

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: MAY 28, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
THOMAS
CHAMPAGNE
PITKIN
LOEB
MCDEVITT

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 WESTMOUNT HEALTH FACILITY:
BARBARA TAGGART, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
BRENDA HAYES, DIRECTOR OF NURSING
PAUL DUSEK, COUNTY ATTORNEY/COMMISSIONER OF ADMINISTRATIVE
& FISCAL SERVICES
NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR STRAINER
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:34 a.m in the Dining Room of Westmount Health Facility.

Motion was made by Mr. Pitkin, seconded by Mr. McDevitt 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 requested to fill a vacant position of Public Health Nurse, base salary of \$43,150, Employee No. 11217, due to resignation. She added the funds were available in her budget, the position was necessary and generated approximately \$144,000 in revenue per year.

Motion was made by Mr. Champagne, seconded by Mr. Loeb and carried unanimously to approve the request to fill the vacant position of Public Health Nurse as outlined and to forward 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 advised there was a pending claim from a patient for services not provided and she requested authorization for payment of the claim for reimbursement of health care services in the amount of \$952, in a form approved by the County Attorney.

Motion was made by Mr. Champagne, seconded by Mr. Pitkin and carried unanimously to authorize the request as presented. *A copy of the resolution request form is on file with the*

minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.

Ms. Auer noted in response to a request from Supervisor Loeb at the previous meeting, the agenda items and corresponding attachments were now specifically identified on the agenda. She added a report on Emergency Preparedness activities was included in the agenda packet.

Ms. Auer updated the Committee on the situation pertaining to the Preschool provider who had not provided speech therapy services to two children for a four month period. She advised Patricia Nenninger, Second Assistant County Attorney, had been working with the State Education Department to resolve the issue and it was hopeful that a resolution would be reached by the July Board meeting.

Ms. Auer requested Committee approval to host the Annual Warren County School Nurse Breakfast in August. She explained the Department had hosted the well attended Breakfast since 1988 and it was an opportunity to network with nurses who were able to provide up-to-date information on the school age children in the County. She advised she had obtained three quotes from establishments in Warren County capable of accommodating their needs and the breakfast would be 100% funded through the Emergency Preparedness Grant.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize the Health Services Department to host the Annual Warren County School Nurse Breakfast in August, as outlined. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

Ms. Auer requested authorization for a contractual agreement with Deidre Convery-Bernard, MS, CCC-SLP to provide Speech Language services at the rates currently approved for therapy contractors. She noted the clinician was moving to the Johnsborg area and had 14 years experience. She added the services generated revenue for the Department.

Motion was made Mr. Pitkin, seconded by Mr. Loeb and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Auer requested authorization for a contractual agreement with Stephanie Amigo Gulbrandsen, RD, CDN to provide Registered Dietician services at the currently approved per visit rates. She noted one of the dieticians had recently resigned and they had been fortunate to find a replacement in a timely manner. She added the services generated revenue for the Department.

Motion was made Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Auer requested authorization for a contractual agreement with Kristin Starling-Doty, PT, DPT to provide Physical Therapy Services. She noted the clinician had significant experience in working with children and the services generated revenue for the Department.

Motion was made Mr. Champagne, seconded by Mr. Loeb and carried unanimously to approve

the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Auer requested to renew the current contract with the New York State Department of Health (NYS DOH), Division of Family Health, to authorize continued receipt of funding for the Children with Special Health Care Needs Program, for a term commencing October 1, 2010 and terminating September 30, 2011, in an amount not to exceed \$18,505.

Motion was made Mr. Pitkin, seconded by Mr. Loeb and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Auer requested authorization for a contract with Kinney Management Services, LLC, to obtain a limited license to use the K-checks software and web site at a cost of \$600 per year, less the 10% discount negotiated by NYSAC (New York State Association of Counties) for a total of \$540 per year. She advised this was necessary due to a new mandate which required the Department to check, on a regular basis, that providers whose services were utilized were still in good standing. She added the software made it possible to meet the requirements of the mandate without expending unnecessary man-hours.

Motion was made Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Auer said she had been advised by the Treasurer's Office that the Capital Project for the Point of Care Project should be closed. She explained the current balance was \$45,892 and there were some aspects of the project which had not been completed. Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, said they needed to implement the CAHPS (Consumer Assessment of Healthcare Providers and Systems) surveys as required by the CMS (Center for Medicaid and Medicare Services). She added they had to find an approved vendor and she had just received a copy of the contract with Strategic Healthcare Programs, LLC, who would provide benchmarking services, as well as the CAHPS survey administration, for almost half the cost of other vendors. Another portion of the Point of Care Project which had not been implemented, Ms. DeLorenzo added, was the interface with Delta Health Technologies for which they would incur an additional cost.

Ms. DeLorenzo advised they would also need to implement the HL7 Interface which would allow the computer system used by the CHHA (Certified Home Health Agency) to 'talk' to the system of Glens Falls Hospital or HHHN (Hudson Headwaters Health Network). Although they would continue to work with Glens Falls Hospital and had access to their computer system, she continued, they felt it would be more beneficial if the HL7 Interface was connected to HHHN's system. She apprised they were working diligently to complete the remaining aspects of the Project so the Capital Project could be closed in a timely manner. Discussion ensued.

Ms. Auer said a report on free and reduced care was included in the agenda packet. Mr. Loeb noted the report stated pleurx drainage kits were being purchased for three or more cases under free care and he asked if this pertained to just April 2010. Sharon Schaldone, Assistant Director of Public Health, replied in the negative, adding the pleurx drainage kits were

becoming the preferred treatment for fluid in the lungs and were being used more frequently in Home Care.

Ms. Auer stated a report on revenue and expenditures as of May 21, 2010 was included in the agenda packet and contained a salaries comparison for 2009 versus 2010. Tawn Driscoll, Fiscal Manager, reviewed the report in detail noting the current status was typical for the Department. She added April billing had been completed and May billing was in progress. She said the April billing totaled \$397,968.32 for the CHHA, LTC (Long Term Care) and MCH (Maternal Child Health) Programs. Ms. Driscoll stated the total expended for payroll to date was 8.41% less than that expended in 2009 for the same time period. She reported the Department would most likely deplete their overtime budget by fall due to reductions during the budget process. Brief discussion ensued.

Ginelle Jones, Assistant Director of Public Health, requested a transfer of funds totaling \$47,000 between various accounts to cover the purchase of equipment using funds from the Bioterrorism Grant. She advised the Grant typically awarded Warren County \$85,000 but for this year the award totaled \$201,000. She said a list of the equipment had been sent to the State for approval and all purchases needed to be completed prior to July 31, 2010. She advised at an Emergency Preparedness meeting they had asked the supporting agencies (the Sheriff's Department, Office of Emergency Services and Emergency Medical Services) what their equipment needs were pertaining to items which could be purchased using the Bioterrorism Grant. Ms. Auer noted the Department had only offered equipment purchases to the other agencies because of the increase in the amount awarded this year. Ms. Driscoll said there was \$68,000 worth of equipment to be purchased for the Department and other agencies and there was currently \$21,000 in the Bioterrorism-Other Equipment Code. Mr. Geraghty stated the current process which required approval for this type of transfer of funds was cumbersome and suggested the County should investigate the current financial processes to determine where changes should be made.

Following a brief discussion, motion was made Mr. Champagne, seconded by Mr. Loeb and carried unanimously to approve the request for a transfer of funds as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Ms. Auer requested to ratify the actions of the Chairman of the Board of Supervisors in executing an amendment agreement to the Empire Health Choice HMO, Inc., Empire Health Choice Assurance, Inc., Participating Home Health Care Provider Agreement to allow receipt of increased reimbursement for service rates, and to authorize this insurance to be placed on the list of insurances where amendments may be executed by the Chairman without Committee approval. She explained by taking this action the Department would be able to take advantage of increased rates with the insurance companies as soon as they became available.

Motion was made Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Auer stated a copy of the 2009 Annual Report had been distributed to the Committee

members the previous week. She requested a resolution accepting the 2009 Annual Report for Warren County Health Services.

Motion was made Mr. Pitkin, seconded by Mr. McDevitt and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Mr. Champagne exited the meeting at 10:16 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.

Mr. Sokol thanked Ms. Taggart for hosting the Committee meeting at Westmount Health Facility. He noted there would be a tour of the Facility following the meeting for anyone who was interested.

Ms. Taggart requested to extend the current contract with MM Hayes Company, Inc. for annual maintenance of the Kronos payroll software, for a term commencing July 1, 2010 and terminating June 30, 2011, for a lump sum amount of \$2,048.

Mr. Strainer questioned the services that were received as part of the annual maintenance and Betsy Henkel, Comptroller for Westmount Health Facility, responded that the Facility was able to call MM Hayes Company, Inc. if technical assistance was needed. Mr. Strainer asked if it would be better to find a vendor that charged by the hour for services and Ms. Henkel replied there were no vendors who would maintain the software which was purchased from MM Hayes Company, Inc. Mr. Pitkin asked when the County would convert to the new county-wide timekeeping system and Paul Dusek, County Attorney/Commissioner of Administrative & Fiscal Services, responded it would be later this year.

Motion was made by Mr. Pitkin, seconded by Mr. McDevitt and carried unanimously to authorize the contract with MM Hayes Company, Inc., as outlined. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 18, 2010 Board meeting.*

Ms. Taggart said a report on staffing levels for the Facility was included in the agenda packet. She added they would continue to use per diem employees to cover shifts and as a last resort regular staff members would be offered overtime. She advised the Facility had three vacant RN (Registered Nurse) positions, one vacant LPN (Licensed Practical Nurse) position and two vacant CNA (Certified Nursing Assistant) positions. She added there were also three employees out on disability, one employee on maternity leave and one employee on light duty. Brenda Hayes, Director of Nursing, reiterated that per diem employees were used to cover shifts and added the available per diems had increased since the last Committee meeting. She noted the main issue was with CNA's as three were on disability, one was on maternity leave and one who was on light duty but would soon be going on maternity leave. She added she could not fill the positions as they were not vacant. Mr. Pitkin said if an employee was on disability for a non-work related incident, the County would need to make the difficult decision of whether or not to terminate their employment. Mr. Dusek advised that under Civil Service Law, an

employee who was unable to work due to disability had one year to return to work. He added after that point, steps could be taken to terminate their employment and the former-employee would be placed on a priority list for rehire.

Ms. Taggart mentioned she and Ms. Hayes often came into the Facility on weekend and evening shifts to show support to the employees. She said she felt their presence made an impact on the employees of those shifts. She noted a report on overtime usage was included in the agenda packet.

Ms. Taggart apprised at the previous Committee meeting it had been the consensus of the Committee that a salary comparison study for the nursing staff at Westmount Health Facility be completed. She commented she was working with Ms. Hayes and Todd Lunt, Human Resources Director, to complete the study and she would report to the Committee at the next meeting. She noted they were working on budgetary changes and the possibility of increasing the per diem and shift differential rates.

Ms. Taggart distributed copies of the program for the Memorial Day Event to be held at Westmount Health Facility on May 29, 2010 at 10:30 a.m.; a copy of the program is on file with the minutes. She said the Event would be held outside in front of the building with a picnic lunch following the event. Ms. Hayes pointed out the Memory Garden which had been planted next to the Facility's entrance.

Mr. Dusek reported there was a resident with a sizable outstanding balance owed to the Facility and the family had proposed a payment schedule which would take several years to complete. He said the County Attorney's Office was working to expedite resolution of the debt and he would report further at the next Committee meeting.

With the closure of the former Department of Social Services Building, Ms. Taggart said, Scott McLaughlin, Telecommunications Analyst, had been able to assist the Facility's Maintenance Department with the addition of ten telephone lines. She added this had greatly impacted their communications capability. She commented Robert Metthe, Director of Information Technology (IT) and the IT Department had assisted in furthering the communications capability by setting up computers which had not been in use. She noted this allowed Department Heads to have computers which were not previously available. Ms. Taggart mentioned a computer had been set up in the Conference Room to enable video and audio conferences. She thanked Messrs. Metthe and McLaughlin and the IT Department for their assistance with improving communications at the Facility. Ms. Hayes noted the employees of the Facility were communicating more through email and were using less paper.

Ms. Taggart requested authorization for three employees to attend Training for the Interdisciplinary MDS (Minimum Data Set) Team at the Hilton Garden Inn in Troy, New York on August 26, 2010 using a county vehicle. She added the total cost for the training was \$477 and the funds were available in her budget.

Motion was made by Mr. Pitkin, seconded by Mr. McDevitt and carried unanimously to authorize attendance at the Training as outlined above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Ms. Taggart requested authorization for the MDS Coordinator to attend AANAC (American Association of Nurse Assessment Coordinators) three-day MDS Certification Classes at the Carondelet Hospitality Center in Albany, New York on July 20-22, 2010, at a registration fee of \$450 and using a County vehicle.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to authorize attendance at the classes as outlined. *A copy of the Authorization to Attend Meeting or Convention 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. Loeb and seconded by Mr. Pitkin, Mr. Sokol adjourned the meeting at 10:46 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist