

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JANUARY 27, 2012

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS SOKOL
THOMAS
FRASIER
TAYLOR
MCDEVITT

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
TAWN DRISCOLL, FISCAL MANAGER
DANIEL G. STEC, CHAIRMAN OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS MASON
MERLINO
STRAINER
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 9:38 a.m.

Mr. Sokol welcomed Mrs. Frasier to the Health Services Committee and noted that a Committee meeting would be held at Westmount Health Facility in the future to allow her to tour the Facility.

Motion was made by Mr. Taylor, 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.*

Commencing the agenda review, Ms. Taggart requested a new contract with Saratoga Podiatry Associates to provide Podiatry services to the residents of Westmount Health Facility for a term commencing upon execution of the contract and terminating with 30 days written notice by either party. She explained that Saratoga Podiatry Associates would replace the current contractor due to increased availability. Mr. Sokol asked if there was a difference in the cost of the contract and Ms. Taggart responded that the contractor would bill Medicare and Medicaid directly for the services. She added that Dr. Fred Jacobs would visit the Facility on a monthly basis and would be available for emergency calls.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 17, 2012 Board meeting.*

Ms. Taggart requested to create a new position of Clerk Part-Time, annual salary of \$11,449, Grade 2 and to delete the vacant position of CNA (Certified Nursing Assistant) Part-Time #1, annual salary of \$13,120, Grade 4; thereby amending the Department's Table of Organization. She explained there had been difficulty in filling the vacant CNA Part-Time position, as the applicants were seeking full-time employment. She stated there had been an increase in the number of admissions and the Clerk Part-Time position would assist the Admissions Coordinator with the additional workload. She noted there would be a savings of \$1,671 to the Department's budget by initiating these changes.

Following a brief discussion, motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request to create and fill the vacant 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 a transfer of funds in the amount of \$11,449 to adjust the salaries budget to reflect the creation of the previously approved new position.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the 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. Taggart requested to amend the Department's Table of Organization to delete the Cleaner #4 position, the funding for which had been eliminated during the budget process.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the request to eliminate the 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 a contract with Adirondack Technical Services, Inc. to maintain and repair the refrigeration system at Westmount Health Facility, for a term commencing March 1, 2012 and terminating March 1, 2015 at a rate of \$85 per hour during regular business hours and \$127.50 per hour on nights, weekends and holidays plus the cost of materials. Mr. Taylor asked if this contract had been put out to bid and Ms. Taggart replied in the negative and added that the Facility had used the services of Adirondack Technical Services, Inc. since March of 2009 and the increase of \$10 per hour was the first increase requested. She said the three year contract would ensure no further increases until March of 2015. Mr. Taylor noted the rate was fair and Mr. Sokol pointed out the company had provided good service in the past. Mr. Taylor asked if the company was local and Mr. Sokol replied affirmatively.

Following further discussion on the matter, motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 17, 2012 Board meeting.*

Ms. Taggart updated the Committee on the Westmount Sprinkler Installation Project by informing of a meeting scheduled later that day to discuss the construction phase which would commence on February 1, 2012. Mr. Sokol commented that the project was mandated to be completed by 2013.

Ms. Taggart requested approval to attend the 43rd Annual Convention of the New York Chapter of the American College of Health Care Administrators in Callicoon, New York on March 18-21, 2012 with a registration fee of \$195 and a room rate of \$150 per night. Mr. Sokol pointed out that attendance at the Convention would result in 19 of the credits necessary for Ms. Taggart to maintain her license.

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

Ms. Taggart requested Betsy Henkel, Comptroller for Westmount Health Facility, discuss the audit by the OMIG (Office of Medicaid Inspector General) relating to the Cogeneration System at the Facility. Ms. Henkel said they had received notification from the OMIG that an audit would be conducted sometime after February 29, 2012. She added that the OMIG had requested all of the documentation be gathered pertaining to the Cogeneration System and had informed they would specifically be looking at the capital portion of the Facility from January 1, 2007 through December 31, 2008. Ms. Henkel apprised the Audit was standard and she would have additional information after February 29, 2012. A brief discussion ensued.

Ms. Taggart stated the next item on the agenda pertained to an update on the Annual Survey performed by the New York State Department of Health on December 14-20, 2011. She said two Federal Surveyors from the Center for Medicaid and Medicare Services (CMS) were also present to evaluate the State Surveyor. She advised the Statement of Deficiencies resultant of the survey was received on January 5, 2012. Of the nine deficiencies, she continued, one required a directed Plan of Correction, which was mandated whereby specific corrections were required. She added a Nurse Consultant was hired to assist the Facility's staff in examining the causative factors, identifying specific steps and interventions related to correcting the deficiencies. She apprised they anticipated business as usual on February 7, 2012 which was three days sooner than the estimated date of completion on the original Plan of Correction which listed February 10, 2012. As was always the case, she pointed out, the Facility would not be reimbursed for new admissions until February 7, 2012. Ms. Taggart stated Westmount Health Facility staff had been diligently working on the details of the Plan of Correction. She said they must always be in a state of anticipation and readiness for a re-check survey after February 7, 2012. She noted Susan Bartholomew, Director of Nursing, would review the specifics of the Plan of Correction.

Ms. Bartholomew apprised that a list of Tasks for the Plan of Correction was included in the agenda packet; *a copy of same is on file with the minutes.* She pointed out that the majority of the deficiencies were not "black and white" issues, such as chipped paint. She noted a lot of Policy and Procedure review had been conducted and hours of in-service training had been performed. Resident behavior, she continued, was the largest deficiency identified and she gave the example of residents who wandered the halls. She advised the Facility was cited on a particular resident who wandered throughout the building due to dementia. She reported that this resident wandered into the room of another resident, who resented the intrusion, resulting in the wandering resident being hit in the face with a reacher by the other resident, requiring stitches. She noted the incident occurred two days before the survey commenced. Overall, Ms. Bartholomew continued, the deficiencies were not related to staffing or lack of education but had to do with ensuring that the Policies and Procedures were followed. She stated the list of Tasks for the Plan of Correction contained a breakdown of all the steps necessary to correct the deficiencies. A brief discussion ensued.

Continuing the agenda review, Ms. Bartholomew reported the current staffing levels, as follows: one vacant RN (Registered Nurse) position, one RN position anticipated to be vacant as of February 15, 2012, one vacant LPN (Licensed Practical Nurse) position and five vacant CNA (Certified Nursing Assistant) positions. She noted the Facility also had one CNA on light duty, one CNA on Medical Leave, one CNA on Maternity Leave and one LPN on light duty. She noted they anticipated the resignation of an LPN would be forthcoming and the resignation of a CNA was anticipated for March due to a relocation out-of-State. Ms. Taggart commented the report of overtime usage was included in the agenda packet and reflected coverage of the aforementioned vacancies and leaves.

Mr. Sokol said it would be necessary to enter into executive session to discuss two potential pending litigation matters.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier 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 10:27 a.m.

Chairman Stec exited the meeting during the executive session.

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

Mr. McDevitt exited the meeting at 10:27 a.m.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the Committee meeting commenced at 10:28 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.*

Ms. Auer welcomed Mrs. Frasier to the Health Services Committee and thanked the remainder of the Committee members for their continued service.

Commencing the agenda review, Ms. Auer requested approval for Dorothy Muessig, RN, Community Health Nurse, to enroll in a job related course entitled, English 295 at SUNY (State University of New York) Plattsburgh in pursuit of a Bachelor of Science Degree in Nursing, and to receive reimbursement for 50% of the course tuition and associated books and fees, totaling \$462.14 payable upon completion of the course with proof of a grade of "C" or better. JoAnn McKinstry, Assistant to the County Administrator, asked for clarification on the course title and Ms. Auer reiterated the course title was English 295. Mrs. McKinstry pointed out that reimbursement for courses was contingent on the courses being related directly to the employee's job. Ms. Auer noted the course was a requirement of obtaining a Bachelor of Science Degree in Nursing and therefore related to the employee's job. Following a brief discussion, Mrs. McKinstry suggested the Committee approve the request to be forwarded to the Personnel Committee and added she would discuss the matter with the County Administrator prior to the meeting.

Motion was made by Mr. Taylor, seconded by Mr. Thomas 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 Authorization to Enroll in Job Related Course by Employee form is on file with the minutes.*

Ms. Auer requested to amend the contract with VNS (Visiting Nurse Service) Choice Community Care to reflect a change in the organization's name to VNSNY (Visiting Nurse Service New York) Choice.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 17, 2012 Board meeting.*

Ms. Auer requested to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$45,064 to reflect the addition of COLA (Cost of Living Adjustment) funds for the Lead Poisoning and Prevention Program Grant (\$1,903); the WIC (Women, Infants and Children) Program Grant (\$39,021); the Immunization Action Program Grant (\$2,656); and the Children with Special Health Care Needs Program Grant (\$1,484).

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to approve the requests to amend the 2012 County budget as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Tawn Driscoll, Fiscal Manager, requested a transfer of funds in the amount of \$11,825 to reflect an employee switching health insurance coverage from single to family and to transfer WIC funds for the purchase of equipment to enhance the phone system.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the 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. Auer requested a contractual agreement with POMCO Group to allow for receipt of reimbursement for various services for a term commencing February 20, 2012 in a form approved by the County Attorney.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 17, 2012 Board meeting.*

Ms. Auer requested to renew the contract with New York State Department of Health (NYS DOH) Bureau of Early Intervention for a term commencing October 1, 2011 and terminating September 30, 2016 to allow for receipt of funding for Early Intervention Administration activities in the amount of \$38,608, and to amend the 2012 County Budget to increase estimated revenues and appropriations to reflect same.

Motion was made by Mr. Thomas, seconded by Mr. Frasier and carried unanimously to renew the contract; and to amend the 2012 County budget as outlined above and forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes and the necessary resolution was authorized for the February 17, 2012 Board meeting.*

Ms. Auer requested to amend the contractual agreement with Richard Leach, MD to reflect the following changes:

- Increase the hourly rate for Travel Clinic Consultations from \$75.00 to \$100.00; and
- Establish a rate of \$100.00 per hour to provide pre-employment employee physicals or medical clearance physicals if needed.

Mr. Sokol questioned the rate increase noting that it was significant. Ms. Auer replied that when the Clinic was first established it had been unknown if it would be successful; however, she added, the Clinic was very popular and Dr. Leach was working more than had been anticipated. She noted the new hourly rate reflected the same amount paid to the doctor who operated the Sexually Transmitted Disease Clinic.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 17, 2012 Board meeting.*

Ms. Auer announced there were no pending items to be presented to the Committee. She noted the report on Emergency Response and Preparedness Activities was included in the agenda packet. Ms. Auer commented that the account books for 2011 remained opened and she requested Ms. Driscoll report on the revenues and expenditures.

Ms. Driscoll pointed out a Report on Revenue and Expenditures for 2011 as of January 25, 2012 was included in the agenda packet. She said she anticipated additional revenue of approximately \$2.5 million related to the Preschool Program, WIC Vouchers, December billings, retroactive payments from Medicaid and reimbursements to the CHHA (Certified Home Health Agency). She added additional expenses of approximately \$1 million would also be added due to WIC Food Vouchers and miscellaneous expenses. She said she anticipated a loss for 2011 of approximately \$800,000 less than the amount budgeted. Ms. Driscoll reported that the salaries for 2011 were final and reflected a decrease of \$35,688.90 compared to 2010 salaries.

Ms. Auer stated a Report on Free and Reduced Care was included in the agenda packet. Sharon Schaldone, Assistant Director of Home Care Division, noted the total amount of free and reduced care for 2011 reflected a decrease of a couple hundred dollars compared to 2010.

Ms. Auer informed the Committee members of the need to replace several of the Health Services Fleet vehicles in 2012. She noted new vehicles had not been purchased in recent years and there had been a loss of five vehicles since October 2011. She advised she was working with the Purchasing Department on replacing the five Fleet vehicles.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Thomas and seconded by Mrs. Frasier, Mr. Sokol adjourned the meeting at 10:42 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist