

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: APRIL 26, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
FRASIER
TAYLOR
MCDEVITT

COMMITTEE MEMBER ABSENT:

SUPERVISOR CONOVER

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:

LLOYD COTÉ, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
KYLLE BAKER, 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

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR

MARTIN AUFFREDOU, COUNTY ATTORNEY

JOAN SADY, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS LOEB

MASON

STRAINER

VANSELOW

DON LEHMAN, *THE POST STAR*

THOM RANDALL, *ADIRONDACK JOURNAL*

CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:32 a.m.

Motion was made by Mrs. Frasier, 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.

Privilege of the floor was extended to Lloyd Coté, 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.*

Prior to the agenda review, Mr. Sokol asked Mr. Coté how his first weeks at the Facility had been and Mr. Coté responded that he had been obtaining background information and was learning the County system. He said he was looking into key issues for the Facility and he commented the Facility had an excellent staff.

Commencing the agenda review, Mr. Coté requested to extend the current contract with Mobile Imaging, LTD to provide resident diagnostic imaging and cardiac monitoring services to the residents of Westmount Health Facility for a term commencing May 1, 2013 and terminating April 30, 2015 with the option for automatic annual renewal provided there was no increase in the cost of the contract. He noted this extension contained no changes from the current agreement.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to extend the current contract with Mobile Imaging, LTD as outlined above. *A copy of the resolution request form*

is on file with the minutes and the necessary resolution was authorized for the May 17, 2013 Board meeting.

Mr. Coté requested authorization to offer up to a fifth year salary rate when filling part-time and per diem Certified Nursing Assistant (CNA), Licensed Practical Nurses (LPN) and Registered Practical Nurse (RPN) positions based on the level of experience of the candidates. He said he had discussed the ability to attract and retain nursing staff with Kulle Baker, Director of Nursing, and he pointed out that in most facilities per diem employees were paid at a higher rate. He advised the authority would enable the Facility to better attract experienced and qualified nursing professionals and base their salaries on their current level of experience. JoAnn McKinstry, Assistant to the County Administrator, asked if having the authority to adjust the salary based on experience would reduce the need for Agency Nurses and Mr. Coté replied affirmatively and added his goal was to eliminate the need for Agency Nurses. He pointed out the cost of Agency Nurses was approximately double the cost of the salaries paid at Westmount Health Facility. Mr. Coté distributed copies of a Report on Agency Staffing at Westmount Health Facility to the Committee members; *a copy of which is on file with the minutes.* A brief discussion ensued pertaining to the Report.

Martin Auffredou, County Attorney, noted this authority would only pertain to part-time and per diem CNA, LPN and RPN positions. He advised the Health Services Department would also benefit from the ability to compensate candidates based on their level of experience. Pat Auer, Director of Public Health/Patient Services, agreed this would assist the Department in attracting experienced nursing professionals. She advised she had completed an analysis of the possible impact of paying per diem nurses based on their level of experience and had determined the impact to be approximately \$4,000 per year. She added this authority would increase the ability to attract per diem nurses to work weekend shifts which would reduce the amount of overtime usage.

Following further discussion on the matter, motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request to grant the Director of Public Health/Patient Services and the Administrator of Westmount Health Facility the authority to offer up to a fifth year salary rate when filling part-time and per diem CNA, LPN and RPN positions based on the level of experience of the candidates and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Betsy Henkel, Comptroller for Westmount Health Facility, requested a transfer of funds totaling \$20,471 between various codes to correct the salaries budget for part-time employees and overtime expenses not previously budgeted. She explained there was a part-time position in the Housekeeping Department to assist with the upkeep of the floors which had not been budgeted for 2013. She said the overtime in the Laundry and Linen Department was resultant of holiday shifts. She explained the overtime for Clerical and Administration was for her Department and would be alleviated by the hiring of a new Keyboard Specialist in May. Lastly, Ms. Henkel stated the Maintenance Department overtime was attributed to overtime of the Maintenance Supervisor for snow removal and boiler issues. A brief discussion ensued pertaining to the state and age of the flooring at the Facility.

Motion was made by Mrs. Frasier, 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. Henkel requested approval to fill the vacant position of Building Maintenance Mechanic #1, annual salary of \$34,564, Grade 13, Employee No. 12027, due to resignation. She said this was a Union position which was not mandated but was 53% reimbursable from the State.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier 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. Coté informed of the pending resignation of the MDS (Minimum Data Set) Coordinator at Westmount Health Facility. He said the employee was not leaving County employment as she had accepted a position with the Health Services Department in order to ensure her retirement status. He advised that given the uncertain future of the Facility, the salary would need to be reviewed in order to attract a qualified individual. He explained the MDS Coordinator was responsible for the submission of paperwork to receive reimbursements and no other employee at the Facility had the necessary knowledge. He requested authorization to fill the vacant position following a salary study to be performed by the Office of the County Administrator. Mrs. McKinstry advised she would complete the salary study prior to the upcoming Personnel Committee meeting.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to approve the request to fill the vacant position of MDS Coordinator with a salary to be determined following the salary study 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.*

Pertaining to staffing levels of the Facility, Ms. Baker informed that she had spoken with Paul Dusek, County Administrator, about the possibility of re-organizing the positions at the Facility. She explained the Facility had a lot of per diem positions and she wanted to increase the number of part-time positions and decrease the number of per diem positions. Ms. Baker stated most candidates were looking for full time employment and part-time employment was preferable to per diem employment as part-time usually meant there was some guarantee on the number of shifts per week. She apprised that in other Facilities per diem positions were paid at a higher rate than part-time positions but at the County this was not the case. She explained that in the nursing profession per diem employees were usually given whatever shifts were "left over" and since the Facility did not pay a higher rate to per diem employees there was no incentive. She advised she gave per diem employees as many hours as she could due to a lack of part-time positions in order to reduce the need for Agency Nurses. She said although the Facility had adequate CNA coverage, the LPN positions were mostly per diem positions. She commented the current organization of the number of part-time and per diem positions at the Facility contributed to the amount of Agency Nurses necessary to operate the Facility. She advised she would further discuss the topic with Mr. Dusek upon his return and would try to rectify the issue.

Pertaining to the Overtime Report, Mr. Coté stated the current format for the Report showed a decrease in the salary expenses compared to the same time period for 2012; however, he continued, this was not a true reflection of the costs, as it did not contain the expenses associated with Agency Nurses. He suggested the format be amended for future meetings to give the Committee members a better understanding of the full expense of staffing the Facility. A brief discussion ensued.

Mr. Coté informed he was currently working on HMO (Health Maintenance Organization) contracts for the residents of the Facility. He added the Facility currently had contracts with Fidelis Care and Senior Blue and he was looking into the possibility of additional contracts in order to increase the number of insurance carriers the Facility could accept. Mr. Coté apprised he had read over the Personnel Policies for the Facility and he commented there was a need to update them as the last update had been in 2009 and there were many changes. He informed the census of the Facility when he started on April 1, 2013 was 67 and the census today was 72 residents.

A discussion ensued.

Mr. Auffredou stated the Committee would need to enter into an executive session to discuss matters pertaining to a pending collection litigation pertaining to a particular but unnamed resident of Westmount Health Facility.

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

Executive session was declared from 10:00 a.m. to 10:09 a.m.

The Committee reconvened.

Pursuant to the executive session, motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to authorize a settlement in the amount of \$3,000 for a collections litigation matter pertaining to a particular but unnamed resident of Westmount Health Facility. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 17, 2013 Board meeting.*

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 10:10 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 to amend the current agreement with Preferred Medical Claims Solutions, LLC to allow for an increase in reimbursement for services. She explained the new reimbursement rate would cover 92% of the total costs. She also requested authorization to negotiate and accept increased reimbursements in the future, upon review of the County Attorney, without the requirement of Committee approval. She added a number of the insurances were increasing the reimbursement rates and this authorization would allow the County to receive the increased reimbursements in a timely manner.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to amend the agreement with Preferred Medical Claim Solutions, LLC as outlined above and to further authorize the receipt of increased rates for services as negotiated by the Health Services Department without further need of resolution contingent upon approval of the County Attorney . *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 17, 2013 Board meeting.*

Ms. Auer requested to amend the contract with Aetna Health Inc. to allow for the receipt of increased rates for various services and to further authorize the receipt of increased rates for services as negotiated by the Health Services Department without further need of resolution contingent upon approval of the County Attorney.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to amend the contract with Aetna Health Inc. as outlined above and to further authorize the receipt of increased rates for services as negotiated by the Health Services Department without further need of

resolution contingent upon approval of the County Attorney. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 17, 2013 Board meeting.*

Ms. Auer requested authorization for the Health Services Department to participate in the American US Partnerships program to allow for receipt of specific vaccines offered. She noted an administration fee would be charged to the individual patients, but there would be no charge for the vaccines. She explained this would allow individuals not covered by insurances to receive vaccines with only a small administration fee and she pointed out there was no cost to the County.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to authorize participation in the American US Partnerships program as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 17, 2013 Board meeting.*

Ms. Auer pointed out that she had planned on requesting authorization to fill a vacant Public Health Nurse position; however, she continued, Mrs. McKinstry had informed her that due to the fact that the current employee had not completed the probationary period, it was not necessary to return to the Committee for approval.

Ms. Auer requested authorization for Sharon Schaldone, Assistant Director of Home Care Division, and Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, to attend the Delta Health Technologies 2013 National Customer Forum in Altoona, Pennsylvania on June 24-27, 2013 at a total cost for the conference and lodging of \$1,095, plus the GSA rates not to exceed \$77 per day for incidental expenses and \$46 per day for meals to be paid upon submission of appropriate receipts. She explained the conference was important because the new Electronic Medical Record System would be discussed. She noted Ms. DeLorenzo was the President of the Users Group and it was important she be present. She added the funds were available within her budget.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier 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 authorization for Cathy DuFour, Public Health Nurse, to attend the Home Care Association of New York State ICD-9-CM and Oasis Coding Workshop and to take the Coding Re-certification Exam at the Hilton Garden Inn in Newburgh, New York on September 16-18, 2013 at a cost of \$399 for the Workshop, \$189 for the Re-certification Exam, \$278 for lodging and reimbursement at the GSA rates for meals and incidental expenses to be paid upon submission of appropriate receipts. She explained the employee was the Department's only Certified Coder and the re-certification test was necessary every two years. She noted a Health Services Fleet vehicle would be used for travel and the funds were available within her budget.

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

Ms. Auer stated there was no new information at this time on the Certificates of Need for New Certified Home Health Agencies. Pertaining to the pending item concerning the vacant Supervising Public Health Nurse position, Ms. Auer informed the position would be filled by the former MDS Coordinator for Westmount Health Facility with a salary to be determined at the next Personnel Committee meeting.

Ms. Auer pointed out a Report on Monthly Emergency Response and Preparedness Activities was included in the agenda packet.

Pertaining to the Report on Revenue and Expenditures for 2013, Tawn Driscoll, Fiscal Manager, said that although the books for 2012 had not been officially closed, the amounts listed were fairly accurate. She advised that \$33,166.84 in revenue had been accrued in 2012, \$18,916.84 of which would be recorded in the 2013 budget. She stated the 2013 revenues and expenses on the report reflected the totals as of April 24, 2013. She pointed out they were currently working on billing for March. Concerning the Salaries Comparison, Ms. Driscoll said regular salaries had decreased due to vacant positions which resulted in an increase in overtime salaries. Pertaining to the 2012 budget, she anticipated the bottom line to be approximately \$400,000 less than the amount budgeted. Mr. Sokol asked if this was the time of the year when the Department was informed of the anticipated charge for the Early Intervention (EI) Program and Ms. Auer replied that the EI Program had just switched on April 1, 2013 to the new billing/payment system discussed at the prior meeting. She added they should determine by the end of the month if the Department would receive the correct reimbursement. Ms. Driscoll informed the first escrow check of approximately \$42,000 had been submitted but there had been no information received pertaining to whether bills had been paid with the funds. A brief discussion ensued.

As there was no further business to come before the Health Services Committee, on motion made by Mr. McDevitt and seconded by Mrs. Frasier, Mr. Sokol adjourned the meeting at 10:22 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist