

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: DECEMBER 7, 2011

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS SOKOL
THOMAS
CHAMPAGNE
TAYLOR
MCDEVITT

BARBARA TAGGART, ADMINISTRATOR OF WESTMOUNT HEALTH FACILITY
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS VANNESS
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 8:30 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 requested to fill the vacant position of Dietary Supervisor, annual salary of \$45,946, Employee No. 11886, due to resignation. She noted the position was mandated, non-union and was 57% reimbursed from the State. She said the current Dietary Supervisor would resign as of Friday, December 16, 2011 and there were two possible candidates for the vacancy. She added the previous base salary for the position was \$41,246. Pertaining to the two candidates, Ms. Taggart reported one candidate had eight years experience and the other had five years experience. Mr. Sokol questioned the reason for the resignation and Ms. Taggart replied the employee had received an offer for employment elsewhere with a significant salary increase.

Motion was made by Mr. Taylor and seconded by Mr. Thomas to approve the request to fill the vacant position of Dietary Supervisor as outlined above.

Mr. Taylor asked if the intention was to fill the vacancy at the previous base salary of \$41,246. Mr. Sokol noted that recently the Board had been approving to fill vacant positions within a salary range based on experience. Ms. Taggart advised the NYASHA (New York Association of Homes & Services for the Aging) survey stated the 2011 Dietary Supervisor salary for a medium facility was \$46,900 excluding benefits. She noted the candidate she would like to hire had eight years experience and would be able to take over the existing dietary program with little difficulty. Mr. Taylor asked if the candidate was currently employed and Ms. Taggart replied affirmatively. She added the candidate was competent and had a philosophy for a dietary program that was compatible with the Facility.

Ms. Taggart pointed out she would also be requesting to amend the existing contract with Lori A. Girard for Resident Dietician Consulting Services to include an additional 10 hours per week, for a total of 27 hours per week, at a rate of \$32 per hour for a term commencing December 12, 2011 and terminating upon the hiring of a new Dietary Supervisor. She said there were no Dietary employees on staff who were capable of supervising the kitchen until the new Dietary Supervisor

was hired and Ms. Girard had stated she would be willing to increase her contract hours in order to assist the Facility. Mr. Sokol asked if the preferred candidate would be available to commence work on December 16, 2011 and Ms. Taggart responded that she would discuss the available start date with the candidate on Monday, December 12, 2011. She explained the candidate had questions pertaining to the benefits offered by the County and an interview and tour of the Facility had been scheduled for December 12th. Mr. Champagne inquired about the function of Ms. Girard in the transition and Ms. Taggart replied that Ms. Girard would oversee the employees and dietary program until the vacancy was filled.

Mr. Sokol stated it was necessary to determine the salary for the vacant position and Ms. Taggart replied she would like to have the authority to offer the position at a salary range of \$41,246 to \$45,946 based on experience.

Following a brief discussion, Paul Dusek, County Administrator, suggested the Committee enter into an executive session to discuss the employment history of a particular person and matters leading to the employment of a particular person.

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

Executive session was declared from 8:38 a.m. to 8:43 a.m.

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

Mr. Sokol called the question and the motion was carried unanimously to approve the request to fill the vacant position of Dietary Supervisor, at a salary range of \$41,246 to \$45,946 based on experience 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. Taggart requested to amend the existing contract with Lori A. Girard for Resident Dietician Consulting Services to include an additional 10 hours per week, for a total of 27 hours per week, at a rate of \$32 per hour for a term commencing December 12, 2011 and terminating upon the hiring of a new Dietary Supervisor.

Motion was made by Mr. Champagne, seconded by Mr. Thomas 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 December 16, 2011 Board meeting.*

Mr. Geraghty asked if there was a possibility of promoting a current Dietary employee to the vacant Dietary Supervisor position and Ms. Taggart replied in the negative, noting that none of the current employees had the necessary educational background.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 8:45 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 resolution opposing the New York State Public Health Planning Council's proposed emergency regulations concerning the establishment of new Certified Home Health Agencies (CHHA's) and ratifying the actions of the Chairman of the Board of Supervisors in immediately executing an email to individuals and organizations, listed in the agenda packet. She added the Public Health Department operated the only CHHA in Warren County which was beneficial to the residents, as it insured all residents had access to the same quality of home health care. She advised the addition of other CHHA's in the County would compromise the care of individuals in remote areas, as it would allow those agencies to select cases in areas with higher populations. She noted the addition of these agencies would also negatively impact the financial situation of the County. She pointed out that the meeting to approve the proposed emergency regulations would be held on December 8, 2011.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 16, 2011 Board meeting.*

Ms. Auer requested a resolution to correct a 2001 error/omission in documentation to allow a current employee, a Nurse Technician, who was hired on August 27, 2001 with the understanding that they would work a shift of 12:00 p.m. to 8:00 p.m. with a four hour shift differential, to continue to receive said shift differential and to authorize retroactive payment of the differential from August 2011 to present. She noted the annual amount of shift differential for the Nurse Technician was currently \$1,050 and the employee had been receiving the shift differential until August of 2011 when the additional pay was questioned and suspended by the Treasurer's Office upon execution of the new Novatime Time Keeping System. Research of prior minutes from the Health Services and Personnel Committees, Ms. Auer continued, had determined that a resolution had been approved in 1998 authorizing the position for a 1:00 p.m. to 9:00 p.m. shift with a shift differential. She noted there was also a Union agreement indicating approval of the position. Ms. Auer recalled that between 1998 and 2001 there had been two nurses in the position and prior minutes indicated that it had been difficult to fill the 1:00 p.m. to 9:00 p.m. positions. The current Nurse Technician, she continued, had been hired for a 12:00 p.m. to 8:00 p.m. shift; however, she added, documentation authorizing the change in shift schedules was not found. She noted when the current Nurse Technician was hired, a Registered Nurse position was deleted from the Department's Table of Organization.

Motion was made by Mr. Taylor and seconded by Mr. McDevitt to approve the request as outlined above.

Mr. Dusek stated it was necessary to pay the employee retroactive to August 2011 and Ms. Auer reiterated the annual total for the shift differential of the employee was \$1,050. Mr. Dusek commented that the Personnel Form 426 clearly showed that the employee had been hired with the understanding that they would receive a four hour shift differential.

Mr. Sokol called the question and the motion was carried unanimously to approve the request as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 16, 2011 Board meeting.*

As there was no further business to come before the Health Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Thomas, Mr. Sokol adjourned the meeting at 8:52 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist