

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: FEBRUARY 25, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
THOMAS
CHAMPAGNE
TAYLOR
MCDEVITT

OTHERS PRESENT:

BARBARA TAGGART, ADMINISTRATOR OF WESTMOUNT HEALTH FACILITY
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION
TAWN DRISCOLL, FISCAL MANAGER
DANIEL G. STEC, CHAIRMAN OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
PATRICIA NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS LOEB
MCCOY
WOOD
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:33 a.m.

Motion was made by Mr. Thomas, 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 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 mentioned the Facility had received their annual New York State Department of Health (NYS DOH) survey this month and four citations were received with no fines imposed. She reported that during the exit interview, the DOH lead facilitator of the survey team had stated that the residents of the Facility were well cared for and happy and the staff was pleasant and cooperative. She added the lead facilitator had been pleased to see her and Susan Bartholomew, Director of Nursing, working in the same facility. Ms. Taggart explained that the Facility's administrative team was comprised of herself, Ms. Bartholomew and Betsy Henkel, Comptroller for Westmount Health Facility. She noted that Ms. Henkel was currently on vacation and Ms. Bartholomew had a slight incident this morning and could not be in attendance. Ms. Taggart encouraged the Committee members to visit the Facility to observe the daily operations.

Commencing the agenda review, Ms. Taggart requested approval to fill the vacant position of Food Service Helper, base salary of \$23,706, Employee No. 1083, due to retirement.

Motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to approve the request to fill the vacant position of Food Service Helper 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. Taggart requested authorization to extend the part-time (24 hours per week) temporary Social Worker position which had been approved at the December 1, 2010 Committee meeting. She

explained that she had interviewed five candidates for the vacant Admissions Coordinator (formerly Social Worker) position; however, she added, none of the candidates met the necessary criteria for the position. She advised that the candidates who applied had little or no correlation with the job description for the position. She said she had been working with Kathy Barrie, Personnel Officer, to amend the minimum qualifications for the position to remove the requirement of one year of experience in long term care. Due to the difficulty in filling the vacant position, Ms. Taggart continued, she was requesting authorization to extend the part-time temporary Social Worker position for an additional 60 days.

Following a brief discussion, motion was made by Mr. Champagne, seconded by Mr. Taylor and carried unanimously to authorize a 60-day extension of the part-time temporary Social Worker position for up to 24 hours per week at a rate not to exceed \$24 per hour. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 18, 2011 Board meeting. (Subsequent to the meeting it was determined that a resolution would not be necessary as the position was temporary, would not exceed a period of six months and the funds were available in the budget.)*

Mr. McDevitt asked how the new Dietary Services Supervisor, approved at the January 27, 2011 Committee meeting, was working out and Ms. Taggart responded that the employee had completed the necessary training and had begun her permanent role with the Facility this morning.

Ms. Taggart requested a contract with P&NP Computer Services, Inc. for annual software support for a term commencing April 1, 2011 and terminating March 31, 2012 for a lump sum amount of \$7,153.50. She noted there were no additional fees from the previous contract and the annual agreement with P&NP Computer Services, Inc. had been in place since 1998. She advised the company had provided the Facility with detailed software programs which assisted with billing, clinical notes and resident observations.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize the contract with P&NP Computer Services, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 18, 2011 Board meeting.*

Ms. Taggart requested an agreement with Mobile Imaging to provide resident diagnostic imaging and cardiac monitoring for a term commencing May 1, 2011 and terminating April 30, 2013 or upon 30 days written notice by either party. She said the company had cutting edge diagnostic equipment which could perform more advanced resident bedside testing, eliminating the need to visit the hospital for the same tests. She advised the current company was referring residents to the hospital for testing on a more frequent basis due to their lack of advanced diagnostic equipment.

Motion was made by Mr. Champagne and seconded by Mr. Taylor to authorize the agreement with Mobile Imaging as outlined above.

Mr. Taylor noted there was no amount listed for the cost of the contract and Ms. Taggart responded that Mobile Imaging would bill Medicare/Medicaid or private pay directly for each resident. Ms. Taggart added that the Facility would assist Mobile Imaging with the required documentation for each resident. She explained the company was capable of performing ultrasounds and x-rays which the current company was unable to do and they would be available 24 hours a day, seven days a week.

Mr. Sokol called the question and the motion was carried unanimously to authorize the agreement with Mobile Imaging as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 18, 2011 Board meeting.*

Ms. Taggart stated the Facility currently had two vacant CNA (Certified Nursing Assistant) positions which had been posted. Pertaining to overtime usage, she advised, there was an increase of \$1,839.80 compared to 2010 which she attributed to one employee out on Medical Leave and one employee on Administrative Leave for several months. She added the position of the employee on Medical Leave had been back filled and the position of the employee on Administrative Leave had been filled by a per diem employee.

Mr. McDevitt pointed out that a statement had been made at the Social Services Committee meeting that it was not cost effective for Countryside Adult Home to have their laundry services completed at Westmount Health Facility. He asked if the arrangement was advantageous to Westmount Health Facility in a way that balanced the loss experienced by Countryside Adult Home. Mr. Sokol stated that Paul Dusek, County Attorney/Administrator, was in the process of reviewing the arrangement. Ms. Taggart said Ms. Henkel could present a report at the next Committee meeting. A brief discussion ensued.

Mr. Sokol stated it would be necessary to enter into a brief executive session to discuss matters pertaining to pending litigation.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously that executive session be declared pursuant to Section 105 (d) of the Public Officers Law.

Executive session was declared from 10:01 a.m. to 10:07 a.m.

The Committee reconvened and Mr. Sokol noted there was no action necessary pursuant to the executive session.

There being no further business pertaining to Westmount Health Facility, privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer mentioned that she would discuss the anticipated impact from the proposed State budget at the next Committee meeting.

Commencing the agenda review, Ms. Auer requested authorization for Dan Durkee, Health Educator, to attend the New York State Public Health Association 2011 Annual Meeting and Conference in Syracuse, New York on April 13-14, 2011. She noted this was a valuable Conference and pointed out that this year there would be a "Train the Trainer" Seminar for tobacco education.

Motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to authorize attendance at the Conference 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 Kathy Harris, WIC (Women, Infants and Children) Coordinator, to attend the WIC Board of Directors Annual Strategic Planning Meeting in Saratoga, New York on March 13-15, 2011. She added that the meeting was a requirement of the WIC Program and the funds had been budgeted.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to authorize attendance at the Meeting as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer reported that the WIC Offices had relocated to the Municipal Center earlier than had been anticipated due to the fact that bats had been discovered in the attic of the former WIC building.

Ms. Auer requested to amend the contract with Glens Falls Hospital Lifeline to reflect a change in name to Glens Falls Hospital Medical Alert Service.

Motion was made by Mr. Champagne, seconded by Mr. Taylor and carried unanimously to amend the contract as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 18, 2011 Board meeting.*

Ms. Auer requested to amend the Department's Table of Organization to reflect the transfer of one Senior Account Clerk position from the Preschool Code (A.4054.110) to the Preventive Code (A.4018.110) and one Principal Clerk position from Preventive Code to Preschool Code. She noted the amendment would allow the Department to receive a small amount of additional State aid and would more accurately reflect the duties of the two positions.

JoAnn McKinstry, Assistant to the County Administrator, questioned the impact to the budgeted revenues for the Department and Tawn Driscoll, Fiscal Manager of the Health Services Department, responded there would be an increase to the budgeted revenues for the Preventive Program. Ms. Driscoll explained the difference between the two salaries with benefits was about \$7,000 which would generate approximately \$2,400 in additional revenue for the Preventive Program. Mrs. McKinstry asked if the budgeted revenues for the Preschool Program would decrease accordingly and Ms. Driscoll responded she was unsure because the revenues for the Preschool Program were primarily based on the expenses of services to the children.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the request to amend the Department's Table of Organization as presented and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer requested to renew the existing contract with New York State Department of Health (NYS DOH) Division of Family Health to allow for continued receipt of funding for the Lead Poisoning Prevention Program for the contract year October 1, 2010 through September 30, 2011 in the amount of \$23,732 in a form approved by the County Attorney.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to renew the existing contract with the NYS DOH Division of Family Health as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 18, 2011 Board meeting.*

Ms. Auer said a report on Emergency Preparedness Activities for the month was included in the agenda packet.

Ms. Driscoll reviewed the report on Revenues and Expenditures for 2011 as of 2/22/2011 which was included in the agenda packet and noted that 2011 salaries had decreased by \$25,050 compared to the same time period for 2010. She said the majority of the 2010 expenses had been accounted for and there were some State grants which would be added to the 2010 revenues. She advised the

December 2010 billings had not been accrued and an excess of \$1 million was anticipated for the Preschool Program.

Mr. Loeb questioned the reason for the significant decrease in the overtime salaries compared to 2010 and Ms. Auer responded that overtime salaries fluctuated depending on patient volume on the weekends. Sharon Schaldone, Assistant Director of Home Care Division, mentioned the patient volume also varied depending on the time of year and she pointed out the volume was lower in January and higher in July. Mr. Champagne questioned why the patient volume would be higher in July and Ms. Schaldone responded more elective surgeries were performed when the weather was pleasant.

Referring to the amendment to the contract with Glens Falls Hospital Lifeline, Mr. Loeb questioned the rationale behind the name change and Ms. Auer replied the Hospital had contracted with a different company. Brief discussion ensued.

Lastly, Ms. Auer requested a transfer of funds between various codes totaling \$101,548 to reflect amendments to the Department's Table of Organization which were approved at this meeting and at the January 27, 2011 Committee meeting.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt 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 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. Thomas and seconded by Mr. Taylor, Mr. Sokol adjourned the meeting at 10:24 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist