

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: MARCH 28, 2014

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS SOKOL
CONOVER
FRASIER
MCDEVITT

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

COMMITTEE MEMBER ABSENT:

SUPERVISOR TAYLOR

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS BROCK
KENNY
SEEBER
SIMPSON
STROUGH
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 9:33 a.m.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier 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.*

Prior to the agenda review, Ms. Auer mentioned a last minute request which was not included in the agenda packet to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$24,202 to transfer revenue related to the Lead Grant from the Family Health Program to the Disease Program to more accurately reflect the expenses related to the grant.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to amend the 2014 County Budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Commencing the agenda review, Ms. Auer requested to amend the current contract with United Healthcare Empire Plan to reflect agreement changes and updated schedule of maximum allowable fees as specified in the revised agreement (previous Resolution No. 192 of 2010). She noted there were some changes in the language of the contract and Martin Auffredou, County Attorney, had advised an amendment was necessary.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to amend the contract with United Healthcare Empire Plan as outlined above. *A copy of the resolution request form*

is on file with the minutes and the necessary resolution was authorized for the April 18, 2014 Board Meeting.

Ms. Auer requested a Memorandum of Understanding (MOU) with Hudson Headwaters Health Network (HHHN), Ryan White Program to enable staff from HHHN to provide HIV (Human Immunodeficiency Virus) testing at Warren County Health Services Sexually Transmitted Disease Clinics at no cost to Warren County. She explained changes within the grant program now required HHHN staff members to administer the HIV tests and the MOU was necessary to do so.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize an MOU with HHHN, Ryan White 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 April 18, 2014 Board Meeting.*

Tawn Driscoll, Fiscal Manager, requested a transfer of funds totaling \$14,380 between various codes to reflect expenses relating to salaries for per diem Nurses for the CHHA (Certified Home Health Agency); a retirement within the WIC (Women, Infants and Children) Program; and the purchase of furniture for the WIC Program Office.

Motion was made by Mr. Conover and seconded by Mrs. Frasier to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee.

Mr. Conover inquired about the retirement health insurance benefits and Paul Dusek, County Administrator, explained new employees hired in 2013 or after would not receive health insurance benefits in retirement until they reached age 65, at which time they would be enrolled in the Medicare Advantage Plan. Mr. Dusek further explained that employees hired prior to 2013, who had at least ten years of service and retired under the New York State Civil Service Retirement System at age 55 or older, would receive the same health insurance benefits as current employees with the same contribution rates between the ages of 55 and 65 and upon turning 65, they would be enrolled in the Medicare Advantage Plan. He noted this applied to all employees with the exception of members of the Police Benevolent Association. A brief discussion ensued.

Mr. Sokol called the question and the motion was 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. Auer requested an MOU between the Warren County Health Services Department and the Warren County Information Technology Department relative to the proper disposal of computer equipment in order to ensure all patient privacy information would be protected and all HIPAA (Health Insurance Portability Accountability Act) regulations would be followed. She said the MOU had been suggested by Mr. Dusek as a means to strengthen the County's policy on technology equipment disposal. Mr. Dusek stated that Warren County was very serious about protecting health information and if there was no assurance that the information would be protected, the equipment would be destroyed.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to authorize an MOU between the Health Services and Information Technology Departments as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 18, 2014 Board Meeting.*

Ms. Auer requested authorization for Sharon Schaldone, Assistant Director of the Home Care Division, and Tammie DeLorenzo, Clinical and Informatics Coordinator, to attend the Home Care Association of New York State's educational program entitled "Engage, Collaborate and Partner", in Albany on April 23, 2014 at a cost of \$329 per person. She explained vital information would be presented on models of service and she pointed out that Dr. Ruge would be a keynote speaker.

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

Pertaining to the pending item concerning updates on the CHHA referral numbers and the impact of new CHHA's in the area, Ms. Auer reported a 14% increase in referrals for February of 2014 compared to February of 2013. She stated Warren County's CHHA was not currently being impacted by any new CHHA's.

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

Ms. Auer stated a copy of the Plan of Correction (POC) relative to the January CHHA Recertification Survey was included in the agenda. She explained the New York State Department of Health (NYSDOH) had accepted the POC as submitted. Ms. Schaldone said the surveyors had made ten home visits and had interviewed patients who had indicated they were pleased with the services provided. She noted overall the survey had been positive with only minor deficiencies cited. A brief discussion ensued.

Ms. Auer said the next item on the agenda pertained to a discussion on an issue with the Department's laptop computers. Ms. DeLorenzo explained the Department had purchased 79 Panasonic Tough Book laptops in 2008. Due to the number of laptops, she continued, they had attempted to be fiscally responsible by upgrading the memory for the computers rather than replacing them. She noted the laptops had been upgraded from Windows XP to Windows 7 and there seemed to be compatibility issues with the upgrade. She stated at this point the only remaining option was to replace the laptops with newer versions. She acknowledged that replacing 79 laptops would be cost prohibitive and suggested this year the Department could replace the 25 laptop computers used by full time Nurses in the CHHA. She added the plan was to replace 25 laptops this year; 20 laptops in 2015; and 15 laptops in 2016. She said the needs would require examination on a yearly basis as technology was constantly changing. She apprised of discussions with Michael Colvin, Director of Information Technology, who had determined that the new Panasonic Tough Books were the best available option. She said the laptops were on State contract; however, she added, Mr. Colvin had found a vendor who sold the laptops for less and had been able to get the State contract vendor to match the price.

Ms. DeLorenzo explained the biggest issue with the current laptops was that they were a 32-bit device which was not compatible with the Windows 7 Operating System. Ms. Schaldone commented the laptops were affecting the productivity of the Nursing staff and the timeliness of reimbursements. She added when the computers were not functioning correctly it led to inaccurate documentation and they could not legally bill without accurate documentation. A brief discussion ensued pertaining to the use of laptop computers in the CHHA.

Mr. Dusek said the purchase of the 25 Panasonic Tough Books would require a referral to the Finance Committee to request a transfer of funds from the Computer Reserve Fund to the Health Services Departmental Budget. He explained a Computer Reserve Fund had been included in the

2014 County Budget. He commented the plan for Health Services had been for software improvement and not hardware replacement which would impact the amount budgeted for the Computer Reserve Fund. Mrs. Frasier asked the anticipated cost of replacing 25 laptop computers and Ms. DeLorenzo replied approximately \$45,000, as the Panasonic Tough Books cost about \$1,800 each. Ms. DeLorenzo noted these were newer model laptops which could be converted for use as touch screen tablets.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried unanimously to forward the request for a transfer of funds in the amount of \$45,000 from the Computer Reserve Fund to the Health Services Departmental Budget for the purchase of 25 Panasonic Tough Books for full time Nurses in the CHHA to the Finance Committee.

Pertaining to the Report on Revenue and Expenditures, Ms. Driscoll mentioned the 2013 books had not yet been closed but would be soon. She advised the 2014 Report included in the agenda packet reflected the January billing for the CHHA, Long Term Care and Maternal Child Health Programs. Regarding the salaries comparison, Ms. Driscoll noted a decrease in regular salaries compared to 2013 which she attributed to a number of vacant positions. She stated overtime salaries also reflected a decrease compared to 2013; however, she continued, part-time salaries reflected an increase compared to 2013, 65% of which she attributed to a retirement payout and the remaining 35% she attributed to the use of per diem Nurses to cover the shifts for vacant positions. Overall, she commented, the total year-to-date salaries for 2014 reflected a decrease of \$12,297.29 compared to the same time period for 2013.

Ms. Driscoll advised Attachment #3 represented a comparison of revenues and expenses for 2014 versus 2013. She noted the largest difference was in the Contractual codes (400's) and she attributed 1/3 of this difference to the Preschool Program. She commented they were still waiting for the State to approve the rates for the Prospect School. She mentioned the rate per child was approximately \$2,600 to \$2,900 per month. She added there was approximately \$200,000 in Preschool billing between January and March which was not reflected on the Attachment.

As there was no further business to come before the Health Services Committee, on motion made by Mrs. Frasier and seconded by Mr. McDevitt, Mr. Sokol adjourned the meeting at 9:56 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist