

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: SEPTEMBER 25, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SHEEHAN
THOMAS
CHAMPAGNE
O'CONNOR
STRAINER
PITKIN

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR
SHARON SCHALDONE, ASSISTANT DIRECTOR
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS
COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
REPRESENTING COUNTRYSIDE ADULT HOME:
BRENDA HAYES, DIRECTOR
KATHY BAKER, FISCAL MANAGER FOR THE DEPARTMENT OF
SOCIAL SERVICES
FREDERICK MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
SUPERVISOR KENNY
SUPERVISOR TAYLOR
DON LEHMAN, *THE POST STAR*
NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

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. Thomas 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 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 requested authorization to discontinue the laundry service that was provided at Westmount Health Facility. She said that when she had last made the request, she had been asked to present a cost analysis to the Committee, which she had included in the agenda packet. She advised that they had reduced their laundry service to three days per week; however, she added, they had to return to four days per week due to a shortage of linens. She apprised that a survey had been conducted for travel time and work time necessary to complete the laundry service for Countryside Adult Home and it had been determined that 65 hours per month was spent transporting the laundry between the two facilities, which equated to \$1,040 being expended on salary. She stated that the truck traveled an average of 400 miles per month and achieved an average of 14.7 miles per gallon of gasoline. She estimated that approximately 27 gallons of gasoline were consumed per month, which cost in excess of \$60 per month. She advised that the average amount paid to Westmount Health Facility for laundry service was \$277 per month and approximately \$982 per month was expended to cover a portion of the salary for an employee at Westmount Health Facility for the time spent on Countryside Adult Home's laundry. She estimated that approximately \$28,308 per year was expended in order to complete the laundry for Countryside Adult Home. She added that

Westmount Health Facility had estimated that 24 hours per week was spent completing Countryside Adult Home's laundry. She said that Countryside Adult Home would save in excess of \$13,000 per year by completing their laundry service in-house.

Mr. Strainer stated that there had been a question at the previous meeting pertaining to the possible effects on the septic system. Ms. Hayes responded that Countryside Adult Home had installed a new septic system because the old system was outdated. She explained that approximately three loads of laundry would be completed per day, which she felt would not adversely impact the septic system. Mr. Pitkin agreed that three loads per day would not adversely effect the septic system. Ms. Hayes noted that the septic system was pumped twice a year. Mr. Pitkin advised that front loading washing machines would use far less water and required less detergent than top loading machines.

Hal Payne, Commissioner of Administrative & Fiscal Services, questioned the 65 hours of travel time per month noting that it seemed excessive. Ms. Hayes replied that the trip took 1.17 hours each way, four days a week and four weeks per month. Mr. Payne countered that there were 16 round trips per week, which would total less than 40 hours per month. Mr. Payne noted that the Van Driver also filled the gas tank, retrieved mail and performed other errands at the Municipal Center during those trips; therefore, he added, the trips would still be necessary even if the laundry was not completed at Westmount Health Facility. Ms. Hayes responded that there would be less overall trips, as those errands would be completed when there were appointments in the vicinity.

Ms. Hayes expounded that she did not feel there was a need for a commercial washer and dryer and added that a residential washer and dryer could be purchased for approximately \$2,000. She said that a washer and dryer hookup was already in place in the Facility. Mr. Strainer asked why the laundry service for Countryside Adult Home had originally been moved to Westmount Health Facility. Mr. Payne replied that they had been having issues with the septic system at the time and added that the laundry service had also been relocated in order to achieve a higher savings with the co-gen plant.

Mr. Pitkin suggested that they request that the Department of Public Works determine if the septic system was conducive to completing the laundry service in-house and advised that the figures which had been given should be checked for accuracy prior to making a decision.

Discussion ensued.

It was the consensus of the Committee to table action on discontinuing laundry services at Westmount Health Facility until further information was received. Mr. Pitkin recommended that the Committee not only research the possible cost savings to Countryside Adult Home but also any possible negative effects to Westmount Health Facility. Mr. Sokol stated that the Committee had requested that Siemens Building Technologies complete another analysis of the co-gen following the closing of the Department of Social Services Building.

Mr. Kenny entered the meeting at 9:48 a.m.

Ms. Hayes requested a transfer of funds in the amount of \$36,000 from various codes to cover a shortfall of \$35,609.60 in the Hospitalization Code (A.6030 860). She added that an email from Kathy Baker, Fiscal Manager for the Department of Social Services, which was included

in the agenda packet, explained the shortfall.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to approve the request for 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. Hayes stated that at the previous Committee meeting a request had been made to provide the Committee with a payroll comparison of 2008 and 2009; a copy of which is included in the agenda packet. She added that she had noted which weeks included a holiday. She advised there was a 7.4% increase in overtime usage for 2009 as compared to 2008. She attributed a portion of the increase to the 3.5% cost of living increase. Mr. Champagne said that the Treasurer's Office had advised that overtime should be reduced as much as possible. He added that the downsizing of the Facility from 60 beds to 48 should require less staffing. Ms. Hayes countered that the number of staff was mandated and needed to cover for vacation and sick time.

Referring to the employee whose salary was partially paid by Countryside Adult Home for laundry services, Mr. Payne noted that the County was reimbursed 50% for the amount that was expended from the Countryside Adult Home budget. He said that all of the costs presented for laundry services were also reimbursed 50% and Ms. Hayes agreed.

Ms. Hayes stated that a copy of the Year Two Annual Guaranteed Savings Report from Siemens Building Technologies, Inc. was included in the agenda packet. She added the accumulated guaranteed savings was \$21,936 and the accumulated actual savings was \$29,825, which amounted to an excess savings of \$7,889. She requested authorization for the Chairman of the Board to execute the Year Two Client Acceptance of Annual Guaranteed Savings Report in regards to energy savings at Countryside Adult Home.

Motion was made by Mr. Sheehan, seconded by Mr. Pitkin and carried unanimously to authorize the Chairman of the Board to execute the Year Two Client Acceptance of Annual Guaranteed Savings Report in regards to energy savings at Countryside Adult Home and upon execution return the report to Siemens Building Technologies, Inc. *The necessary resolution was authorized for the October 16, 2009 Board meeting.*

This concluded the Countryside Adult Home portion of the Committee meeting and Ms. Hayes exited the meeting at 9:56 a.m.

Privilege of the floor was extended to Patricia Auer, Director of the Department 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) to allow receipt of grant funding for the WIC (Women, Infants and Children) Program, in the amount of \$549,953, commencing October 1, 2009 and terminating September 30, 2010. She advised that the amount that was awarded was approximately \$100,000 more than in 2008 and was calculated based on the number of people served in the community. She thanked Chairman Monroe for his efforts in expediting the grant funding. Chairman Monroe noted that the effort had been on the part of Senator Elizabeth Little, who had maintained consistent communication with the Comptroller.

Motion was made by Mr. O'Connor, seconded by Mr. Sheehan 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 October 16, 2009 Board meeting.*

Ms. Auer stated that there was nothing to report pertaining to the pending item concerning the Prospect Child and Family Center contract.

Ms. Auer apprised that Warren County had received \$1,000 in Health Education revenue from Glens Falls Hospital on behalf of the Seven County Diabetes Network, with the provision that at least two groups be provided with a short summary of the mission and the work of the initiative. She added that in order to meet the necessary criteria, Dan Durkee, Health Educator had presented the summary to the Professional Advisory Committee and to the Warren County School Nurses and he was present at the meeting to provide a summary to the Health Services Committee.

Mr. Durkee explained that the Seven County Diabetes Network included Warren, Washington, Saratoga, Essex, Hamilton, Clinton and Franklin Counties. He said that the mission of the Seven County Diabetes Network was to include public health departments, health facilities and community organizations to help people adopt healthy lifestyles. He reported that 10% of adults in New York State had been diagnosed with diabetes, and in Warren County 11% of adults had been diagnosed. He advised that there was a large disparity in the amount of money expended to treat diabetes, which equated to approximately an additional \$9,000 per person per year. He added that \$1 out of every \$5 of Federal health care tax dollars was spent on treating and controlling diabetes. He said that the Seven County Diabetes Network wanted Legislators and policy makers to realize that budgets were directly effected by diabetes and other diseases and that their decisions could directly effect the health and lives of the people living with those diseases. He said that the Network requested that the Supervisors support programs within the community and gave examples, such as supporting the opening of school gyms during the winter for exercise. Mr. Durkee distributed a handout that pertained to his discussion; a copy of which is on file with the minutes.

Ms. Auer expounded that at the July 24, 2009 Committee meeting she had received approval to submit an application for grant funding in the amount of \$34,000 to the NYS DOH Bureau of Community Chronic Disease Prevention to develop a local action plan to implement a policy and environmental changes to address the physical activity and nutrition objectives in the Department of Health's Prevention Agenda. She said that since then she had received further information and determined that a large amount of work would be required in a short time frame. She added that Upper Hudson Primary Care Consortium had offered to assist; however, she continued, the contract would consume the majority of the grant funding and the Health Educators time and effort would still be required. She said that she recommended that the County not pursue the grant based on the difficulty in fulfilling the grant requirements. Mr. Pitkin asked if Upper Hudson Primary Care Consortium could apply for the grant and Ms. Auer responded that they were not eligible.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to rescind Resolution No. 548 of 2009, which authorized the submission of an application for grant funding in the amount of \$34,000 to the NYS DOH Bureau of Community Chronic Disease Prevention. *A copy of the resolution request form is on file with the minutes and the necessary*

resolution was authorized for the October 16, 2009 Board meeting.

Ms. Auer requested to extend the current contract with the NYS DOH Children with Special Health Care Needs for grant funding in the amount of \$18,505, commencing October 1, 2009 and terminating September 30, 2010. Mr. Champagne asked if there were any matching funds required and Ms. Auer replied in the negative and added that the grant funding was used to offset salary expenses.

Motion was made by Mr. Pitkin, seconded by Mr. Champagne and carried unanimously to extend the current contract with the NYS DOH Children with Special Health Care Needs, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 16, 2009 Board meeting.*

Ms. Auer said that a synopsis on preparations for influenza and the H1N1 virus was included in the agenda packet. She added that she had received many emails and had participated in several conference calls pertaining to the H1N1 virus. She advised that she had met with representatives from *The Post Star*, who would develop a web page to post all upcoming clinics and pertinent data pertaining to the H1N1 virus. She said that the Flu Clinics had begun and had been well attended. Mr. O'Connor noted that last year there had been a Flu Clinic for employees of Warren County. Ms. Auer responded that this year the employee Flu Clinic would be held on Friday, October 2, 2009 from 4:00 to 6:00 p.m. in Conference Room 6-103. She added that the fee for employees was \$20 and the fee for family members was \$25.

Ms. Auer stated that she had met with representatives from the Department of Public Works (DPW) to discuss concerns with the Health Services fleet vehicles. She explained that there were some Ford Focus' that were beginning to show signs of rust. She said that the DPW had recommended that the vehicles be treated for rust proofing and had suggested that the price per vehicle quoted by Nemer Ford was acceptable. She advised that she had discussed the issue with Julie Pacyna, Purchasing Agent, who had suggested pursuing a contract with an amount not to exceed \$2,000 and terminating on December 31, 2009. Ms. Auer added that any future purchase of vehicles would include rust proofing in the specifications.

Brief discussion ensued.

Mr. Payne expounded that Frank Morehouse, Superintendent of Buildings, had a limited number of fleet vehicles and at times was required to rent cars for County use from Enterprise. Mr. Payne added that there were often Health Services fleet vehicles in the parking lot that were not being used and asked if Health Services fleet vehicles could be made more accessible for use by other County departments. Ms. Auer responded that the Public Health Department had not been requested to provide vehicles and had no way of knowing when they were needed. She added that the vehicles could be loaned to other departments as needed; however, she continued, 24 hours notice would be appreciated. Mr. Pitkin suggested that the information on which vehicles were available could be posted on a sharepoint website. Mr. Payne responded that all fleet vehicle usage needed to be directed through Mr. Morehouse. He added that in the future Mr. Morehouse should contact the Public Health Department when he did not have enough vehicles, as opposed to renting a car from Enterprise.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize a contract with Nemer Ford for rust proofing of Health Services fleet vehicles,

commencing October 19, 2009 and terminating December 31, 2009, for a total amount not to exceed \$2,000.

Ms. Auer stated that a report on revenues and expenditures had been included in the agenda packet. Tawn Driscoll, Fiscal Manager of the Department of Public Health, noted that the revenues reflected an estimated accrual of \$375,000 for the CHHA (Certified Home Health Agency), the Long Term Care Program and the Maternal Child Health Program. She added that they were still in the process of finalizing July and would soon begin August. She noted that the revenues also reflected the accrual of the August WIC voucher for \$63,986 and an accrual of \$38,258 for Preschool reimbursement. She advised that they were anticipating an additional \$500,000 to \$750,000 from Preschool billing for 2008/2009.

Ms. Driscoll said that a payroll comparison had been included in the report to compare the first 19 payrolls of 2008 and 2009. She noted that the cash payout for the retirement of the WIC Coordinator had been included in the regular salaries for 2009, which accounted for the increase in payroll. She added that overtime usage was decreased by 13.69%, as compared to 2008 and part-time salaries had decreased by 15.55%.

Mr. Pitkin asked if the billing was on schedule and Ms. Driscoll replied that the billings were being completed on time and it was merely a matter of closing in order to get the numbers finalized. She added that July and August billings had been completed and they were currently working on September. She noted that they had billed Preschool in April and had received a check in June for \$1 million and she had been advised by the State that they should receive another check by September 30, 2009. Ms. Auer apprised that Chairman Monroe had sent letters to State Legislators pertaining to the lag time for reimbursement and added that she felt the letters had assisted in expediting the payments.

Brief discussion ensued pertaining to State reimbursements.

Ms. Auer requested to amend the 2009 County budget in the amount of \$18,505, to accept the NYS DOH Children with Special Health Care Needs grant funding. She added that the code would need to be changed as the funding had previously been allotted to the Early Intervention Program revenue and should have been credited to the Family Health Program.

Motion was made by Mr. Pitkin, seconded by Mr. Strainer and carried unanimously to amend the 2009 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.*

As there was no further business to come before the Health Services Committee, on motion made by Mr. Strainer and seconded by Mr. Sheehan, Mr. Sokol adjourned the meeting at 10:21 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist