

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: SEPTEMBER 23, 2011

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS SOKOL
THOMAS
CHAMPAGNE
TAYLOR
MCDEVITT

REPRESENTING WESTMOUNT HEALTH FACILITY:
SUSAN BARTHOLOMEW, DIRECTOR OF NURSING
GRETCHEN PETTEYS, DIETARY SUPERVISOR
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
SUPERVISORS KENNY
LOEB
STRAINER
CAMERON TESSIER, WARREN COUNTY RESIDENT
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:31 a.m.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Sokol noted that Barbara Taggart, Administrator of Westmount Health Facility, was on vacation. Therefore, privilege of the floor was extended to Susan Bartholomew, Director of Nursing, 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. Bartholomew pointed out that a six-month dietary report had been included in the agenda packet resultant of the changes implemented by Gretchen Petteys, Dietary Supervisor. She advised that boxed and canned ingredients had been replaced with fresh ingredients and the dishes had been replaced with bright colored dishes which was of particular benefit to the Alzheimer's patients. She noted that the report contained sample menus of meals offered to the residents, as well as comparisons of the meals now offered versus the meals previously offered. Mr. Sokol commented that the residents were being offered healthier meals which were more flavorful. Ms. Bartholomew distributed samples of sandwiches to the Committee members and mentioned that the sandwiches contained pureed foods which were easier for the residents to swallow. A brief discussion ensued.

Pertaining to the Staffing Report, Ms. Bartholomew said there was one vacant LPN (Licensed Practical Nurse) position; seven vacant CNA (Certified Nursing Assistant) positions; and one LPN, two CNA's and one Dietary employee on Medical Leave.

Chairman Stec entered the meeting at 9:39 a.m.

Ms. Bartholomew said it was her intention to contact BOCES (Board of Cooperative Educational Services) in order to recruit the newly graduated nursing students. She added that advertisements had been placed but had not resulted in many applicants. Mr. Champagne stated that several area hospitals had reduced the number of LPN positions in their facilities and he was surprised that there were any vacant LPN positions at Westmount Health Facility given the number of positions eliminated elsewhere. A brief discussion ensued pertaining to vacant nursing positions.

Pertaining to the overtime report, Mr. Taylor pointed out that the year to date salaries had decreased compared to the same time period in 2010. He added that this was unexpected given the number of vacant positions. Mr. Geraghty said it might be necessary to complete another survey of nursing salaries.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the Committee meeting commenced at 9:50 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.*

Commencing the agenda review, Ms. Auer requested a contractual agreement with Visiting Nurse Service of New York CHOICE Community Care for a term commencing October 24, 2011 and terminating per the terms outlined in the agreement. She advised there was an increasing number of agencies that provided managed care services and it was beneficial for the County to have contractual agreements in place with these agencies in order to ensure payment was received. Mr. Champagne inquired as to the cost of the contract and Ms. Auer replied that it was based on fee for service. She further explained that if there was a patient who was covered by a particular agency, the Health Services Department would negotiate the contract in order to be paid for the services they provided.

Motion was made Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to authorize the contractual agreement with Visiting Nurse Service of New York CHOICE Community Care 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 21, 2011 Board meeting.*

Ms. Auer requested to fill the vacant position of part-time Infant Feeding Advocate in the WIC (Women, Infants and Children) Program, pro-rated salary of \$11,695, due to resignation. She noted that the salary of the position was covered 100% by WIC Grant funding. She noted that the position would be eliminated if it was no longer funded through the grant. She apprised that she had discussed the position with Paul Dusek, County Attorney/Administrator, who suggested the possibility of utilizing a nursing employee in the WIC Program so that a portion of their salary would be reimbursed by the WIC Grant; however, she continued, she contacted the State and was advised this would not be allowable because the hourly rate for nurses was higher and they preferred the employee work solely for the WIC Program. Mr. Dusek stated that he had no issues with the filling of this position and noted there would be no cost due to benefits.

Motion was made by Mr. Thomas, seconded by Mr. Champagne and carried unanimously to approve the request to fill the vacant position as outlined above 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.*

Mr. Auer requested Committee consent to host the Annual School Nurse Meeting at the Montcalm Restaurant on October 6, 2011 at a cost not to exceed \$300.00. She explained that the purpose of the meeting was to update the school nurses regarding immunization changes and to discuss other pertinent public health topics. She noted that cost of the meeting would be paid from the Immunization Program Grant funding.

Motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to approve the request to host the Annual School Nurse Meeting as outlined above. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

Ms. Auer requested authorization for a Registered Nurse to attend the PRI (Patient Review Instrument) and Screen Training Certification Program at the New York State Nurses Association in Latham, New York on November 2-3, 2011, at a cost of \$513. She noted that the certification was for a revenue generating service provided by the Public Health Department and the funds were available in her budget.

Following a brief discussion, motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize attendance at the training 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 two employees to attend the Home Care Association Quality and Technology Conference in Troy, New York on November 2, 2011, at a total cost of \$598. She noted that this was a two-day conference but due to the cost they were only requesting to attend for one day. Sharon Schaldone, Assistant Director of the Home Care Division, said the conference would review benchmarking and performance and would offer ways to improve the existing programs.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt 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 a transfer of funds between various accounts in an amount totaling \$69,511 in order to cover budgetary shortfalls. Tawn Driscoll, Fiscal Manager, reviewed the individual transfers in detail for the Committee and pointed out that all of the transfers were salary related.

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

Ms. Driscoll reviewed the Report of Revenues and Expenditures for 2011 as of September 20, 2011 which was included in the agenda packet. Mr. McDevitt noted there was a significant difference between the amount budgeted for 2011 for contracts and the actual amount received and Ms. Driscoll responded that this was mostly due to the Preschool and Early Intervention Programs and the amount would increase towards the end of the year when payments were received from the State. Ms. Driscoll pointed out that there was a decrease in salaries for 2011 of \$50,111.25 compared to 2010. She mentioned that it was now allowable to bill Medicaid for the Preschool Program. Mr. McDevitt asked how many children were in the Preschool Program and Ms. Auer replied that the number varied but was usually between 40 and 50. A brief discussion ensued pertaining to the Preschool Program.

Ms. Auer commented that a Report of Monthly Emergency Preparedness Activities was included in the agenda packet. She stated that Barbara Orton, Emergency Response Coordinator, had spent time with employees of the Office of Emergency Services in order to observe operations. Mr. McDevitt questioned the radiation exposure training and Ms. Auer explained that the training involved tabletop exercises. Ms. Schaldone commented that the nurses in the CHHA (Certified Home Health Agency) had contacted their patients during Hurricane Irene to ensure that they had power.

Ms. Auer requested to renew the current contract with the NYS DOH (New York State Department of Health) to allow continued receipt of grant funding for the Children with Special Needs Program for a term commencing October 1, 2011 and terminating September 30, 2014, in the amount of \$55,515 (\$18,505 per year).

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to renew the current 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 21, 2011 Board meeting.*

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 10:13 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist