She said that she had discussed the necessary skill requirements of a potential employee with Skip Bessaw, Senior Building Maintenance Mechanic at Westmount Health Facility, and Frank Morehouse, Superintendent of Buildings for Warren County. Mr. Morehouse and

Mr. Bessaw, she continued, both felt that the position should be filled and remain at a Grade 13. She added that they had explained that an employee who was in a Grade 13 position could be utilized on an on-call basis. She explained that if the position was reclassified to a Grade 6 level, that employee would be used for maintenance of the building but not for on-call purposes. Mr. Champagne suggested that the position be under the responsibility of Mr. Morehouse and Ms. Hayes agreed. She added that she would like the position to be under Mr. Bessaw's supervision, as well.

Discussion ensued.

Ms. Hayes indicated that Mr. Bessaw and Mr. Morehouse would be pivotal in the interview process. She added that she would give the initial interview and then a second interview would be conducted which would include Mr. Bessaw and Mr. Morehouse. Mr. Sheehan asked if the position would require the qualifications to operate the building in Mr. Bessaw's absence. Ms. Hayes responded that the person who filled the position would be the first one that would be called if maintenance was required and added that Mr. Bessaw would be the second person who would be called.

Ms. Hayes remarked that Mr. Bessaw had been very helpful since the position had been vacated. She added that he was responsible for Westmount Health Facility and it was too much for one person to maintain both facilities. Mr. Sokol asked if the grounds were taken care of by staff and Ms. Hayes replied that there were two Laborers who maintained the grounds. Mr. Sokol suggested that with the assistance of Mr. Bessaw and Mr. Morehouse, it could be possible to reclassify the position to part-time and Ms. Hayes replied that the option had been discussed. She explained that Westmount Health Facility had three Building Maintenance Workers and she had asked if one of those employees could maintain Countryside Adult Home twice a week and also be on-call as needed. She reiterated that both Mr. Bessaw and Mr. Morehouse felt that the Building Maintenance Mechanic position at Countryside Adult Home should be filled.

Mr. Sheehan suggested that a contractor could be on-call and used as needed. Mr. Champagne clarified that the building would be maintained by this position, as well as the two Laborers and Ms. Hayes replied affirmatively. Ms. Hayes explained that three years ago the Facility had two Grade 13 Building Maintenance Mechanic positions, five Housekeeper positions and no Laborer positions. She said that two of the Housekeeper positions had been reclassified to Laborers. Mr. Sheehan asked if there was a possibility of promoting one of the Laborers to a Building Maintenance Mechanic and Ms. Hayes responded that neither of the Laborers had the necessary qualifications for the position.

Mr. Champagne asked if any of these positions were responsible for tasks such as washing the walls and Ms. Hayes responded that both the Laborers and the Housekeepers were responsible for such tasks. She advised that one of the Laborers had applied for several positions within Warren County and if that employee obtained another position it would be possible to eliminate one of the Laborer positions. Mr. Sheehan suggested that the filling of the vacant position be put on hold. Mr. Sokol suggested that Mr. Bessaw and Mr. Morehouse should be consulted to discuss the necessity of filling the position.

Mr. Geraghty questioned the staffing requirements of both facilities. Ms. Hayes responded that Mr. Bessaw was the Senior Building Maintenance Mechanic at the Westmount Health Facility, with three Building Maintenance Workers working under his supervision. Mr. Geraghty asked how many Laborers were employed at Westmount Health Facility and Ms. Hayes replied that there were none. She added that Countryside had two Laborers because the positions had been reclassified from Housekeeping positions. Mr. Champagne asked how many Housekeepers were employed by Countryside and Ms. Hayes responded that there were two Housekeepers and one Laundry Worker and added that the Facility no longer did their own laundry. Mr. Champagne voiced his opinion that if a position did not require either a full-time or a part-time person to accomplish the responsibilities, then the position should be eliminated. He noted that other full-time employees could then be cross-trained to accomplish those responsibilities. Ms. Hayes noted that the Laundry Worker was two years away from retirement. She said that when the laundry was relocated to Westmount, she had suggested that the employee either be relocated to Westmount or laid-off. She added that Hal Payne, Commissioner of Administrative & Fiscal Services, had been the Administrator of Westmount Health Facility at that time and had suggested that the employee remain at Countryside and be given housekeeping responsibilities.

Discussion ensued.

Mr. Sokol asked what the current number of residents at Countryside was and Ms. Hayes responded that there were currently 47 residents; however, she added, they were in the process of working on five referrals. Mr. O'Connor asked why the Laundry Worker did not transfer to Westmount Health Facility when the duties had been moved to that location. Ms. Hayes responded that Westmount had hired their own Laundry Worker and added that a portion of that employee's salary was paid out of the Countryside budget. She noted that the only laundry duties at Countryside Adult Home were to sort and deliver laundry to the rooms. Mr. Tessier suggested that when the Laundry Worker retired the position should be eliminated. Mr. Sokol asked when the decision had been made to retain the Laundry Worker position at Countryside and Ms. Hayes replied three years ago.

Mr. Sokol suggested that the position of Building Maintenance Mechanic not be filled at this time and that they discuss the possibility of restructuring the Table of Organization for the Countryside Adult Home at the next meeting. Mr. Thomas suggested that one of the three Building Maintenance Workers that worked under Mr. Bessaw be promoted to the position at Countryside. Ms. Hayes related that discussions had taken place with regard to that possibility and the main concern seemed to be the additional mileage and increasing cost of gas.

Discussion ensued.

It was the consensus of the Committee to postpone the issue of filling the vacant position of Building Maintenance Mechanic until the next Committee meeting and that Mr. Bessaw and Mr. Morehouse be requested to attend. Mr. Sokol noted that the next meeting would be held at Westmount Health Facility.

Ms. Hayes requested authorization to attend the Poised and Powerful Public Speaking Seminar on July 21, 2008 at the Clarion Hotel in Albany, New York, using her personal vehicle. She noted that the cost of the seminar was \$189 and added that she would acquire 5 of the 60 credits that were needed to attain her license. She noted that the funds to cover the cost of the Seminar were included in her budget.

Motion was made by Mr. Tessier, seconded by Mr. Sheehan and carried unanimously to authorize Ms. Hayes to attend the seminar, as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Ms. Hayes indicated that the NYS DOH had grant funding available that would allow residents of the Facility to obtain air conditioning (AC) units in their individual rooms. She said that the Facility currently had AC units in the hallways but not in the individual rooms. She commented that she felt that if AC units were allowed within the individual rooms, the Facility would incur the additional cost of operating the units. She queried whether the Committee felt she should apply for this particular grant funding. Mr. Champagne asked what the cost to the County would be and Ms. Hayes replied that she did not have all of the necessary information. She added that she would obtain the information for the Committee's review. Mr. Tessier noted that the type of windows in the resident's rooms could present a problem for individual AC units. Mr. Champagne asked if the resident's rooms were hot in the summer and Ms. Hayes responded that the AC units in the hallways were usually sufficient to keep the rooms cool. Mr. Sheehan advised that if there were no complaints from the residents pertaining to the temperature, they should not pursue the grant. In answer to a question of whether the residents were allowed to install their own AC unit, Ms. Hayes responded that the unit

would have to be checked by the Building Maintenance Mechanic prior to installation. Mr. O' Connor voiced his opinion that the AC units in the hallway would not be capable of cooling the resident's rooms as well. Ms. Hayes responded that if the residents left their doors opened the AC units did somewhat cool the rooms. She added that other than the resident's rooms, the only room without an AC unit was the back office. She advised that due to the fact that the back office was used by residents and their families, it may be possible to purchase an AC unit for that office using grant funding. She said that she would research the grant and send the information to the Committee members.

As there was no further business to come before the Health Services Committee, on motion made by Mr. O'Connor and seconded by Mr. Sheehan, Mr. Sokol adjourned the meeting at 10:12 a.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist