

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: HEALTH SERVICES**

**DATE: JULY 25, 2014**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
CONOVER  
FRASIER  
MCDEVITT

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION  
TAWN DRISCOLL, FISCAL MANAGER  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS SIMPSON  
STROUGH  
WESTCOTT  
WOOD  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

---

---

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR TAYLOR

Mr. Sokol called the meeting of the Health Services Committee to order at 10:21 a.m.

Motion was made by Mr. Conover, seconded by Mr. McDevitt 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.*

Ms. Auer stated she had one additional item which had not been included on the agenda; but was previously emailed to the Committee members. She requested authorization for Toni Roth, WIC (Women, Infants & Children) Program Coordinator, to attend the 2014 New York State WIC Manager's Workshop in Albany on September 17-18, 2014 at a cost of \$125 to be funded by the WIC Program Grant funding.

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

Commencing the agenda review, Ms. Auer requested to renew the current agreement with Strategic Healthcare Programs, LLC to provide benchmarking and Home Healthcare Consumer Assessment of Healthcare Providers and Systems (HCAHPS) surveys for a term commencing July 1, 2014 and terminating June 30, 2015 for an annual lump sum of \$7,694.50, plus a fee of \$1.95 per survey. She explained the Centers for Medicare and Medicaid Services (CMS) required a vendor to provide this service. She noted the Department had previously conducted their own patient satisfaction surveys but it was now required that surveys be uniform and measured.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize renewal of the agreement with Strategic Healthcare Programs, LLC as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 15, 2014 Board Meeting.*

Ms. Auer requested approval of the 2013 Annual Report for Warren County Health Services which had been distributed to the Committee members at the June 27, 2014 Committee Meeting. She noted this report was an annual requirement of the New York State Department of Health (NYS DOH) which would be uploaded to the County website upon approval. Mrs. Frasier remarked the Report had been interesting to read and highlighted all of the services offered by the Department. She said the Public Health Department did a wonderful job in providing services to the constituents of Warren County. Ms. Auer stated the Annual Report was the Department's showcase for the year and she noted the entire Department contributed to the contents of the Report.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to approve the 2013 Annual Report for Warren County Health Services as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 15, 2014 Board Meeting.*

Ms. Auer requested authorization for out-of-State travel to allow Tammie DeLorenzo, Clinical and Fiscal Informatics Coordinator, to attend the Delta Health Technologies 2014 National Customer Forum on September 8-11, 2014 in Altoona, Pennsylvania at an anticipated cost of \$399, plus meals not covered at the conference, lodging and incidental expenses to be paid upon submission of receipts and not to exceed the GSA (General Services Administration) rate. She pointed out that Ms. DeLorenzo would drive a Health Services Fleet vehicle to the conference and the cost of lodging would be \$99 per night. She added the necessary funds were available within the Departmental budget.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize out-of-State travel to allow Ms. DeLorenzo to attend the Forum as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 15, 2014 Board Meeting. (Note: Subsequent to the meeting, Ms. Auer advised that the Forum was available as a Webinar and Ms. DeLorenzo would be participating locally and not traveling to Altoona, PA. Therefore, the request for approval of out-of-State travel was withdrawn.)*

Ms. Auer requested approval of the 2014 Warren County Public Health Emergency Preparedness and Response Plan as required by the NYS DOH Emergency Preparedness Grant; *a copy of same is on file with the minutes.* She mentioned there had been no changes compared to the 2013 Plan; however, she added, annual updates were required.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried unanimously to approve the 2014 Warren County Public Health Emergency Preparedness and Response Plan as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 15, 2014 Board Meeting.*

Ms. Auer requested authorization for an agreement with Taryn K. Putney to provide speech language therapy services, at the County's established rates in a form approved by the County Attorney. She noted speech language services were reimbursable and there was no cost for the agreement. She mentioned speech language therapy services were used for the Early Intervention and Preschool Programs. Mr. Sokol asked if the rates were comparable to last year and Ms. Auer replied affirmatively.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize the agreement with Taryn K. Putney as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 15, 2014 Board Meeting.*

Ms. Auer requested to fill the vacant position of Public Health Nurse, Grade 21, annual base salary of \$44,783, due to retirement. She noted the retiring Nurse had agreed to continue working on a per diem basis which would result in a reduction in overtime usage. She said Paul Dusek, County Administrator, had approved the filling of the vacant position and she was seeking Health Services Committee approval. She inquired about the next steps in the process and Joan Sady, Clerk of the Board, explained that upon approval by the Supervisory Committee, the request would be added to the Personnel Committee for informational purposes but no further approval was necessary to fill the position. Mr. Dusek explained the confusion was due to the fact that the Notice of Intent to Fill Vacant Position form had recently been revised. He said Ms. Auer had completed the process with the previous version of the form; however, he added, the newly revised form would be completed and the necessary signatures would be obtained following the Committee Meeting.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request to fill the vacant position of Community Health Nurse as outlined above and to report 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 the pending item concerning new Certificates of Need for the operation of Certified Home Health Agencies (CHHA's), Ms. Auer stated the referral numbers remained consistent. She commented that this item was discussed monthly and she suggested the item be deleted from the pending item list. She said she would add the item to the Information for Discussion portion of her agenda on a monthly basis. It was the consensus of the Committee that this item should be deleted from the pending item list.

Ms. Auer pointed out that a Monthly Report of Emergency Preparedness and Response Activities was included in the agenda packet. She informed the new laptops had been received and the Nurses were pleased with their performance. Sharon Schaldone, Assistant Director of Home Care Division, said there were 25 new laptops, all of which were currently in use in the field. She noted none of the new laptops were crashing and there was increased productivity and timeliness of submission of documentation. She commented that Ms. DeLorenzo had done an outstanding job of formatting the laptops for Departmental use.

Pertaining to Attachment #2, Report on Revenue and Expenditures for 2014 as of July 22, 2014, Tawn Driscoll, Fiscal Manager, said the Departmental Budget was as anticipated for this time of year. She noted year-to-date salaries reflected a decrease of \$20,664.07 compared to the same time period in 2013. She noted the figures included the payroll for the first week in July and the expenditures reflected 52.4% of the amount budgeted compared to 53.72% for the same time period in 2013. Concerning Attachment #3, Revenue and Expense Comparison 2014 versus 2013, Ms. Driscoll said the comparison was fairly close; however, she pointed out the year-to-date expenditures for 2014 were slightly less than 2013 due to a delay in the receipt of rates for the Prospect School. She commented the rates had finally been received in May and vouchers for July of 2013 through February of 2014 had been processed; however, she continued, an additional rate change was received and the submitted vouchers would need to be corrected. She reminded the Committee members that revenues for the Early Intervention Program were placed in an escrow account with the State prior to being paid to the Department, which caused a delay in those expenses. A brief discussion ensued.

Ms. Auer announced the Health Services Department had been given the opportunity to have a Business Administration Intern this summer and the experience had been very positive. She explained the Department had Nursing Interns in the past that had "shadowed" the Nurses during their Home Care visits but this experience had been different. She stated the Business

Administration Intern had completed a lot of tasks including the development of a Public Health Facebook page. Ms. Schaldone said the Intern had updated the Warren County Health Services website and noted that she worked quickly on all of the tasks assigned. Ms. Auer opined the Intern Program was a great idea and she hoped it would continue. Mr. Sokol asked about the possibility of retaining the Intern in the Department and Ms. Auer replied she had some funds available in temporary salaries. Ms. Schaldone commented the Department did not previously have a Facebook account and it would be necessary for someone to update the Facebook page on a periodic basis. She said it would be an asset to be able to hire the Intern on a temporary basis in order to update the Facebook page and continue some of the other duties she had completed over the summer. Ms. Auer pointed out that the Information Technology Department had capable employees but their workload was already taxing. Ms. Schaldone opined the Intern had been good for the Department's moral and she informed the Department would be filming an MRSA (Methicillin-Resistant Staphylococcus Aureus) video that afternoon to the music from The Village People song YMCA which would be placed on YouTube.

Mr. McDevitt commented that the question of the Health Services Home Care decals for the Fleet vehicles had been discussed at the July 18, 2014 Board Meeting. He noted some Supervisors had expressed fiscal concerns and Mr. Dusek had explained at the Board Meeting that the purpose of the decals was to remain competitive and ensure the public clearly identified with the function of the CHHA. Ms. Auer mentioned the cost of advertising was high and having the Home Care Logos on the Fleet vehicles allowed for daily advertising. She informed that a Request for Proposals had been released and of the three responding vendors, the lowest had been selected. She explained the concept of having the Department of Public Works (DPW) create and apply the logos had been discussed but it had been determined that the DPW staff did not have the time available. Ms. Auer acknowledged some of the Supervisors had an issue with the removal of the Joseph Warren County Seal from the vehicles. She explained it had been decided that the vehicles would look more professional with only one logo as opposed to both the Warren County Seal and the Home Care Logo. She noted the total cost involved in the project was \$4,800 and Ms. Schaldone said once all of the vehicles had the logo applied, she believed everyone would be pleased with the results.

Mr. Conover said changes had been made to the Intern Program in order to attempt to facilitate the use of additional interns. He asked if there was any documentation on the Intern Program to track how many interns were used in the various Departments. Mr. Dusek replied that the Intern Program was not currently being tracked but said he could commence doing so. He stated the Board had adopted a resolution which authorized the use of interns in the Departments with an approval process. He opined the Intern Program was working well and he encouraged Departments to take advantage of it.

As there was no further business to come before the Health Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Conover, Mr. Sokol adjourned the meeting at 10:39 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist