

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: May 25, 2011

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
THOMAS  
CHAMPAGNE  
TAYLOR  
MCDEVITT

**OTHERS PRESENT:**

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  
REPRESENTING WESTMOUNT HEALTH FACILITY:  
BARBARA TAGGART, ADMINISTRATOR  
BETSY HENKEL, COMPTROLLER  
SUSAN BARTHOLOMEW, DIRECTOR OF NURSING  
GRETCHEN PETTEYS, DIETARY SUPERVISOR  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISORS LOEB  
STRAINER  
WOOD  
JON ALEXANDER, *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. McDevitt, 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 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.*

Commencing the agenda review, Ms. Auer noted there was an addendum to the agenda requesting an amendment to the current agreement with Barbara Orton, MS, to reflect language for mileage reimbursement at the IRS (Internal Revenue Service) rate or the rate paid by Warren County for Emergency Response and Preparedness activities outside of Warren County upon approval of the Director or Assistant Director of Public Health. She explained the Emergency Response Coordinator was a contracted employee who was currently reimbursed for mileage through the Bioterrorism Grant; however, she added, the current contract did not specifically mention that mileage was reimbursed at the IRS rate or the rate currently paid to Warren County employees.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to amend the current agreement with Barbara Orton, MS, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Ms. Auer requested authorization for Stella Racicot, RN, CHN, the Community Health liaison with Glens Falls Hospital, to attend the Island Peer Review Organization (IPRO) Annual Membership

Meeting in Elmhurst, New York on June 7, 2011, in order to accept an award being presented to Warren County Health Services for significant quality improvement (over 50% reduction) in the hospital admission rate for heart failure patients. She advised there was no cost to the County other than fuel and tolls, as the employee would utilize a Health Services Fleet Vehicle, and would not be staying overnight. Sharon Schaldone, Assistant Director of Home Care Division, explained the Department had been working on a project through IPRO to reduce the number of 30 day re-admissions to the hospital and they would receive an award for the highest reduction from IPRO.

Following a brief discussion, motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request to attend the IPRO Annual Membership Meeting as outlined above. *A copy of the Request for Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested authorization for one Public Health Nurse (PHN) and one Community Health Nurse (CHN) to attend the ICD-9-CM and OASIS Coding Back to Basics and Beyond HCS-D Exam in Nanuet, New York on September 27-28, 2011. She noted the total cost for the conference, registration fees and exams would not exceed \$1,562.00 and added that the cost of travel, meals and incidental fees was included in this amount.

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

Ms. Auer requested to amend the Department's Table of Organization for the WIC (Women, Infants and Children) Program, as follows:

- ▶ to create a WIC Clerk position, part-time, 20 hours per week, Grade 4, pro-rated base salary of \$12,240 and delete a WIC Program Aide position, part-time, 20 hours per week, Grade 3, pro-rated base salary of \$11,695; and
- ▶ to reclassify the WIC Assistant position, Employee No. 9800, from a Grade 4, base salary of \$25,344 plus longevity (\$26,690) to a Grade 5, base salary of \$26,370 plus longevity (\$27,779).

Ms. Auer reminded the Committee members that the WIC Program was 100% grant funded and the positions did not receive benefits, as they were both part-time. She said she had been in contact with the Personnel Officer and the Human Resources Director to ensure the changes were appropriate and she noted that written approval of the changes had been received from the State. Ms. Auer pointed out that she was also requesting to transfer funds in the amount of \$1,568 to reflect the amendment to the Department's Table of Organization as outlined above.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request to amend the Department's Table of Organization as outlined above and to forward same to the Personnel Committee; and to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Auer requested authorization for the Emergency Preparedness Health Educator to attend the 2011 Marketing and Social Media Conference in Albany on July 13, 2011 at a cost of \$249, plus the cost of lunch not to exceed \$11.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request to attend the Conference as outlined above. *A copy of the Request for Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested to amend the current agreement with Glens Falls Pharmacy Associates Inc., d/b/a Royal Care Pharmacy Services to reflect an increase from not to exceed \$250 per year to not to exceed \$300 per year. She explained that the regulations for the Diagnostic and Treatment Center required a report from a pharmacist consultation be provided annually to the New York State Department of Health (NYS DOH). She further explained that the consultation took approximately four hours to complete and required the pharmacist to visit the Department to review all of the vaccines and any related pharmaceutical equipment for appropriateness, proper storage, and to assure nothing was outdated. She apprised the Department had contracted with Royal Care Pharmacy since 2003 and there had been no rate increases until now.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to amend the current contract with Glens Falls Pharmacy Associates Inc., d/b/a Royal Care Pharmacy Services as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Ms. Auer requested approval for Patricia Belden, Public Health Nurse (PHN), to enroll in a job-related course at SUNY (State University of New York) Albany entitled "Zoonoses", starting May 23, 2011 and ending August 12, 2011. She explained that Ms. Belden was in the process of obtaining a Master's Degree in Public Health and had a scholarship which paid the full cost of her tuition. She noted the request was for 50% reimbursement for books and associated course fees totaling \$150 (\$75 reimbursement).

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request to enroll in a job-related course as outlined above and to forward same to the Personnel Committee. *A copy of the Application for Approval to Enroll in Job-Related Courses by Employee is on file with the minutes.*

Ms. Auer commented that a report on monthly Emergency Preparedness activities was included in the agenda packet and she pointed out that there were no pending items this month.

Tawn Driscoll, Fiscal Manager for the Health Services Department, said a Report on Revenues and Expenditures for 2011 as of May 23, 2011 was included in the agenda packet. She pointed out that the report included a salaries comparison which was consistent with previous reports. As a result of a request made by Mr. Geraghty at the previous Committee meeting, she continued, a comparison of 2010 budgeted versus actual was also included in the agenda packet and she reviewed the report in detail.

Ms. Driscoll apprised that the mandated programs, which included Early Intervention (EI), Preschool and the Disease Program, totaled a loss of \$1.6 million last year. She added that the Certified Home Health Agency (CHHA) Program generated sufficient revenue to reduce the cost incurred by the mandated programs to \$571,198. Ms. Auer pointed out that the EI and Preschool Programs were difficult to budget.

Discussion ensued.

This concluded the Health Services portion of the Committee meeting, the representatives from the Health Services Department exited the meeting and the representatives from Westmount Health Facility entered the meeting at 9:50 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.*

Ms. Taggart introduced Gretchen Petteys, Dietary Supervisor for Westmount Health Facility, to the Committee members and requested the Committee members to introduce themselves.

Ms. Taggart announced that Westmount Health Facility would hold a Memorial Day Celebration on Saturday, May 28, 2011 at 10:30 a.m. She said a light breakfast reception would be held prior to the Celebration at 9:45 a.m. and she invited the Committee members to attend.

Ms. Taggart requested a contract with Kinney Management Services, LLC for monthly software and website OMIG testing of employees and contractors regarding Federal and State exclusion, commencing June 21, 2011 and terminating June 20, 2012 with the option to renew annually, for a total amount not to exceed \$650. She noted there was an increase of \$110 compared to 2010.

Following a brief discussion, motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to authorize the contract with Kinney Management Services, LLC as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Ms. Taggart requested a contract with Time Warner NY Cable, LLC d/b/a Time Warner Cable to provide cable television services for the residents of Westmount Health Facility, commencing upon execution of the contract and terminating after seven years, at a rate of \$7 per month per unit for 49 units. Mr. Sokol questioned the necessity of a seven year contract and Ms. Taggart replied it would allow the Facility to lock in the current rate. Paul Dusek, County Attorney/Administrator, asked about the County's ability to terminate the contract early and Ms. Taggart replied she was unsure. Following a brief discussion, Mr. Dusek stated he would contact the company to determine the County's ability to terminate the contract or to request a contract for a shorter period of time, such as, four years and he would be prepared to discuss the issue at the June 17, 2011 Board meeting prior to voting on the resolution.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to authorize the contract with Time Warner NY Cable, LLC d/b/a Time Warner Cable, as outlined above pending recommendation of the County Administrator with regard to the term of the contract. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Ms. Taggart requested a transfer of funds between various accounts totaling \$4,272 to reflect the training of new employees and the purchase of equipment, such as, a mixer, grill, slow cooker, microwave and two confidential document containers.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds as outlined above and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Taggart reported that the Facility currently had three vacant CNA (Certified Nursing Assistant) positions. Susan Bartholomew, Director of Nursing, pointed out there were several per diem CNA's currently working for the Facility, three of whom would be offered the permanent full time positions within the next month. Referring to the overtime report, Ms. Taggart mentioned there were several employees on medical leave and noted that coverage for use of sick, personal and vacation time, as well as holiday coverage, increased the amount of overtime usage.

Mr. Sokol announced an executive session would be necessary in order to discuss the employment history of a particular employee.

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

Executive session was declared from 10:08 a.m. to 10:39 a.m.

The Committee reconvened and Mr. Sokol noted that no action was necessary pursuant to the executive session. He reminded the Committee of the Memorial Day Celebration at Westmount Health Facility beginning at 9:45 a.m. on Saturday, May 28, 2011.

As there was no further business to come before the Health Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Taylor, Mr. Sokol adjourned the meeting at 10:40 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist