

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JANUARY 25, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SHEEHAN
HASKELL
THOMAS
TESSIER
CHAMPAGNE

COMMITTEE MEMBER ABSENT:

SUPERVISOR O'CONNOR

OTHERS PRESENT:

REPRESENTING HEALTH SERVICES DEPARTMENT:
PAT AUER, DIRECTOR OF HEALTH SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF
HOME CARE DIVISION
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC
HEALTH DIVISION
REPRESENTING WESTMOUNT HEALTH FACILITY:
BARBARA TAGGART, ADMINISTRATOR
REPRESENTING COUNTRYSIDE ADULT HOME:
BRENDA HAYES, DIRECTOR
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND
FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR KENNY
WILLIAM LAMY, DPW SUPERINTENDENT
RICHARD KELLY, PERSONNEL OFFICER
TODD LUNT, DIRECTOR OF HUMAN RESOURCES
CHARLENE DiRESTA, LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:30 a.m.

Motion was made by Mr. Haskell, 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 apprised that Item No. 1 on the Agenda was an update on the air handler installation at Westmount Health Facility. She said that Dan Bruno, Senior Project Manager at Rist-Frost Associates, was present to explain their request to amend the Memorandum of Understanding (MOU).

Mr. Bruno stated that Rist-Frost Associates had a contract with the County to

install two air handlers at Westmount Health Facility. He apprised that he had put together the scope of work to replace those two units.

Todd Lunt, Director of Human Resources, entered the meeting at 9:33 a.m.

Mr. Bruno stated that he had estimated the amount of effort that would be required to complete that project and developed the design specifications. He said the original MOU had been written in December of 2006 and was revised in February of 2007. He apprised he had originally estimated the cost of the project to be \$24,170. He expounded that as Project Manager it was his responsibility to oversee the efforts of engineers and designers on the project. He admitted that he had not kept a watchful eye on this project and the amount of effort had exceeded \$24,170. He added that usually he would have monitored the project and the budget more closely. He further added that if he had noticed that the work would not have been able to be completed without exceeding \$24,170 he would have informed William Lamy, DPW Superintendent, immediately. He stated that Rist-Frost Associates had submitted an invoice in excess of the \$24,170 and had requested that the MOU be revised. He said there was a summary of the additional costs included in the Agenda packet.

Mr. Champagne asked what the increase in the project's cost had been. Mr. Bruno replied that the original estimate had been \$24,170 and the revised estimate was \$34,645, for a total increase of \$10,475. He added of that amount \$6,495 was for additional design services and \$3,980 was for construction phase services. Mr. Sokol noted that they were discussing a \$10,000 increase on a \$25,000 project, which was a significant increase. Mr. Bruno expounded that when he had originally looked at the project, he had been unaware that it would require four separate contracts, which had been necessary due to the Wicks Law. Mr. Champagne questioned how Mr. Bruno could have been unaware of the project's needs and Mr. Bruno replied that he did not think the costs would be as significant as they had been. He added that additional time had been spent to ensure that the new units would match up with the existing duct work, in order to minimize the need for additional piping, duct and electrical work.

Mr. Sokol noted that Mr. Lamy was expected at 10:00 a.m. and Joan Sady, Clerk of the Board, suggested that they continue with the Agenda while they waited for Mr. Lamy. Mr. Champagne apprised that he would feel uncomfortable voting on this proposal without seeing more information that he could study and analyze. He added that the increase was significant.

Proceeding with the Agenda, Ms. Taggart stated that Item No. 2 on the Agenda was a request for a transfer of funds in the amount of \$700, from the Social Services Consulting code (EF.73800.2900.437) to the Social Services Office Equipment

code (EF.73800.5930 220). She added that the transfer was needed to cover the cost of a new computer for the Social Worker of Westmount Health Facility.

Motion was made by Mr. Haskell, seconded by Mr. Thomas and carried unanimously to approve the request for the transfer of funds, as outlined above and to refer the same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Ms. Taggart apprised that Item No. 3 on the Agenda was a request for a new contract with Glens Falls Hospital to access resident clinical data. She added that this agreement would allow the nurses to have access to clinical records at Glens Falls Hospital for the residents of Westmount Health Facility.

Motion was made by Mr. Champagne, seconded by Mr. Haskell and carried unanimously to authorize a new contract with Glens Falls Hospital, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Ms. Taggart said that Item No. 4 on the Agenda was a request to amend the existing contract with Hudson Headwaters Health Network for laboratory and phlebotomy services, commencing January 1, 2008 and terminating December 31, 2008, with a fee of \$20 per hour prorated for every additional 15 minutes. She added that the current contract was for a maximum of 20 draws per week. Mr. Haskell asked if Paul Dusek, County Attorney, had looked at the contract and Ms. Taggart replied affirmatively.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to amend the existing contract with Hudson Headwaters Health Network, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Ms. Taggart apprised that Item No. 5 on the Agenda was a request to reclassify positions in environmental services. She added that this reclassification would make the positions at Westmount Health Facility equal with those at Countryside Adult Home. She added that the two employees would go from a Grade 6 to a Grade 13.

Mr. Sokol asked if there were funds available in the budget and Ms. Taggart replied affirmatively. Mr. Thomas asked what the amount of pay increase was and Ms. Taggart responded \$7,240.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried by majority

vote to approve the reclassification, as outlined above and forward same to the Personnel Committee, with Mr. Champagne and Mr. Thomas voting in opposition. *A copy of the resolution request is on file with the minutes.*

Mr. Champagne noted that the Board had agreed that changes such as this would be taken care of at budget time. Mr. Haskell responded that at budget time they had been told to take the issue back to the Committee.

Ms. Taggart apprised that she was requesting to amend the Table of Organization by reclassifying one Personal Care Provider part-time position from Nursing-Nurses Station-Aides-Salaries-Part-time to Nursing-Activities-Program-Salaries-Part-time. She said that during the budget process both Personal Care Provider positions had been placed under Nursing Aides.

Motion was made by Mr. Haskell, seconded by Mr. Champagne and carried unanimously to amend the Table of Organization as outlined above and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Taggart stated that Item No. 6 on the Agenda was a request to extend the existing contract with Mahoney Notify-Plus, Inc. for security alarm services, commencing March 1, 2008 and terminating February 28, 2009, for an amount not to exceed \$1,140. She noted that the increase in the cost of the contract was approximately \$32.

Motion was made by Mr. Haskell, seconded by Mr. Thomas and carried unanimously to extend the existing contract with Mahoney Notify-Plus, Inc. as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Ms. Taggart said that Item No. 7 on the Agenda was a request for a new contract with Karen Young for social work consulting services, for a total amount not to exceed \$2,000. She noted that the previous social worker was unable to continue due to scheduling conflicts and had recommended Karen Young as her replacement. Mr. Haskell asked if the rate of pay was the same and Ms. Taggart responded that the previous social worker had been paid \$35 per hour and Karen Young would be contracted through Hudson Headwaters Health Network and would be paid \$50 per hour. She said the previous social worker had come more frequently; however, she added, Karen Young would come quarterly for approximately four hours. Mr. Champagne asked what the annual cost would be and Ms. Taggart replied that it would be \$50 per hour for four hours each quarter and any additional funds would be to cover any in-service visits. Mr. Payne

apprised that annually the cost should end up being decreased from the amount paid to the previous social worker. He added that it was required by New York State that the facility have a social worker on staff.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve the new contract with Karen Young, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

William Lamy, DPW Superintendent, entered the meeting at 9:50 a.m.

Ms. Taggart expounded that Item No. 8 on the Agenda was a discussion on Nursing salaries at Westmount Health Facilities. She said she wanted to move seven Registered Nurse (RN) Supervisors from a Grade 20 to a Grade 21. She added that it would be an increase of \$7,224 for the year for seven employees, or \$1,032 each. She further added that this was for Nursing Supervisors, which were the positions that were the most difficult to fill at Westmount. Mr. Haskell asked what pay grade RN's were and Ms. Taggart replied they were a Grade 19. Mr. Thomas asked if these changes had been discussed during the budget process and Ms. Taggart replied affirmatively. Mr. Payne stated that he had met with Todd Lunt, Director of Human Resources, Richard Kelly, Personnel Officer, Pat Auer, Director of Health Services and Ms. Taggart last month to discuss this issue. He added that Mr. Kelly had come up with a plan which Ms. Taggart had taken back to Westmount for discussion. He said that Westmount did not want to upgrade all of the nurses salaries, just the supervisors. He stated that the purpose of upgrading these positions was for recruitment and retention. He noted that the addition of the position of RN2 (Registered Nurse 2 - nurses with three years experience) title, which was suggested by Mr. Kelly, would be helpful in the recruitment process.

Mr. Kelly apprised that in the Public Health Department the RN's, after two years of service were eligible to move into a Community Health Nurse position, which was a higher grade. He added that the RN's at Westmount had not been receiving that consideration. He added that the request was made to explore the option of bumping the RN's at Westmount up one grade to an RN2 after two years of service at Westmount. Mr. Haskell asked if Health Care Reform Act (HCRA) funds could be used to cover the cost of these pay increases and Ms. Taggart replied affirmatively.

Motion was made by Mr. Haskell and seconded by Mr. Tessier to create a new position of Registered Nurse 2 (RN2), pay grade 20 and to forward same to the Personnel Committee.

Mr. Payne asked if the motion would include increasing the RN positions to \$20 per hour and Mr. Haskell responded that he thought they had approved that last year. Mr. Payne stated that it had been cut from the budget process. Mr. Lunt apprised that on the 2008 salary schedule the starting salary for a Grade 20 was \$40,647, which was \$19.54 per hour. He said that it was not possible at this time to increase the RN's to \$20 per hour because the highest Grade used was Grade 21, base salary of \$41,679, which was \$20.04 per hour. Mr. Kelly stated that if the RN positions were increased to Grade 21, which was the highest, they would be paid the same as the RN2's and the RN Supervisors. Mr. Payne said that the positions would need to be increased by grade level and not by a dollar figure.

For clarification, Mr. Kelly said that the RN's would remain at Grade 19, the RN2 position would be created at a Grade 20 and the RN Supervisors would be increased to Grade 21. Mr. Haskell apprised that the reason the Committee had decided to increase the RN salaries to \$20 per hour was for recruitment purposes. He added that at \$19.54 they would not be achieving that goal and would still need to use 3/4 of the HCRA funding every year to advertise for vacant positions. Mr. Sokol noted that the RN's were actually Grade 19, which was \$18.74 per hour. Ms. Taggart said that she would like the seven RN Supervisors to be increased to Grade 21. Mr. Lunt noted that these amounts were for first year employees and increased with each year of service. Mr. Payne apprised that incoming RN's with three years of experience or RN's with two years experience at Westmount would be upgraded to an RN2 position.

Discussion ensued.

Mr. Kelly advised that the revision of the salary chart to create pay grades above Grade 21 would have to be negotiated. Mr. Sokol asked if HCRA funds would cover the cost of all the increases and Ms. Taggart replied affirmatively. Ms. Taggart noted that by hiring nurses at the RN2 level they would be getting nurses that had experience. Mr. Payne advised that two of the seven RN Supervisors were actually Directors of Nursing positions. He added that they were salaried employees who were not compensated for overtime. Mr. Lunt stated that he was unsure of what effect these increases would have on the nurses in the Public Health Department. Mr. Champagne said that he would like to see the nursing positions at Westmount and Public Health equalized. Mr. Haskell agreed that RN's should receive the same pay regardless of whether they worked at Westmount or Public Health. Mr. Kelly stated that the goal of creating the RN2 position was to adjust the rate of pay for the RN's at Westmount to match the RN's in the Public Health Department. Mr. Champagne apprised that the Public Health RN's had a greater responsibility and no supervision. Mr. Payne noted that the RN Supervisors at Westmount who work at night were in charge of the whole building.

Discussion ensued.

It was the consensus of the Committee to investigate the possibility of revising the 2008 Salary and Compensation plan to include a Grade 22.

Mr. Haskell amended his motion to include reclassifying the 4 RN Supervisors and increasing the salary of the 3 non-union RN Supervisors and Mr. Tessier seconded the amended motion.

Mr. Sokol called the question and the motion carried unanimously to create the new position of Registered Nurse 2 (RN2), reclassify 4 RN Supervisor positions to increase the base salary to \$41,679 and increase the salary of 3 non-union RN Supervisor positions by \$1,032 and to forward same to the Personnel Committee. *Copies of the Resolution requests are on file with the minutes.*

Mr. Haskell recommended that the Committee visit each of the facilities once per quarter. He also recommended that Mr. Sokol meet with the Resident Council at both facilities on a regular basis to hear their comments or complaints. Mr. Sokol responded that he had already met with the Resident Council for the facilities.

Mr. Haskell exited the meeting and Mr. Kenny entered the meeting at 10:10 a.m.

Returning to Item No. 1 on the Agenda, Mr. Lamy apprised that this project was done under the yellow A process, which involved a Letter of Authorization. He said that they had bid out engineering services for small projects. He added that the bids were brought back to the Department of Public Works (DPW) for review and approval. He said DPW had two firms that were under contract to provide a variety of services on an individual basis. He added that this allowed DPW to complete small projects without having to go out to bid on each individual job. He apprised that the Letter of Authorization was an estimate of the services based on the scope that was conveyed to the engineering firm. He said that the cost of the engineering services for the air handler project had exceeded the amount originally budgeted by Mr. Bruno. He added that on other projects they looked at the original scope and cost that had been developed to determine if the amount which exceeded the budget would include additional work that was done. He further added that it was common for a project to exceed the amount budgeted for that project. He said that the Letter of Authorization worked differently than bid specification. He stated that he had asked Mr. Bruno to provide a description of the work that was in excess of the original scope to be reviewed by DPW. He said that Mr. Bruno had offered to reduce the amount of the invoice by not doing some of the inspection on the project. He recommended that this not be done because it was important to keep the same engineer on the project until its completion.

Mr. Sokol noted that the majority of the concern was that for a \$25,000 project there was a discrepancy of \$10,000, which was a 40% increase. Mr. Bruno apprised that Rist-Frost Associates had tried to define all the variables within the scope of the project and estimate the costs. He added that normally they were very good at estimating the costs; however, he admitted, that he did not estimate all of the costs on this project. He said that he had not expected the need for multiple contracts and had assumed by the size of the project that one contract would be sufficient. He expounded that additional work had been done with the unit's specification and the supplier to get a price on the units. He noted that he would not normally let the project get as far over budget as he did this time without talking to Mr. Lamy about the increases. He apologized and accepted full responsibility. He said that Rist-Frost Associates has had a contract with Warren County for approximately six years and has completed a number of projects.

Mr. Lamy said that an example of a project exceeding the original budget was the Health & Human Services Building which was not at the same dollar amount as when the project was first conceived. He said that the retaining wall on Valley Woods Road in the Town of Bolton was an example of another smaller scale project which had run over budget. He said that contracting was not a guaranteed business and had fluctuations.

Mr. Champagne noted that the percentage that the project was under budgeted by was significant for such a small project. Mr. Bruno asked what percentage would have been acceptable and Mr. Champagne responded that a 10-12% deviation of the estimate would be more understandable. He said that he would hate for the County to have to pay for an error on the part of Rist-Frost Associates. He asked at what amount the County was required to go out to bid for a project and Mr. Lamy replied it was \$25,000 or more. Mr. Lamy noted that the smaller a project was the easier it was to exceed the budget. He said that the Committee needed to look at the work hours and tasks that were included in the amount that exceeded the budget.

Mr. Payne stated that a \$250,000 capital project had been established for the entire air handlers project. He added that the capital project was over by \$1,000, which was a lot to be taken from Westmount's budget. He noted that he and Mr. Lamy had signed the Letter of Authorization 14 months ago. He stated that the project had cost extra money because it had been dragged out over time. Mr. Champagne asked if the job had been completed and Ms. Taggart replied that the contractor would contact her in the next two weeks concerning the final installation.

Discussion ensued.

Mr. Sheehan noted that Rist Frost Associates had a history of completing projects for the County that were within the budgeted amount and that should be taken into consideration. Mr. Thomas proposed that whichever percentage the total project was over should be taken off the amount of the increase and the County should pay that amount. Mr. Bruno reiterated that he did not catch the problem in time and he apologized. Mr. Sokol said that the increase was 43% more than the amount originally budgeted. He asked Mr. Thomas if his suggestion was that the County pay 57% of the \$10,475 and Mr. Thomas replied affirmatively. Mr. Tessier asked if this amount of money would complete the project. Mr. Bruno stated that Rist-Frost Associates was not asking the County to pay the full \$10,475 now, they were only asking for the amount billed on the invoice (\$5,863.20), which consisted of work that had already been completed. Mr. Lamy clarified that the \$10,475 included the work that had been completed plus Rist-Frost Associate's best estimate of the amount needed to complete the project and Mr. Bruno replied affirmatively. Mr. Lamy recommended that the Committee keep Rist-Frost Associates on the project to complete the construction inspections.

Discussion ensued.

Mr. Champagne asked what amount of payment Rist-Frost Associates would be willing to accept and Mr. Bruno responded that he could not answer that question without checking with his superiors. Mr. Champagne noted that there was a heavy load on the taxpayers to support the operation of Westmount Health Facility. He added that he would need more time to analyze the situation. He added that Mr. Bruno should talk to his team to discuss an amount that would be acceptable by both parties. Mr. Bruno said he would talk to his superiors and report back to the Committee next month.

Messrs. Bruno and Lamy exited the meeting at 10:40 a.m.

Continuing with the Westmount Health Facility Agenda, Ms. Taggart apprised that Dr. Bernardo Villajuan had requested that Westmount Health Facility pay for his liability insurance. She noted that Dr. Villajuan was the physician on staff at Westmount. She added that she had spoken with Amy Clute, Administrator of Self-Insurance, who had said that Dr. Villajuan could be added to the Westmount policy. She stated that Dr. Villajuan was currently paying \$3,900 out of his pocket for liability insurance. She said that he was paid \$17,229 a year by Westmount for his services. Mr. Champagne asked how much time Dr. Villajuan contributed to Westmount and Ms. Taggart responded that it was two weeks out of the month.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously that Dr. Villajuan be added to the liability insurance policy for Westmount Health Facility.

Ms. Taggart stated that the last 2 items on the Agenda were to report on staffing levels and overtime. She said that they were currently advertising for a part-time Personal Care Provider position. She said that they also had a vacant position of Relief Nurse, whose shift was split between the 3:00 p.m. to 11:00 p.m. and the 11:00 p.m. to 7:00 a.m. shifts. Mr. Champagne noted that he had been in the hospital for over 21 days and had questioned a lot of the nurses about considering a career at Westmount Health Facility. He added that the majority of the responses were that they did not wish to work primarily with the elderly. He said that he was unsure if the increase in pay would attract more nurses.

Pat Auer, Sharon Schaldone and Ginelle Jones of the Health Services Department entered the meeting at 10:42 a.m.

Proceeding with the Countryside Adult Home portion of the Committee meeting, privilege of the floor was extended to Brenda Hayes, Director of Countryside Adult Home, who distributed copies of the Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Ms. Hayes apprised that Item No. 1 on her Agenda was a request for her to attend the Nursing Documentation Seminar in Albany, New York on March 27, 2008. She said she would use her private vehicle at no additional cost to the County.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to authorize Brenda Hayes to attend the Nursing Documentation Seminar, as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Ms. Hayes stated that Item No. 2 on the Agenda was a request to purchase advertising space in the Verizon Yellow Pages. She noted that \$1,000 had been put in the 2008 budget for the purpose of advertising. She said that it was impossible to find Countryside Adult Home in the phone book as they were listed under Warren County below Real Property Tax Map Office. She added that she was sure it was because the name used to be Residential Hall and had not been put in proper alphabetical order when the name was changed. She said that a ½ inch ad in the Verizon Yellow Pages, which consisted of the name and phone number only, was \$31.05 per month or \$372.60 per year. She said she felt it was better to advertise in the Verizon Yellow Pages than in the local newspapers. Mr. Geraghty asked Ms. Hayes to track the number of hits received from advertising in the Verizon Yellow Pages and Ms. Hayes said that she would.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to authorize Ms. Hayes to advertise Countryside Adult Home in the

Verizon Yellow Pages for 2008.

Mr. Sokol advised that the Committee would need to enter into an executive session to discuss the employment history of a particular person.

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

Executive session was declared from 10:47 a.m. to 11:00 a.m.

Committee reconvened.

Mr. Sokol noted that no action was necessary pursuant to the executive session.

Proceeding with the Health Services portion of the Committee meeting, privilege of the floor was extended to Pat Auer, Director of Public Health, who distributed copies of the Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Motion was made by Mr. Tessier, seconded by Mr. Sheehan and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mrs. Auer noted that due to time constraints she would forgo any discussions on the Agenda and proceed with the resolution requests. She apprised that she was requesting to reappoint members of the Local Early Intervention Coordinating Council, effective date of January 1, 2008 and terminating December 31, 2008. She added that there were no changes from the 2007 list.

Motion was made by Mr. Champagne, seconded by Mr. Sheehan and carried unanimously to reappoint members of the Local Early Intervention Coordinating Council, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer apprised that she was requesting to reappoint professional individuals who served in various Public Health clinics, effective January 1, 2008 and terminating December 31, 2008. She added that their credentials were maintained annually in the Health Services Department.

Motion was made by Mr. Tessier, seconded by Mr. Thomas and carried unanimously to reappoint professional individuals who served in various Public

Health clinics, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer stated she was requesting to appoint and reappoint members of the Professional Advisory Committee effective January 1, 2008 and terminating December 31, 2008. She noted that Richard Mason was the only new appointment and the rest were reappointments.

Motion was made by Mr. Thomas, seconded by Mr. Sheehan and carried unanimously to appoint and reappoint members of the Professional Advisory Committee, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer noted that Dr. David Welch had served in the past on the Utilization Review Committee. She said he had not served in a number of years and had a multi-year appointment which had expired on December 31, 2007. She stated that there was no need to appoint someone to fill this position.

Mrs. Auer apprised that she was requesting authorization for the Warren County WIC (Women, Infants and Children Program) Coordinator to submit an application for grant funding to the Walmart Good Works Foundation for a Healthy Lifestyle Program, in an amount not to exceed \$1,000.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to authorize the application for grant funding, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer stated that she was requesting to amend the existing contract with Glens Falls Animal Hospital to include the new rates. She noted that the rate chart was included in the Agenda packet. She added that they had not increased their rates for several years and she felt the new rates were reasonable.

Motion was made by Mr. Tessier, seconded by Mr. Sheehan and carried unanimously to amend the existing contract with Glens Falls Animal Hospital, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer stated that she was requesting to increase the cost of immunizations administered by the Public Health Division, to cover the cost of pharmaceuticals and related clinic expenses.

Motion was made by Mr. Tessier, seconded by Mr. Thomas and carried unanimously to authorize the increase of the cost of immunizations administered by the Public Health Division, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer said she was requesting to establish per visit rates for Certified Home Health Agency and Long Term Home Health Care programs for 2008. She added that the new rates were included in the Agenda packet.

Motion was made by Mr. Sheehan, seconded by Mr. Tessier and carried unanimously to increase the per visit rates as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer apprised that she was requesting a new contract with the Center for Better Hearing for audiological services, commencing February 18, 2008 and terminating with 30 days written notice by either party. She added that the person that had previously provided this service was no longer interested.

Motion was made by Mr. Tessier, seconded by Mr. Sheehan and carried unanimously to authorize a new contract with the Center for Better Hearing, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer stated that she was requesting a new contract with Jaimi-Lyn Tudor for dietician services, commencing February 18, 2008 and terminating with 30 days written notice by either party, to be paid on a bi-monthly basis upon receipt of required documentation for each visit. She noted that these services were mandated and were difficult to find.

Motion was made by Mr. Tessier, seconded by Mr. Champagne and carried unanimously to authorize the new contract with Jaimi-Lyn Tudor, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer said that she was requesting to extend the contract with Honeywell HomeMed to provide yearly support and communication for Telemed equipment, commencing January 1, 2008 and terminating with 30 days written notice by either party, with payment to be made as follows: \$1860 in February, \$1860 in May and \$1320 in October. She added that there had been three separate contracts and the County Attorney's Office had advised they could be incorporated into one contract.

Motion was made by Mr. Tessier, seconded by Mr. Champagne and carried unanimously to authorize the extension of the existing contract with Honeywell HomeMed, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer apprised that she was requesting to extend the existing contract with Upper Hudson Primary Care Consortium Community Health Assessment, for informational database and website services, commencing January 1, 2008 and terminating December 31, 2008, in an amount not to exceed \$5,000, payable upon submission of an annual report and valid Warren County voucher. She added that hopefully there would be a Community Health report card specific to Warren County.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to authorize the extension of the existing contract with Upper Hudson Primary Care Consortium Community Health Assessment, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer stated that she was requesting to extend the existing contracts with ENS Health Care of New York, the Visiting Nurse Association of Albany Home Care Corporation and the North Country Home Services, Inc., to provide paraprofessional care services for the Long Term Home Health Care and Certified Home Health Aide programs, commencing January 1, 2008 and terminating December 31, 2008, to be paid on a monthly basis upon receipt of a voucher and individual client documentation for each individual service provided.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to authorize the extension of the existing contract with ENS Health Care of New York, the Visiting Nurse Association of Albany Home Care Corporation and the North Country Home Services, Inc., as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer expounded that she was requesting to amend Resolution No. 643 of 2007, which was the existing contract with North Country Home Services, Inc., to ratify the 2007 Home Health Aide rates to \$23 per hour. She noted that North Country Home Services, Inc. did not set their rates for the year until after Medicaid had released their rates.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to amend Resolution No. 643 of 2007 as outlined above. *A copy of*

the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.

Mrs. Auer apprised that she was requesting to amend the existing contract with Dr. Richard Leach to reflect rate changes for medical direction services for infectious disease, commencing January 1, 2008 and terminating December 31, 2008, for an amount not to exceed \$1,500, with additional reimbursements of \$175 per hour for any public health meeting attended at the request of the Director of Public Health.

Motion was made by Mr. Sheehan, seconded by Mr. Champagne and carried unanimously to amend the current contract with Dr. Richard Leach, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer expounded that she was requesting to amend the existing contract with Upper Hudson Primary Care Consortium to reflect the rate changes for medical direction services for John Ruge, MD, Daniel Larson, MD, and David Mousaw, MD. She noted that there was an issue connected to this request which she felt should be discussed in an executive session. Mr. Payne stated that Paul Dusek, County Attorney, had advised that the issue could be discussed in an open session. Mrs. Auer stated that Dr. Larsen had stated that he was comfortable decreasing the contract by \$800 for each of the medical directors with meeting reimbursements of \$175 per hour. She added that Dr. Ruge did not like the wording of 'meeting reimbursement' and wanted it changed. She apprised that she had left a message for Dr. Ruge to see if the wording of 'special consultations' would be more acceptable and she added, she thought he would be agreeable to this change. She advised that the resolution should be passed as long as the dollar amount did not change and the wording could be changed at a later date.

Motion was made by Mr. Tessier, seconded by Mr. Sheehan and carried unanimously to amend the existing contract with Upper Hudson Primary Care Consortium, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Auer stated that she was requesting to fill the following vacant positions:

- WIC Nutritional Aide, base salary of \$22,988, employee no. 11186, due to resignation.
- Word Processing Operator, base salary of \$24,059, employee no. 8830, due to resignation.
- Senior Account Clerk, base salary of \$27,559, employee no. 9992, due to resignation.

Motion was made by Mr. Tessier, seconded by Mr. Sheehan and carried unanimously to authorize the filling of the three vacant positions, as outlined above and to forward same to the Personnel Committee. *Copies of the resolution requests are on file with the minutes.*

Mrs. Auer noted that she would report on expenditures and revenues at the next Committee meeting. She said that she had been working with the Purchasing Office in developing a Request for Proposal for the Point of Care.

Mrs. Auer apprised that she was requesting to increase the suggested donation at the Public Health Rabies Clinics from \$5 per animal to \$10 per animal.

Motion was made by Mr. Sheehan, seconded by Mr. Tessier and carried unanimously to approve the increase in the suggested donation at the Public Health Rabies Clinics, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mr. Sokol advised that the Committee needed to enter into an executive session to discuss the employment history of a particular person.

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

Executive session was declared from 11:18 a.m. to 11:26 a.m.

Committee reconvened.

Mr. Sokol noted that no action was necessary pursuant to the executive session.

Mrs. Auer stated that she was requesting to reappoint medical directors, as follows:

- Daniel Larson, MD as Medical Director of the Division of Public Health
- David Mousaw, MD as Medical Director of the Physically Handicapped Children's and Children with Special Health Care Needs Programs
- John Rugge, MD as Medical Director for the Division of Patient Services
- Richard Leach, MD as Medical Director for Infectious Disease

She noted that the appointments would commence on January 1, 2008 and terminate on December 31, 2008.

Motion was made by Mr. Sheehan, seconded by Mr. Thomas and carried

unanimously to approve the reappointments, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

As there was no further business to come before the Health Services Committee, on motion made by Mr. Sheehan and seconded by Mr. Thomas, Mr. Sokol adjourned the meeting at 11:27 a.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist