

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH SERVICES**

**DATE: MARCH 25, 2011**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
THOMAS  
CHAMPAGNE  
TAYLOR  
MCDEVITT

**OTHERS PRESENT:**

REPRESENTING WESTMOUNT HEALTH FACILITY:  
BARBARA TAGGART, ADMINISTRATOR  
BETSY HENKEL, COMPTROLLER  
SUSAN BARTHOLOMEW, DIRECTOR OF NURSING  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION  
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR  
TAWN DRISCOLL, FISCAL MANAGER  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR STRAINER  
TRISH NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY  
TODD LUNT, DIRECTOR OF HUMAN RESOURCES  
DON LEHMAN, *THE POST STAR*  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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

Motion was made by Mr. Champagne, 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 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 provided a selection of baked goods which were prepared by the new Dietary Services Supervisor. She reported that the Dietary Services Supervisor prepared homemade foods and was cautious with the budget. She said the employee was implementing measures to save funds, such as completing cost comparisons. Ms. Taggart commented that the morale of the Facility had improved and phone calls had been received from family members complementing on the food.

Ms. Taggart requested a transfer of funds totaling \$32,255 between various accounts to reflect two salary budget corrections and the purchase of a paper cutter, a paper shredder, an employee in/out board and a combo bulletin board. She also requested to amend the Department's Table of Organization to transfer the position of Health Facility Clerk, base salary of \$27,977, Employee No. 11849, from Nursing Administration, Management & Supervision to Nursing Administration, Clerical and Other.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee; and to approve the request to transfer the Health Facility Clerk position as outlined above and to

forward same to the Personnel Committee. *Copies of the Request for Transfer of Funds form and the resolution request form are on file with the minutes.*

Ms. Taggart said it was anticipated that the State budget would be adopted on April 1, 2011 and the 2009 and 2010 Medicaid rates for the Facility should be established as part of the budget. She reported the IGT (Intergovernmental Transfers) funds were anticipated to be received once the 2009 and 2010 Medicaid rates were established. She advised the delay in the adoption of the State budget had caused a cash flow problem for the Facility; therefore, she requested a Revenue Anticipation Note (RAN) in the amount of \$500,000 to ensure the Facility's cash flow for the next three to five months. Ms. Taggart stated she had discussed the cash flow issue with the Treasurer's Office and they would bring the matter before the April 6, 2011 Finance Committee meeting. Paul Dusek, County Attorney/Administrator, advised this was a cash flow issue and if the funds were received by the County as anticipated, no debt would be incurred.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the issuance of a Revenue Anticipation Note (RAN) in the amount of \$500,000 and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart reported the Facility currently had a vacant RPN II #4 (Registered Practical Nurse) position, base salary of \$42,818 (non-union, pay grade 20) which she was requesting to reclassify to an LPN #4 (Licensed Practical Nurse) position, base salary of \$32,516 (union, pay grade 10), thereby amending the Department's Table of Organization. She advised the current need was for an LPN on the 3:00 p.m. to 11:00 p.m. shift and added there were three LPN's on medical leave and one per diem LPN on educational leave. Susan Bartholomew, Director of Nursing for Westmount Health Facility, stated there was currently only one full time LPN position on the 3:00 p.m. to 11:00 p.m. shift and there had been a continuous need to fill the shortage using overtime or part-time and per diem employees. She said the addition of one full time LPN on that shift would result in a reduction in overtime usage.

Mr. Dusek stated the reclassification was beneficial to the County as the amount of salary would decrease. He asked the difference in salaries and Ms. Taggart replied there would be a decrease of \$10,302; however, she added, there would be an increase in salary for another employee assuming the Committee approved the next request. Mr. Champagne questioned how many RN's (Registered Nurses) were currently on the 3:00 p.m. to 11:00 p.m. shift and Ms. Bartholomew responded the Facility usually had one RN and two to three LPN's per shift. Mr. McDevitt asked if the Facility was mandated to have an RN on each shift and Ms. Taggart replied affirmatively.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request to reclassify the RPN #4 position to the LPN #4 position as outlined and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to reclassify a Supervising RN #5 position, base salary of \$43,905 (union, pay grade 21) to a Clinical Coordinator position, base salary of \$52,407 (non-union) which would result in an increase in salary of approximately \$8,502; thereby amending the Department's Table of Organization. She explained that the employee who had filled the vacant In Service Staffing Coordinator position had requested to step down to her previous RN Supervisor position. Mr. Sokol asked if these were union positions and Ms. Taggart responded that the RN Supervisor position was a union position but the Clinical Coordinator position would be non-union. Ms. Taggart also requested to increase the base salary of the In Services Staffing Coordinator position, current base

salary of \$51,007 to \$52,407. She explained that during the interview process the salary for the position had been misquoted as \$52,407 due to the fact that the longevity of the previous employee had not been subtracted from the total. Mr. Sokol asked the net savings that would be realized following the two reclassifications and the salary increase and Ms. Taggart replied approximately \$400.

Mr. Champagne opined that in the future it would be beneficial to the Committee members to have the agendas emailed to them prior to the Committee meetings with as much detail as possible. He added this would assist the Committee members in making knowledgeable decisions. Mr. Taylor interjected that the Department Heads had been requested to format their agendas to include each request followed by the rationale for the request. Ms. Taggart explained that all of the necessary decisions pertaining to the reclassifications had not been finalized in time to prepare the agenda in the requested format.

Following further discussion on the matter, motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to approve the request to reclassify a Supervising RN #5 position to a Clinical Coordinator position and to increase the base salary of the In Services Staffing Coordinator position as outlined above and to forward same to the Personnel Committee. *Copies of the resolution request forms are on file with the minutes.*

*(Subsequent to the meeting, it was determined that the RPN II #4 position which was being reclassified was, a union position, part-time with an annual salary of \$17,127.)*

Ms. Taggart reported the Facility currently had four vacant CNA (Certified Nursing Assistant) positions; one vacant RPN position; one vacant RN Nurse Manager position; and one floating CNA position and they were in the process of filling the vacant RN Nurse Manager position. Ms. Bartholomew noted they had recently hired six per diem CNA's and the vacant CNA positions would most likely be offered to four of the per diem CNA's. Mr. Sokol questioned the sudden availability of CNA's and Ms. Bartholomew responded many of the employees had stated they left their previous nursing home employers due to mandatory overtime requirements. She explained many of the applicants were young mothers who could not pick up the mandated extra shifts due to child care issues. Mr. Champagne pointed out that legislation had been adopted stating that mandatory overtime could not be imposed on nurses and Ms. Bartholomew replied the legislation did not apply to CNA's. Mr. Thomas asked if the vacant RPN position was the same position which Ms. Taggart had requested to reclassify and Ms. Taggart replied affirmatively. Mr. Champagne inquired about the applications received for the vacant RN Nurse Manager position and Ms. Bartholomew responded that several applications had been received and she would begin interviewing shortly. Ms. Taggart apprised that she and Ms. Bartholomew were working with Kathy Barrie, Personnel Officer, to review the job descriptions of all positions. Ms. Taggart announced a new Admissions Coordinator had been hired and was in the process of training. She added the current Admissions Coordinator's last day would be April 15, 2011.

Ms. Taggart said a comparison of salaries for 2010 versus 2011 was included in the agenda packet. She attributed the 14.9% increase in overtime salaries to the number of vacant positions, employees out on medical or educational leave and coverage for employees who called in sick. She advised the number of employees calling in sick was significant and had been addressed at a recent union meeting. She said the Facility held a weekly multi-disciplinary meeting to discuss any staffing issues. Ms. Taggart stated that she and Ms. Bartholomew had discussed the possibility of contracting with a nursing agency which would have significantly increased the overtime usage; however, she

added, they had been able to avoid the necessity by using creative staffing measures.

Ms. Taggart advised they were awaiting NYS DOH (New York State Department of Health) approval for the CON (Certificate of Need) for the Sprinkler Project. In the meantime, she continued, they were in the process of searching for a contractor.

Ms. Taggart expressed her concern with the 2010 Co-Gen power reimbursements for the former DSS (Department of Social Services) Building, the former WIC (Women, Infants and Children) Building and the Detention Home. She advised there was an outstanding balance of \$42,917 for January through December 2010.

Mr. Dusek explained the issue had arisen when the former DSS Building was closed. Prior to 2010 there had been no issue, he continued, as Westmount Health Facility billed the DSS for their electricity usage. He said Westmount Health Facility needed to retain separate accounting procedures in order to receive State and Federal funding. He added if Westmount Health Facility incurred an expense that was not attributed to the operation of the Facility, it was necessary to recover the expense for another source. Mr. Dusek stated the expense continued after the closing of the DSS Building due to the electricity usage of the former WIC Building and the Detention Home; however, the reimbursements from the DSS had ceased. He suggested that the reimbursement to Westmount Health Facility be paid from the General Fund. He opined the matter should be referred to the Finance Committee to allow them to make the necessary adjustment. By the April 6, 2011 Finance Committee meeting, he continued, he would determine where the funds should be allocated from, as a portion of the expense should be reimbursed from the DSS budget due to the Detention Home falling under their domain. He said he would meet with the Commissioner and Fiscal Manager of the DSS and Betsy Henkel, Comptroller for Westmount Health Facility to determine the prorated expense for the DSS. Going forward, Mr. Dusek commented, it was necessary to determine how the reimbursements would be handled and the responsible entity. He opined that since the former DSS and former WIC Buildings were closed, it was reasonable to argue that the majority of the expense should be billed to the Detention Home monthly. Mr. Dusek explained that when the Co-Gen Project was initiated it was necessary to construct a power cable to reach the other three buildings and \$117,000 balance remained from the construction. He said the County could choose to pay off the remaining balance or they could allow the expense to continue to be paid off as part of these expenses. He added Westmount Health Facility could not cover the cost of the power cable as it was not a necessary part of the operation of the Facility.

Mr. Geraghty asked if there was a decrease in the gas usage and Mr. Dusek replied affirmatively. Mr. Dusek stated he would meet with representatives from Siemens Building Technologies next week to discuss how much the Facility was costing the County now that the former DSS and for WIC Buildings were closed. He announced there was some interest from National Grid as to the possibility of assisting the County with energy savings programs. He added that he would schedule a meeting with National Grid to determine if there were any programs that would be beneficial to the County.

Discussion ensued pertaining to the Siemens Energy Savings contract.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to refer the issue of the 2010 Co-Gen power reimbursements totaling \$42,917 and the issue of determining how the 2011 reimbursements would be handled, including who the responsible entity would be, to the Finance Committee to determine a source of funding.

Mr. Sokol advised a brief executive session would be necessary to discuss pending litigation; the employment history of a particular person; and matters leading to the appointment of a particular person.

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

Executive session was declared from 10:25 a.m. to 10:49 a.m.

Committee reconvened.

Pursuant to the executive session, motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried by majority vote, with Mr. Taylor voting in opposition, to increase the allowable vacation time for the Director of Nursing to 20 days, based on her level of experience in the nursing profession, and to forward same to the Personnel Committee.

This concluded the Westmount Health Facility portion of the Committee meeting, the representatives from Westmount Health Facility exited the meeting and the representatives from the Public Health Department entered the meeting at 10:52 a.m.

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.*

Mr. Dusek stated he would need to leave the meeting early in order to attend another meeting; however, he said, there was one item on the agenda which he needed to address first. Pertaining to the request to park an additional Health Services Fleet vehicle at the Chester Town Hall, Mr. Dusek apprised the Warren County Travel Policy was very specific as to the number of vehicles which could be parked at each location. He continued by saying, if there was a need to amend the number of vehicles parked in the Town of Chester, it would be necessary to do so by resolution of the Board. Ms. Auer responded that if the Committee was agreeable to the request, she would submit the appropriate resolution request form following the meeting.

In light of Mr. Dusek's need to leave and the fact that the Committee members had received the agenda by email prior to the meeting, Mr. Champagne suggested the first four resolution requests be approved by one motion.

Ms. Auer's agenda contained the following resolution requests:

1. to amend the Intermunicipal Agreement with Washington County Public Health Nursing Services to reflect the change in location of the clinic from 65 Ridge Street in the City of Glens Falls to the Warren County Municipal Center; and to more specifically define the 50% contribution of the clinic costs from Washington County to Warren County in a form approved by the County Attorney;
2. to extend the existing contract with the New York State Department of Health (NYS DOH), Bureau of Immunization to allow receipt of funding in the amount of \$33,111 for a term commencing April 1, 2011 and terminating March 31, 2012;
3. to authorize a Memorandum of Understanding (MOU) between the Warren County Health Services Department and the Office of Community Services for Warren and Washington

- Counties and the Glens Falls Housing Authority in order to allow the Warren-Washington Shelter Plus Care Program and to document, for reporting requirements to Housing and Urban Development (HUD), a formal collaboration between the two agencies; and
4. to write off debt totaling \$36,878.56 which represented the remainder of the uncollected balance after converting from the Home Care Net System to the new Encore billing system.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the four requests as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the April 15, 2011 Board meeting.*

Ms. Auer noted that a Report of Emergency Preparedness Activities was included in the agenda packet.

Ms. Auer announced the Department had received notification of COLA's (cost of living adjustments) for the Children with Special Health Care Needs Program, the Rabies Program and the Immunization Program which would be used to assist in offsetting the fringe benefits of the employees involved in those programs. She mentioned that Attachment #3 contained a list of proposed expenditures for the COLA received for the WIC (women, infants and children) Program.

Tawn Driscoll, Fiscal Manager of the Public Health Department, reviewed the Report on Revenue and Expenditures for 2011 (as of March 22, 2011) which was included in the agenda packet. She mentioned that the 2010 budget was still not closed and an additional \$900,000 in revenue would be included in the 2010 budget from the Preschool Program. Regarding payroll, Ms. Driscoll noted, the year to date payroll reflected a decrease of \$22,374.04 compared to the same time period in 2010. She commented that 77% of the overtime usage was due to the CHHA (Certified Home Health Agency) and LTC (Long Term Care) Programs. She said the reduction in overtime costs in 2011 compared to 2010 was in part attributed to the amount of overtime used in 2010 for the H1N1 Flu Clinics which were operated using Bioterrorism Grant funds. Sharon Schaldone, Assistant Director of Home Care Division, noted another reason for the reduced overtime usage was the restructuring of the on-call IV (intravenous) Nurses schedules in order to eliminate overtime.

Ms. Driscoll requested a transfer of funds between various accounts totaling \$8,481 to reflect the receipt of insurance funds for general liability. Pertaining to the \$3,000 being transferred to the Health Services-Other Equipment code, Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, explained the Department was in the process of implementing electronic signatures for medical records and the funds would be utilized to purchase screen protectors for the laptops to prevent scratching.

Ms. Driscoll submitted a request to amend the 2011 County budget to increase estimated revenues and appropriations in the amount of \$924 to reflect the receipt of funds from an insurance claims pertaining to an automobile accident; and a request to amend the 2011 County budget to increase estimated revenues and appropriations in the amount of \$5,266 to reflect the receipt of the aforementioned COLA revenues.

Motion was made by Mr. Taylor, seconded by Mr. Champagne and carried unanimously to approve the request for a transfer of funds and the two requests to amend the 2011 County budget as outlined above and to forward same to the Finance Committee. *Copies of the Request for Transfer of Funds form and the resolution request forms are on file with the minutes.*

Ms. Auer stated that at the previous meeting, she had indicated an update on the State budget would be presented at this meeting; however, she added, no further information was available at this time. She predicted the Early Intervention Program would be the most affected by the anticipated State budget reductions. Brief discussion ensued pertaining to State budget predictions.

Ms. Auer requested to amend the Warren County Travel Policy to increase the number of Health Services' vehicles parked at the Chester Town Hall by one and decrease the number of vehicles parked at the Warren County Municipal Center by one.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to amend the Warren County Travel Policy as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 15, 2011.*

As there was no further business to come before the Health Services Committee, on motion made by Mr. Champagne and seconded by Mr. Thomas, Mr. Sokol adjourned the meeting at 11:11 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist