

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH SERVICES**

**DATE: JUNE 27, 2008**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
SHEEHAN  
HASKELL  
THOMAS  
CHAMPAGNE  
O'CONNOR

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR TESSIER

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC  
HEALTH  
TAMMIE DELORENZO, CLINICAL & FISCAL  
INFORMATICS COORDINATOR  
REPRESENTING WESTMOUNT HEALTH FACILITY:  
BARBARA TAGGART, ADMINISTRATOR  
BETSY HENKEL, COMPTROLLER  
SKIP BESSAW, SENIOR BUILDING MAINTENANCE  
MECHANIC  
REPRESENTING COUNTRYSIDE ADULT HOME:  
BRENDA HAYES, DIRECTOR  
KATHY BAKER, FISCAL MANAGER OF THE  
DEPARTMENT OF SOCIAL SERVICES  
REPRESENTING SIEMENS BUILDING TECHNOLOGIES:  
BRIAN MARTZ, PERFORMANCE ASSURANCE ENGINEER  
MICHAEL SHELLEY, PERFORMANCE ASSURANCE  
ENGINEER  
MICHAEL MCCARTHY, CPA, MCCARTHY & CONLON, LLP  
FREDERICK MONROE, CHAIRMAN  
PAUL DUSEK, COUNTY ATTORNEY  
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE &  
FISCAL SERVICES  
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF  
ADMINISTRATIVE & FISCAL SERVICES  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR STRAINER  
FRANK MOREHOUSE, JR., SUPERINTENDENT OF  
BUILDINGS & GROUNDS  
TODD LUNT, DIRECTOR OF HUMAN RESOURCES  
CHARLENE DiRESTA, LEGISLATIVE OFFICE SPECIALIST

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Mr. Sokol called the meeting of the Health Services Committee to order at 9:35 a.m. at Westmount Health Facility.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne 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 apprised that the first item on the agenda was to update the Committee on the progress of the Point of Care (POC) project. Tammie DeLorenzo, Clinical and Fiscal Informatics Coordinator, explained that they would soon be signing the contract with Delta Healthcare Technologies, LLC and added that they were awaiting the receipt of a standby letter of credit from that vendor.

Paul Dusek, County Attorney, stated that the County was now requiring either a performance bond or a standby letter of credit prior to signing contracts for larger projects. He explained that Delta Healthcare Technologies, LLC would obtain a standby letter of credit from the commercial bank with which they do business. He further explained that if there were problems with Delta Healthcare Technologies, LLC completing the project, the County could submit specific documents to the bank and receive payment based on the standby letter of credit. He said that a standby letter of credit was preferable to a performance bond because the standby letter of credit was based on the bank's and not the company's ability to pay. He recommended that the County move forward and sign the contract with Delta Healthcare Technologies, LLC upon receipt of the standby letter of credit.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to ratify the recommendation of the County Attorney to allow Delta Healthcare Technologies, LLC to provide the County with a standby letter of credit, in lieu of a performance bond for the Point of Care Electronic Medical Records project. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Mr. Dusek exited the meeting at 9:40 a.m.

Ms. Auer noted that the monthly Emergency Response and Preparedness Activities Report had been included in the agenda packet for the Committee's review. She reminded the Committee that she had distributed copies of the 2007 Annual Report for the Division of Home Care and the Division of Public Health at the last Committee meeting. She noted that she had not received any phone calls with questions regarding the report and therefore, was requesting a resolution to accept the report.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried

unanimously to accept the 2007 Annual Report for the Division of Home Care and the Division of Public Health. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Auer requested to amend the current contract with Capital District Physician's Health Plan, Inc. (CDPHP) to include the new CDPHP Medicare Advantage Program, which would go into effect on January 1, 2009. She explained that the Warren County Public Health Department would need to be listed as a provider in order to receive reimbursement for services rendered. She also requested to amend the contract to include the updated New York State Department of Health (NYS DOH) required language, as well as the updated rates for services provided to patients who are not enrolled in the Medicare Advantage Program.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to authorize the amendment to the current contract with Capital District Physician's Health Plan, Inc. to include the new CDPHP Medicare Advantage Program, effective date of January 1, 2009, the updated New York State Department of Health (DOH) required language and the updated rates for services provided to patients who are not enrolled in the Medicare Advantage Program. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Auer requested authorization to pay for course books for courses taken by Patricia Belden, Public Health Nurse. She explained that Ms. Belden was enrolled at the State University of New York (SUNY) Albany School of Public Health, in a certificate program that would lead to a Master's Degree in Public Health. She added that Ms. Belden had a full scholarship for the first six courses (18 credits) and was therefore, requesting reimbursement for the payment of the course books only.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to authorize Patricia Belden to enroll in six job-related courses at SUNY Albany School of Public Health, and to receive reimbursement upon verification of obtaining a grade C or better for each course, and to refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Strainer entered the meeting at 9:43 a.m.

Ms. Auer requested an agreement with Hudson Headwaters Health Network for the receipt of \$3,000 in funding for support of the Ryan White Early Intervention

Services Program, commencing June 25, 2008 and terminating December 31, 2008. She said that the funds would be used to conduct health education and outreach activities pertaining to HIV/AIDS related issues. She noted that this grant funding had been received on an annual basis for the past few years in varying amounts.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize an agreement with Hudson Headwaters Health Network, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Auer apprised that Eden Park Health Care Center in the City of Glens Falls had been purchased by National Health Care Associates, who had changed the name of the facility to The Pines at Glens Falls Center for Nursing and Rehabilitation. She said that she was requesting to amend the current contract with Eden Park Health Care Center to reflect the new name of the facility.

Motion was made by Mr. O'Connor, seconded by Mr. Thomas and carried unanimously to amend the current contract with Eden Park Nursing Home to reflect the new name of the facility as The Pines at Glens Falls for Nursing and Rehabilitation. *(Subsequent to the meeting it was determined that an amended affiliation agreement would be executed and therefore, an amended resolution was not necessary.)*

Ms. Auer requested authorization to fill the vacant position of Early Intervention Services Coordinator, base salary of \$30,128, effective date of August 18, 2008. She noted that the position was a grade 18 with a base salary of \$38,133; however, she added, the base salary was being prorated to 30 hours per week and would not qualify for health insurance benefits.

Motion was made by Mr. Thomas, seconded by Mr. Haskell and carried unanimously to approve the request to fill the vacant position of Early Intervention Services Coordinator, 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 requested authorization for Tammie DeLorenzo and Sharon Schaldone, Assistant Director of Patient Services, to attend the Home Care Association of New York Senior and Financial Managers Retreat in Saratoga Springs, New York on August 7-8, 2008, using a County fleet vehicle, at a cost of \$369 per person.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to authorize Ms. DeLorenzo and Ms. Schaldone to attend the retreat,

as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested authorization for a multi-year contract with the NYS DOH for the Immunization Action Plan commencing April 1, 2008 and terminating March 31, 2013 and authorizing the receipt of funding in the amount of \$33,111 for the initial contract year of April 1, 2008 through March 31, 2009. Mr. Champagne suggested that the County should pass a resolution that would authorize the Department to accept funding up to a maximum dollar amount without the necessity of requesting a resolution. He added that the process was time consuming. Hal Payne, Commissioner of Administrative & Fiscal Services, said that he would investigate the possibility and report back to the Committee. Ms. Auer suggested that there should also be a resolution that did not require the Department to request an additional resolution if the funding amount was decreased and added that if New York State continued to decrease the program funding by 2%, she would be requesting resolutions to amend agreements at every Committee meeting.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to authorize the contract with the NYS DOH, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Auer requested authorization for a contract with the NYS DOH to allow receipt of reimbursement funding for costs associated with the Rabies Program, commencing January 1, 2008 and terminating March 31, 2012, with payment to be made by quarterly voucher submission with expenditure details. She said that the estimated funding was \$64,725 for the five-year period; however, she added, the rate-based amount would be determined by the actual expenses that were submitted.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to authorize a contract with the NYS DOH, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Auer requested to amend the current contract with the NYS DOH to authorize receipt of COLA (Cost of Living Adjustment) funds for the Rabies Program in the amount of \$722.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to authorize amending the current contract with the NYS DOH, as outlined above. *A copy of the resolution request form is on file with the minutes and*

*the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Auer requested to amend the current contract with Excellus Company and all of its affiliates and subsidiaries to reflect the increase in insurance rates. She added that this was a technical request from the County Attorney's Office, which would allow the Department to accept funds received from the affiliates and subsidiaries of Excellus Company.

Motion was made by Mr. O'Connor, seconded by Mr. Thomas and carried unanimously to amend the current contract with Excellus Company, as outlined above. *(Subsequent to the meeting it had been determined that a resolution was not necessary for this action.)*

Ms. Auer stated that she was requesting authorization to host various meetings that occurred on a routine basis throughout the year and were hosted by the Department of Public Health annually. She noted that the meetings would be held through 2008 and 2009 at Carl R's Restaurant, as follows:

- ▶ Pandemic Influenza Planning Committee, at a cost of approximately \$280 per year;
- ▶ Professional Advisory Committee, at a cost of approximately \$400 to \$450 per year;
- ▶ Utilization Review Committees: Division of Home Care and Division of Public Health, at a cost of approximately \$1,000 per year;
- ▶ Emergency Preparedness Committee for Public Health, at a cost of approximately \$450 per year; and
- ▶ Emergency Preparedness for Home Care, Hospitals, Assisted Living, Long Term Skilled Nursing Facilities, Medical Equipment and Vendors, at a cost of approximately \$500 per year.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to authorize the Department of Public Health to host the meetings, as outlined above. *Copies of the Requests to Host Meeting or Conference forms are on file with the minutes.*

Ms. DeLorenzo stated that the Department billed on a 45-day cycle and added that following the implementation of the Point of Care System they would be able to bill weekly. She noted that the budget report did not reflect any State Aid for 2008, which was typical.

Ms. Auer apprised that the NYS DOH had surveyed the Warren County Division of Public Health on June 16-17, 2008. She said that although they had not yet received the official written report, they had been informed by the team leader that no deficiencies or violations had been found. She added that the survey team had

been very complimentary of the programs that were offered. She thanked Ginelle Jones, Assistant Director of Public Health, and the staff of the Division of Public Health for their efforts.

Ms. Auer advised that a summary of the impact to the Department's programs by the projected State budget cuts was included in the agenda packet. She stated that mandated programs, such as the Preschool Program and the Early Intervention Program would likely suffer the greatest impact from the budget cuts.

Discussion ensued.

Mr. Payne stated that they were researching whether it would be less expensive to supply the Public Health Nurses with cell phones rather than pagers. Ms. Auer said that she had spoken with an answering service company about the possibility of receiving several pagers on a trial basis. Mr. Haskell asked if the possibility of using radios had been explored and Ms. Auer responded that the Department had used radios in the past; however, she added, the coverage in this area was not the best. Mr. Haskell noted that the radio coverage in the area had recently been improved upon. Mr. Geraghty apprised that the further north you traveled, there was less coverage.

Kathy Baker, Fiscal Manager of the Department of Social Services (DSS), entered the meeting and the representatives from the Department of Public Health exited the meeting at 10:00 a.m.

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 to skip to the second item on the agenda and introduced Brian Martz, Performance Assurance Engineer for Siemens Building Technologies, Inc. Mr. Martz stated that he would be leaving Siemens Building Technologies, Inc. to pursue a better employment opportunity and introduced Michael Shelley, Performance Assurance Engineer for Siemens Building Technologies, Inc., as his replacement as liaison to Westmount Health Facility. Mr. Martz distributed copies of the Westmount Health Facility Performance Assurance Report for Performance Year 3 to the Committee members; a copy of which is on file with the minutes. He apprised that the annual guaranteed savings for Year 3 had been \$190,625, as compared to the actual savings of \$300,451, which represented an additional savings of \$109,826 above the guarantee. He added that the total guaranteed savings for Years 1 through 3 had been \$558,041, as compared to the three-year actual savings of \$889,686, which represented an additional \$331,645 above the three-year guarantee.

Mr. Martz stated that last winter had been extremely cold and therefore, the benefit of the heat recovery had paid for itself. He noted that whenever it was extremely cold the County would see additional savings. Mr. Champagne questioned if Maplewood Nursing Facility was back on track as far as their guaranteed annual savings and Mr. Martz responded that they were not and added that Siemens Building Technologies, Inc. continued to cut a check for Maplewood Nursing Facility each year.

Mr. Champagne asked about the possibility of drilling under the Northway in order to connect the Co-Gen Plant at Westmount Health Facility to the Municipal Center. Mr. Martz questioned if the property belonged to the County and Skip Bessaw, Senior Building Maintenance Mechanic for Westmount Health Facility, responded that the property belonged to the State. Mr. Payne noted that if the Co-Gen Plant had stayed connected to the electrical supply, National Grid would have charged a tariff. Mr. Bessaw stated that the amount that National Grid charged to stay connected was too high.

Discussion ensued.

Mr. Payne stated that a resolution was required to accept the Year 3 Performance Assurance Report from Siemens Building Technologies.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to authorize execution of Client Acceptance of the Year 3 Guaranteed Savings Report for Siemens Building Technologies, Inc. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Messrs. Martz and Shelley exited the meeting at 10:25 a.m.

Ms. Taggart introduced Michael McCarthy, CPA, McCarthy & Conlon, LLP, who would present the 2007 Annual Financial Report for Westmount Health Facility. Mr. McCarthy distributed copies of the 2007 Financial Report and a management letter to the Committee members; a copy of same is on file with the minutes. He stated that Page 2 represented the Balance Sheets for 2006 and 2007 and added that with each passing year the Balance Sheet would continue to create a strong financial picture. He apprised that some of the 2007 revenue was not represented on the Balance Sheet and would not be received until late fall of 2008. He noted that the revenue that had not been received was from Intergovernmental Transfers, public facility grant funding and Medicaid reimbursements.

Mr. McCarthy explained that the State budget for 2007 had used a Medicaid reimbursement rate that had been based on 2002 rates. He added that the State

had approved using 2006 Medicaid reimbursement rates which would be phased into the State budget and noted that the new rates were not represented in the 2007 Financial Statement.

Mr. McCarthy apprised that the impact for the rate appeal that had been filed for the depreciation of the Co-Gen plant had not been accrued. He stated that the lead auditor for the Medicaid Inspector General's Office was currently in the process of auditing Maplewood Nursing Facility in Saratoga County. He added that the lead auditor had called him to ask his opinion on the possibility of disallowing the depreciation and interest on the Co-Gen Plant for Maplewood Nursing Facility. He explained that the lead auditor's argument was that the base period already included a component of cost for electrical and he added that Co-Gen only changed the way in which the electricity was obtained. He apprised that since Warren County had an approved Certificate of Need (CON) for the Co-Gen Plant, the State Medicaid regulations stated that depreciation and interests on approved project costs were reimbursable. He said that he had informed the lead auditor that if there was an issue it would need to be dealt with at the planning level when the CON was submitted and not after the fact. He stated that the auditors for the Medicaid Inspector General's Office were not in favor of Co-Gen projects and he wanted the County to be aware of the possibility that there would be a need to defend the CON.

Mr. Champagne asked the amount of the depreciation and interest on the Co-Gen project and Betsy Henkel, Comptroller for Westmount Health Facility, responded that the depreciation and interest amounted to approximately \$250,000 per year. Mr. McCarthy noted that if the Medicaid Inspector General's Office made the adjustment, the County would not only no longer receive the reimbursement, they would have to pay back any reimbursement that had already been received. Mr. Payne said that he had spoken with Paul Dusek, County Attorney, and had been informed that Warren County was protected by the Performance Contract with Siemens Building Technologies, Inc. He explained that due to the fact that Siemens had initiated the CON and had guaranteed an annual savings to the County, if the Medicaid Inspector General's Office declared the CON to be void and withdrew the reimbursement, Siemens would have to ensure that the County broke even.

Discussion ensued.

Referring to the management letter, Mr. McCarthy stated that the second page of the letter pertained to recommendations from McCarthy & Conlon, LLP to the County. He offered his opinion that Health Care Reform Act (HCRA) Recruitment and Retention Grant funds should not be budgeted as deferred revenue. He added that the funding was intended to be spent in the same year in which it was

received. He said that Westmount Health Facility budgeted these funds as deferred revenue due to the fact that they had not budgeted for the expense of the funds. He noted that HCRA funding was based on the State fiscal year and reiterated that the funds were intended to be used in the year in which they were received and be reported accordingly. He added that if the State were to do an audit, there was a chance that they would try to recoup some of the funding based on the fact that it was budgeted as deferred revenue.

Mr. McCarthy noted that another recommendation had pertained to the security of the swipe cards for the Kronos Timekeeper System and he added, that the problem had already been corrected. He said that at the time of the audit the swipe cards were on a rack in the hallway which could have been accessed by anyone.

Mr. McCarthy stated that the last recommendation was that fuel oil should be reported as inventory on the books. He added that with the increase in the cost of fuel oil it was becoming more important for the fuel oil to be included in the inventory. He commented that Ms. Henkel did a great job of keeping the books for Westmount Health Facility.

Mr. McCarthy exited the meeting at 10:38 a.m.

Motion was made by Mr. O'Connor, seconded by Mr. Haskell and carried unanimously to accept the 2007 Annual Financial Report from McCarthy & Conlon, LLP.

Mr. Haskell commented that he agreed that Ms. Henkel did an excellent job keeping the books for Westmount Health Facility.

Ms. Taggart apprised that there was a detailed expense report for the air handler project at Westmount Health Facility, included in the agenda packet. She requested authorization to pay the following invoices as they pertained to the air handler project:

- ▶ Adirondack Air Balance Company, Inc. for testing and balancing of air and fluid systems services for the air handlers on May 1, 2008 and May 7, 2008, in the amount of \$865;
- ▶ CP HVAC and Control for troubleshooting of the pneumatic controls and installation of new EP and tubing for the air handlers on May 29, 2008, in the amount of \$756; and
- ▶ Siemens Building Technologies, Inc. for the re-piping of the pneumatic controls on air handler unit #1 on June 9, 2008, in the amount of \$420.

Ms. Taggart stated that approximately \$248,000 had been spent on the air handler project to date. Mr. Sokol said that it had been stated at the last Board meeting that there would not be any additional costs incurred on the air handler project. Mr. Payne advised that the project had not gone smoothly from the time that Rist-Frost Associates had been hired. Mr. Bessaw apprised that both air handlers were operational; however, he added, during the first week a filter in air handler #1 had blown through the unit and had broken the fan and the housing. He said that conversations with the manufacturer had not gone well initially; however, he added, it had been worked out in the end.

Ms. Taggart apprised that she had spoken with Dan Bruno, Engineer with Highlander Engineering Services, about the possibility of a warranty on the air handler units. She added that she had inquired of other facilities in the area that had the same units to determine what problems they were having.

Discussion ensued pertaining to pneumatic controls.

Motion was made by Mr. Haskell, seconded by Mr. O'Connor and carried unanimously to authorize payment for work on the air handler units, as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the July 18, 2008 Board meeting.*

Ms. Taggart requested a transfer of funds in the amount of \$300 from the Nursing-Nurses' Station-Other Equipment Code (EF.60200.5803 260) to the Nursing-Nurses' Station-Furniture Equipment Code (EF.60200.5802 260) to cover the shipping costs of nursing beds.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to approve the transfer of funds, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested a transfer of funds in the amount of \$610 from the Plant Operation and Maintenance-Supplies Code (EF.82200.5906 410) to the Plant Operation and Maintenance-Other Equipment Code (EF.82200.5803 260) to cover the cost of a ladder and a security camera for the dock at the back of the facility.

Motion was made by Mr. Champagne, seconded by Mr. O'Connor and carried unanimously to approve the transfer of funds, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated

revenues and appropriations to reflect the receipt of Health Care Reform Act (HCRA) Recruitment and Retention Grant funds in the amount of \$900 for nursing education, including an internet broadcast, a CNA Survey Prep Training book and training for two nurses at the Challenging Geriatric Behaviors Seminar.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated revenues and appropriations to reflect the receipt of HCRA Recruitment and Retention Grant funds in the amount of \$170 for the Social Worker to attend the Challenging Geriatric Behaviors Seminar.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated revenues and appropriations to reflect the receipt of HCRA Recruitment and Retention Grant funds in the amount of \$170 for the Activities Supervisor to attend the Challenging Geriatric Behaviors Seminar.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated revenues and appropriations to reflect the receipt of HCRA Recruitment and Retention Grant funds in the amount of \$350 for the Activities Supervisor to attend a yearly conference hosted by the Foundation for Long Term Care.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated revenues and appropriations to reflect the receipt of HCRA Recruitment and Retention Grant funds in the amount of \$1,600 for the purchase of a camcorder,

a projector and a laptop computer.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to amend the 2008 County budget to increase estimated revenues and appropriations to reflect the receipt of HCRA Recruitment and Retention Grant funds in the amount of \$7,224 for the purchase of Great Escape passes, movie tickets, gift certificates to Brooklyn Pizza, gas cards for Stewart's Shops and gift certificates for coffee at Stewart's Shops. She added that the items would be used as incentives for staff members who maintained good attendance, as a means to encourage the staff to 'raise the bar'.

Mr. Haskell stated that he felt that the staff at Westmount Health Facility was excellent and added that he was unsure how they could 'raise the bar'. Ms. Taggart responded that some employees would call in sick on nice days in order to enjoy a day off. She added that the Facility tried to maintain adequate staff on all shifts and the incentives would help encourage staff to work extra hours without making it mandatory. Mr. Champagne noted that there was no longer mandatory overtime for nurses in New York State. Mr. Payne responded that in an emergency a facility was allowed to mandate overtime; however, he added, Westmount Health Facility had not mandated overtime in over ten years. He noted that Mr. McCarthy had indicated that HCRA Grant funds needed to be spent in the year in which they were distributed and he asked what the balance was in the HCRA Grant funds account. Ms. Henkel responded that there was approximately \$100,000 in deferred revenue.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested authorization of payment to Grasshopper Gardens, Inc. for a one-time pesticide application for grub control, in the amount of \$570. She also requested to amend the current contract with Grasshopper Gardens, Inc. to include a lawn fertilization program, commencing May 7, 2008 and terminating December 31, 2008, for a lump sum amount of \$1,100. Mr. Haskell noted that the Sheriff's Office also had a contract with Grasshopper Gardens, Inc. and asked why the contracts could not be incorporated. Mr. Payne stated that they could combine the contracts for next year. Mr. Haskell said that he thought it would be less expensive to have one larger contract as opposed to two or three separate

contracts.

Motion was made by Mr. O'Connor, seconded by Mr. Haskell and carried unanimously to authorize payment to and to amend the current contract with Grasshopper Gardens, Inc., as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the July 18, 2008 Board meeting.*

Ms. Taggart requested authorization to extend the existing contract with M. M. Hayes Company for maintenance of the Kronos Timekeeper System, commencing July 1, 2008 and terminating June 30, 2009, for a lump sum amount of \$1,912. Mr. Haskell asked if the Kronos system was used Countywide and Mr. Payne responded that it was used at Westmount Health Facility and at the Department of Public Works (DPW). Mr. Payne added that they were investigating the possibility of using the Kronos Timekeeper System Countywide.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to extend the existing contract with M. M. Hayes Company, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting.*

Ms. Taggart apprised that NYAHS (New York Association of Homes & Services for the Aging) had sent out a form requesting a recommendation for a staff member to be recognized for an Employee of Distinction Award. She added that Donna Barrant, Certified Nursing Assistant at Westmount Health Facility, had been chosen to receive the award. She said that representatives from NYAHS would come to present the award and there was a possibility that Assemblywoman Teresa Sayward and Senator Elizabeth Little might attend, as well. Mr. Haskell asked if this was the fourth employee from Westmount Health Facility to receive the award and Mr. Payne responded that it was the fifth time that a Westmount Health Facility employee had been chosen, out of the seven years that the award has been in existence.

Ms. Taggart advised the Committee that there were two acknowledgments from the families of former residents included in the agenda packet. She added that one of the families had donated a table and an umbrella for outside of the Facility.

Ms. Taggart apprised that the next item on the agenda was the incentives for staff that had been discussed earlier in the meeting. She said that the staff incentives would be distributed throughout 2008 and 2009.

Ms. Taggart stated that she had budgeted \$5,000 for the purpose of replacing the carpet in the administrative offices. She requested Committee approval to replace

the carpet at this time. Mr. Sokol noted that the carpet was in need of replacement.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to approve the replacement of the carpet in the administrative offices of Westmount Health Facility.

Mr. O'Connor referred to the page in the agenda packet which was labeled 'Administrative Staff' and asked what the heading of 'Terms' referred to and Ms. Taggart responded that it referred to employees who had terminated their employment. She added that there was a high level of staff members on a medical leave of absence, at this time.

Ms. Taggart apprised that Eden Park Health Care Center in the City of Glens Falls had been purchased by National Health Care Associates, who had changed the name of the facility to The Pines at Glens Falls Center for Nursing and Rehabilitation. She said that she was requesting to amend the current contract with Eden Park Health Care Center to reflect the new name of the facility.

Motion was made by Mr. Haskell, seconded by Mr. Thomas and carried unanimously to amend the current contract with Eden Park Nursing Home to reflect the new name of the facility as The Pines at Glens Falls Center for Nursing and Rehabilitation. *(Subsequent to the meeting it was determined that an amended affiliation agreement would be executed and therefore, an amended resolution was not necessary.)*

Mr. Sokol noted that the next item on the agenda was to discuss if there was a need to fill the vacant Building Maintenance Mechanic position at Countryside Adult Home. He added that Skip Bessaw, Senior Building Maintenance Mechanic at Westmount Health Facility and Frank Morehouse, Superintendent of Buildings & Grounds, had been invited to the meeting to participate in the discussion. He stated that the purpose of the discussion was to decide if Countryside Adult Home would need to hire a Building Maintenance Mechanic or if the duties could be assigned to current County employees.

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 apprised that she had included in the agenda packet, job descriptions for the Building Maintenance Worker position, Grade 6 and the Building Maintenance Mechanic position, Grade 13. She said that she had spoken with Mr. Morehouse and Mr. Bessaw and had been informed that they both felt that the

vacant position of Building Maintenance Mechanic would need to be filled. She noted that she had also included in the agenda packet, a list of duties that would need to be performed by whomever was hired for the maintenance of Countryside Adult Home. She stated that Mr. Bessaw had done a great job performing the necessary maintenance at Countryside Adult Home, since the position had been vacated.

Ms. Hayes apprised that the expense of filling the vacant position would be reimbursed 50% with State funds, which would mean that the position of Building Maintenance Mechanic, base salary of \$32,812, would only cost the County \$16,406. She added that she was unsure of the base salary for the Building Maintenance Worker position and Mr. Payne responded that the base salary was \$26,101, which would cost the County \$13,050. Mr. Payne noted that they could also fill the vacancy with a Building Maintenance Worker No. 2 position, which was a Grade 10, base salary of \$30,867.

Ms. Hayes apprised that whomever was hired would need to be qualified to perform the list of duties as previously discussed. She added that they would need to be capable of both troubleshooting and maintaining the equipment at Countryside Adult Home. Mr. Payne noted that there were currently 47 residents at the Facility and added that the 60-bed Facility had not been fully occupied since 1992. He explained that he had discussed with Ms. Hayes, those positions which could be eliminated in the Facility.

Discussion ensued.

Mr. Bessaw apprised that the Facility needed a full-time employee for maintenance and he added that he felt one Building Maintenance Mechanic would be sufficient for the needs of the Facility. Mr. Haskell stated that at one time the Facility had three maintenance workers and added that they would need to hire someone due to the fact that the building was over 25 years old and required maintenance often. Mr. Geraghty questioned many maintenance workers were currently employed by Countryside Adult Home at this time and Ms. Hayes responded that there were two Laborers, which were a Grade 2. Mr. Bessaw explained that the Facility used to employ two maintenance workers; one Grade 6 and one Grade 13. Mr. Morehouse stated that due to the union rules and regulations, certain positions could not perform certain duties. He added that he would prefer to eliminate the lower level positions and utilize more skilled workers that were able to perform a wider variety of tasks. He said that he felt it was important that each County building had an employee on site that was very familiar with the building's operations.

Mr. Champagne apprised that employees needed to give more for less and added

that he did not feel that a more skilled worker was needed in each County building. He stated that if there were two Laborers who were limited in which tasks they were allowed to do, he would want to see one of the Laborer positions eliminated before he would be willing to fill a Grade 13 position. He said that as far as overseeing the Facility, he felt that either Mr. Bessaw or Mr. Morehouse were capable of the task. Ms. Baker responded that if Mr. Bessaw or Mr. Morehouse were utilized, Countryside Adult Home should be billed for the time that was spent maintaining the Facility. She stated that Westmount Health Facility had not billed for any of the time that Mr. Bessaw has spent on maintenance at Countryside Adult Home.

Ms. Hayes interjected that the State had requirements for maintenance of the building. Mr. Champagne asked if it would be possible to lay-off one of the Laborers prior to hiring a Building Maintenance Mechanic. Mr. Payne responded that once the Building Maintenance Mechanic was hired, one of the Laborers could be transferred to a position as a Cleaner on the 3:00 p.m. to 11:00 p.m. shift.

Discussion ensued.

Motion was made by Mr. Haskell, seconded by Mr. O'Connor and carried unanimously to approve the request to fill the vacant position of Building Maintenance Mechanic, Grade 13, base salary of \$32,812, Employee No. 10544, 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.*

Messrs. Bessaw and Morehouse exited the meeting at 11:47 a.m.

Ms. Hayes stated that Mr. Payne had requested Ms. Baker to attend the meeting to discuss the Budget Performance Report through June 27, 2008. Mr. Payne noted that his main concern had been the revenue for Countryside Adult Home, which he added was down. Ms. Baker responded that the Repay-Adult Care-Public Institution (A.6030 1830) was currently at 53%, which represented the amount that was paid by the residents and the Adult Care-Private Institution (A.6030 3630) was at 25%, which represented reimbursements from the State. She added that the State reimbursement only represented three months postings. Mr. Payne asked if 25% was usual at this point in time and Ms. Baker responded affirmatively. She stated that she had called the State to inquire about the new rate, so that letters could be sent to the residents, but had not yet received an answer. Ms. Hayes explained that when the rate changed, it caused the billing to be 30 days behind due to the fact that the residents were entitled to 30 days notice of a rate increase.

Ms. Baker apprised that Ms. Hayes had advised that the Facility was losing potential residents due to the amount of time that it took to receive approval from the DSS. Ms. Baker explained that the potential residents had applied for Public Assistance and added that she had been informed that the applications first had to be processed by Medicaid Assistance, followed by Temporary Assistance, prior to receiving approval.

Ms. Hayes stated that the process had always been slow and added that last year the DSS had requested that no residents be admitted prior to their approval. She noted that payments were now received in a timely manner; however, she added, the Facility had lost at least three potential residents due to the long approval process. She voiced her opinion that it did not leave the family members with a favorable opinion of the Facility if they had to fill out two separate applications, which essentially required the same information. Mr. Payne suggested that a meeting should be scheduled with Ms. Hayes; Sheila Weaver, Commissioner of the DSS; Michael Jabaut, Director of Administrative Services for the DSS and himself to discuss the issue. Mr. Haskell stated that this had been an ongoing issue and added that he felt that the applications from Countryside Adult Home should be put on the top of the pile when they were received by the DSS. Chairman Monroe advised that the admissions process should proceed as quickly as possible. Ms. Baker noted that part of the problem was that the DSS had to await proof of funding. Ms. Hayes explained that previously the Facility would admit the residents based on the proof that they had received that there were no assets and Medicaid would pay retroactively.

Discussion ensued.

Mr. Champagne advised that if the decision were up to him, he would admit the residents prior to approval and evict them if approval was not received. Ms. Hayes apprised that lack of finances was a sufficient reason to evict a resident. Chairman Monroe stated that the Facility should be able to reasonably predict whether or not an applicant would receive approval for Public Assistance. Mr. Payne advised that the DSS would claim that the delay was caused by the families not supplying them with the necessary information in a timely manner. Mr. O'Connor asked how the hospital discharge procedures fit into the equation and Ms. Baker responded that she had been informed that the hospital was responsible for filling out the application. Ms. Hayes said that they had requested that the hospital initiate the application process once it was known that the patient would be discharged. Mr. O'Connor voiced his opinion that it was beneficial for the hospital to place the patients in a facility as quickly as possible.

Mr. Haskell suggested that Countryside Adult Home start accepting residents whose approval was expected, on a trial basis. He said that Ms. Baker could report

back to the Committee at the next meeting to determine if there had been any negative impact from the change in procedure. Ms. Baker advised that empty beds were not cost effective to the Facility. It was the consensus of the Committee to accept residents whose approval was expected, on a trial basis and for Ms. Baker to report back to the Committee next month on the impact from the change in procedure.

Ms. Baker exited the meeting at 12:05 a.m.

Ms. Hayes requested authorization to attend the Psychic Events in the Lives of Clinicians and Clients Seminar at the Albany Marriott in Albany, New York on July 23, 2008, at a cost of \$174, using her personal vehicle. She added that she was also requesting authorization to attend the Changing Geriatric Behaviors Seminar at the Albany Marriott in Albany, New York on August 19, 2008, at a cost of \$164, using her personal vehicle. She stated that she currently had 28.5 of the 60 credit hours that were necessary to maintain her license; she would receive an additional 5 credit hours for a seminar on July 21, 2008 and would receive 6.3 additional credit hours for each of the two seminars.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to authorize Ms. Hayes to attend the two seminars, as outlined above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Ms. Hayes apprised that she had submitted an application for grant funding to purchase an emergency generator for Countryside Adult Home, in the amount of \$35,000, which had not been approved. She added that there was a letter included in the agenda packet from Congresswoman Kirsten Gillibrand's Office explaining that she had been unable to submit the application, at this time.

Ms. Hayes reminded the Committee that they had discussed at the last meeting the possibility of submitting a grant application for funding that would allow the residents of Countryside Adult Home to have air conditioners in their individual rooms. She said that she had missed the deadline for submission of the application, which had been June 10, 2008. She stated that she would look for the grant to come available again next year.

Ms. Hayes apprised that Mr. Payne had requested that she compile census information to present to the Committee. She said that there were four census information sheets included in the agenda packet. The first sheet was a statistical report, she continued, which showed the number of residents on December 31<sup>st</sup> of each year from 1992 through 2007. She added that this report also listed the number of admissions and discharges by month for 2003 through 2008. She

stated that the three remaining information sheets were graphs which represented the census from 1992 through 2008; admissions by month for 2005 through 2008 and discharges by month for 2005 through 2008. Mr. Champagne questioned the heading of Mental Health on the first information sheet and Ms. Hayes responded that the Facility needed to keep track of how many residents were mental health patients. She explained that if the number of mental health patients exceeded 25% of the census, the Facility was required to provide mental health services and would be required to report to the New York State Office of Mental Health.

Ms. Hayes requested authorization for a contract with Shannon Gould for psychological services at Countryside Adult Home. She noted that the Facility had not been satisfied with the services of Dr. Mace and added that he did not follow up with the residents. She said that they had been using the services of Warrensburg Health Center; however, she added, it was difficult to get an appointment and behavioral health services were not offered. She stated that Dr. Gould would come to the Facility every Monday and would follow up with the residents, make recommendations and bill Medicaid directly. She advised that Dr. Gould had a contract that she would have the County Attorney's Office review if the Committee agreed. It was the consensus of the Committee to refer the contract from Dr. Gould to the County Attorney's Office for review.

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

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist