

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: AUGUST 28, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SHEEHAN
THOMAS
CHAMPAGNE
STRAINER
PITKIN

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR
SHARON SCHALDONE, ASSISTANT DIRECTOR
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS
COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
FREDERICK MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR TAYLOR
SUPERVISOR VANNESS
SHEILA WEAVER, COMMISSIONER OF THE DEPARTMENT OF SOCIAL
SERVICES
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR O'CONNOR

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

Motion was made by Mr. Pitkin, 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.

Mr. Sokol stated that they had a resolution request from Countryside Adult Home requesting authorization for the Maintenance Engineer to attend the Service Technician Training for HVAC (Heating, Ventilation and Air Conditioning) Course at the Warren/Washington/Essex Counties Board of Cooperative Educational Services (BOCES), starting September 29, 2009 and completing on January 28, 2010, at a cost of \$375 for the first four sessions and \$575 for the final session. Mr. Strainer asked how long the employee had worked for Countryside Adult Home and Hal Payne, Commissioner of Administrative & Fiscal Services, replied approximately one and a half years.

Following a brief discussion, motion was made by Mr. Thomas, seconded by Mr. Pitkin and carried unanimously to authorize the Maintenance Engineer to attend the Service Technician Training for HVAC Course, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the September 18, 2009 Board meeting.*

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 requested a contract with the New York State Department of Health (NYS DOH) Emergency Response and Preparedness Program to authorize receipt of funding in the total amount of \$75,328, for the funding year August 10, 2009 to August 9, 2010 and to amend the

County budget accordingly. She also requested a contract with the Office of Homeland Security to allow the acceptance of grant funding for H1N1 virus control activities in the amount of \$27,778 for the grant year August 10, 2009 to August 9, 2010 and to amend the County budget accordingly. She noted that \$60,000 from the grants would be appropriated in 2009 with the remainder appropriated in 2010.

Motion was made by Mr. Champagne, seconded by Mr. Sheehan and carried unanimously to authorize the contracts with the NYSDOH and the Office of Homeland Security and to amend the County budget and to refer same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the September 18, 2009 Board meeting.*

Ms. Auer apprised that she had attended a Health Commissioner's Call that was devoted to the H1N1 virus. She added there were still unknown and unresolved issues concerning the H1N1 virus, which would be discussed in future meetings. She advised that the flu clinics would begin soon as the vaccine would be arriving shortly.

Ms. Auer requested to amend the current contracts to more specifically delineate payment processes for the following contract agencies that provided services for children in the Early Intervention and/or Preschool Programs in a form approved by the County Attorney:

- WSWHE BOCES
- Prospect Child and Family Center
- New Meadow Preschool
- Glens Falls Hospital Rehabilitation Center
- Aspire
- Adirondack Enrichment
- Achievements
- Capital District Beginnings

Motion was made by Mr. Pitkin, seconded by Mr. Strainer and carried unanimously to amend the contracts, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the September 18, 2009 Board meeting.*

Ms. Auer said that during the Health Services Budget Committee meeting it had been suggested that the Chairman of the Board draft a letter to Senator Elizabeth Little and Assemblywoman Teresa Sayward regarding the length of time that it took for the State to pay reimbursements to the County. Mr. Champagne advised that they should make every effort to ensure that Senator Little and Assemblywoman Sayward were aware of the issue. He added that the State needed to perform an investigation as to why the reimbursements took the amount of time that they did.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to request that Chairman Monroe draft a letter to Senator Little and Assemblywoman Sayward regarding the lag time for State reimbursements.

Ms. Auer requested authorization for employees of the WIC (Women, Infants and Children) staff to attend the Annual WIC Convention in Albany on October 25-28, 2009 at a cost of \$310.00 per person for five staff members. She advised that the cost of meals was included in the conference fee, and the expense was covered by the WIC Program grant. She added

that this was mandatory training that occurred annually.

Motion was made by Mr. Pitkin, seconded by Mr. Sheehan and carried unanimously to authorize five employees of the WIC staff to attend the Annual WIC Convention, 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 two Community Health Nurses (CHN) to attend the IPRO sponsored training for PRI and Screen Training in Albany on November 4, 2009 for a fee of \$228.00 per person. She added the cost of lunch was included in the fee.

Motion was made by Mr. Thomas, seconded by Mr. Strainer and carried unanimously to authorize two CHN's to attend the training, 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 the Assistant Director of Patient Services to attend the OASIS B to OASIS C workshop in Latham on September 28 and 29, 2009 at a cost of \$499.00. Sharon Schaldone, Assistant Director of Patient Services, noted that the information obtained from the workshop related to Medicare reimbursement and would be beneficial.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize the Assistant Director of Patient Services to attend the workshop, as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested the continuation of authorization to host the following meetings:

- Professional Advisory Committee, which met quarterly; and
- Utilization Review Committees for the Division of Home Care and the Division of Public Health, each of the committees meets quarterly.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to authorize hosting the various meetings, as outlined above. *Copies of the Request to Host Meeting or Conference forms are on file with the minutes.*

Ms. Auer requested a contract with Kathleen Salgado Wyka to provide respiratory therapy services, commencing September 21, 2009 and terminating with thirty days written notice by either party, to be paid at the agreed upon established per individual visit or meeting rate upon receipt of required documentation for each visit.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to authorize a contract with Kathleen Salgado Wyka, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the September 18, 2009 Board meeting.*

Ms. Auer requested a contract with Jill Hodgson to provide occupational therapy services, commencing September 21, 2009 and terminating with thirty days written notice by either party, to be paid at the agreed upon established per individual visit or meeting rate upon receipt of required documentation for each visit. Mr. Pitkin asked if there was a cost to the County and Ms. Auer replied that they paid the contractor and billed for reimbursement.

Motion was made by Mr. Sheehan, seconded by Mr. Strainer and carried unanimously to authorize a contract with Jill Hodgson, as outlined above. *A copy of the resolution request form*

is on file with the minutes and the necessary resolution was authorized for the September 18, 2009 Board meeting.

Ms. Auer requested to abolish an Office Specialist position, base salary of \$28,041 (Grade 7), effective October 1, 2009 and to amend the Department's Table of Organization accordingly. She also requested to reclassify a Senior Typist position, base salary of \$24,480 (Grade 4) to a Senior Clerk position, base salary of \$24,480 (Grade 4), effective October 1, 2009 and to amend the Department's Table of Organization accordingly. She requested to fill the vacant position of Senior Clerk, base salary of \$24,280 (Grade 4), due to resignation. She explained that the employee who was currently working in the abolished Office Specialist position would fill the vacant Senior Clerk position.

Motion was made by Mr. Pitkin, seconded by Mr. Strainer and carried unanimously to abolish an Office Specialist position, reclassify a Senior Typist position to a Senior Clerk position and to fill the vacant position of Senior Clerk, as outlined above and to refer same to the Personnel Committee. *Copies of the resolution request forms and the Notice of Intent to Fill Vacant Position form are on file with the minutes.*

Ms. Auer requested to fill the vacant position of Senior Clerk, base salary of \$24,480 (Grade 4) with salary and benefits prorated to 30 hours per week making the actual salary \$18,361, Employee No. 10738, due to resignation. She advised that no health insurance was involved since the position was part time and 34% of the salary was reimbursed by State Aid, making the total cost to the County \$12,119 for salary and benefits.

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

Ms. Auer requested that the Committee recommend the untabling of the request to fill the vacant CHN position, which was tabled at the August 21, 2009 Board meeting. She advised that Mr. Pitkin had requested a cost benefit analysis, which had been completed and was included in the agenda packet. She said that the position was desperately needed in order to keep up with the patient case load. Tammie DeLorenzo, Clinical and Fiscal Informatics Coordinator for the Department of Public Health, explained that the cost benefit analysis had been calculated by taking the average number of patients that a CHN could visit (15) multiplied by the average reimbursement for a 60-day episode (\$2,500) multiplied by the number of 60-day episodes per year (6), which resulted in the total anticipated revenue (\$225,000). She added that she then subtracted the expense of one CHN's salary plus benefits (\$65,166) to determine the net revenue (\$159,834). Mr. Pitkin asked if 15 patients was average and Ms. DeLorenzo replied affirmatively. Ms. DeLorenzo explained that the cost benefit analysis was conservative, as the average episode was 36 days as opposed to 60 days, which allowed the nurses to take on additional patients. Chairman Monroe stated that there would be a Special Board meeting on September 4, 2009 and the discussion of the tabled vacant positions could be added to the agenda. Mr. Sokol suggested that the cost benefit analysis be presented at the Special Board meeting. Mr. Payne recommended that the cost benefit analysis be revised to make it easier to understand that a CHN generated a minimum of \$159,834 in annual revenue. It was the consensus of the Committee that a recommendation be referred to the full Board

that the filling of the vacant CHN position be 'untabled' at the next Board meeting.

Ms. Auer stated that earlier in the year, the charges for the vaccines administered had been approved and the price for Influenza (Flu) shots was set at \$25.00. She added that for the past few years, they had charged County employees \$20.00 per shot and the resolution authorized them to continue to do so, unless otherwise directed by the Board. She asked the Committee if they wanted to continue to charge County employees \$20 per shot or if they wanted the cost to increase to \$25.

Motion was made by Mr. Pitkin, seconded by Mr. Champagne and carried unanimously that the cost of the Flu shot for County employees should remain \$20 per shot.

Tawn Driscoll, Fiscal Manager for the Department of Public Health, requested a transfer of funds in the amount of \$5,120 from the Bioterrorism-Full Time Salaries Code (A.4189.110) with \$3,920 being transferred to the Disease Program-Full Time Salaries Code (A.4018.0030.110) and \$1,200 being transferred to the Disease Program-Part Time Salaries Code (A.4018.0030.130).

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

Mr. VanNess entered the meeting at 9:56 a.m.

Ms. Driscoll apprised that the Department was up to date with the billing and had closed the month of June. She said that the year-to-date revenues were approximately \$5 million and the expenses were just over \$7 million. She advised that she had included a salaries comparison on the bottom of the Budget Analysis in the agenda packet. She explained that due to the elimination of positions the salary expense to date was only 1.48% above that of 2008 and overtime and part time salaries were approximately 15% less than 2008.

Mr. Sokol asked about free and reduced care and Ms. Auer responded that a Free Care Report through July 2009 had been included in the agenda packet. Mr. Champagne asked if the amount listed, \$32,250 was average and Ms. Schaldone responded that now that they had a new computer system they were evaluating the amount spent on free care.

Brief discussion ensued.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Champagne and seconded by Mr. Strainer, Mr. Sokol adjourned the meeting at 10:00 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist