

**Warren County Health Services
Health Services Committee Meeting
May 21, 2008
Information Submitted By: Patricia Auer DPH/DPS**

Pending Items

Point of Care Project Update

We are moving along, but slower than we anticipated. In reviewing the contract in preparation for execution, Trish Nenninger, Second Assistant County Attorney, discovered that the hardware piece for the project was not specifically included in the RFP because it was anticipated that we would purchase the hardware from the state contract. The state contract, as it happens, does not have the best pricing available so we are in a situation where in order to save the county money, we need to go back out and do a RFP for the hardware portion. This will put us behind in the project rollout by a few weeks, but we want to be in absolute compliance with all the procurement regulations. Tammie DeLorenzo, Coordinator of Clinical and Fiscal Informatics, will be present at the meeting to discuss this situation further, and answer any questions from the committee. Given the scope of the initiative, however, it is probably unrealistic to think everything would be perfectly smooth sailing. According to the Trish Nenninger, and Julie Pacyna, Purchasing Agent, everything should be complete and in order by the June Board meeting and we should be good to go. If the committee is in agreement, we would respectfully request, that after communication with our Chairman, Mr. Sokol, when the hardware bid is opened, we prepare the information to award the bid to the lowest responsible bidder meeting all specifications, for the June Board of Supervisors meeting. We will continue to keep you updated, and will move along as expeditiously as possible.

Emergency Response and Preparedness Program (please see the attached monthly activities)

New Business

Request Resolution:

To renew the contract agreement (C-021829) with New York State Department of Health to receive funding for Early Intervention Administration in the amount of \$41,805 for the contract year October 1, 2008 – September 30, 2009.

Rationale:

This grant is received annually and the amount is dependent upon the number of children served in the Early Intervention Program.

Request Resolution:

To develop a contract with Adirondack Physical Therapy and Fitness, located in Warrensburg, to provide Physical Therapy Services.

Rationale:

Natalie Barber, one of our current Business Associates, is a Physical Therapist who has formed her own business and would like to contract with us. Once the contract is formed with her business, she will no longer be a single business associate.

Request Resolution:

To amend the contract with Psychological Associates to include the provision of staff education for therapists providing services to children involved in the Early Intervention and Preschool Special Needs Programs at a rate of \$250.00 per session.

Rationale:

Therapists are in need of periodic informational updates regarding regulations, how to conduct and write up evaluations and goals, and other related program concerns. This type of session would be conducted no more than annually, and would last approximately 2 hours, and the fee would also include all related handout materials. The monies are budgeted in the staff education/conference line of the Health Services (CHHA) Budget. Bringing a speaker in also assures that all staff receives the same information. Normally, for in-service education it is not necessary to do a contract amendment, but since we already have a contract with this business that doesn't include this service, we need to authorize the addition.

Request Resolution:

To authorize Nicole Gillis, RN to enroll in 2 job related courses leading to her Bachelor's Degree in Nursing through the State University at Plattsburgh, and to be reimbursed per CSEA contract specifications upon completion of the courses with a grade of "C" or better.

Rationale:

It is always to the betterment of the nurse and our agency to further her/his education, and we promote it our department. Also, nurses with Bachelor's Degrees have potential for promotion to the supervisory level.

Request Referral to Personnel Committee:

For authorization to backfill a WIC Program Dietician position - (Grade 16: Base Salary \$35,587).

Rationale:

The current employee in the position is resigning to take a better job in Clinton County, where she previously resided and where her family lives. The position is funded in the 2008 Budget and is fully reimbursed by the New York State Department of Health WIC Program grant. There is no extra staffing in the WIC Program, and every member is critical to the efficient operation of this important program. Dieticians are very difficult to recruit and we anticipate it will not be an easy position to fill. The current employee has been here for a few years and will be a loss to the program. She is leaving with a salary of \$38,988, so we will have a bit of a savings by hiring a new person at base salary.

Report of Revenues and Expenditures (please see the attached information)

Report of Free and Reduced Fee Care (please see the attached information)

Tammie DeLorenzo will be present at the meeting to discuss any questions by the committee members.

2007 Annual Report

Copies of the reports will be distributed to Committee Members for review. Next month we will give very brief highlights from our perspectives and will answer any questions from the committee. We will request a Resolution at that time to accept the document, as it is required by New York State Department of Health.

Informational Items

We have to do a Request for Proposal for our Preschool Transportation Contract because our current transporter, Blueline Commuter Inc., does not wish to extend the current contract for another year due to the increased price of gas. The RFP will be developed and sent so we will have bids received, opened and ready for recommending a contract award for the July meeting.

Attachments:

Emergency Response and Preparedness Monthly Activity Report
Report of Expenditures and Revenues
Report of Free and Reduced Fee Care

Warren County Health Services

1340 State Route 9, Lake George NY 12845

Patricia Auer, Director

Phone: 518-761-6580 / Fax: 518-761-6422

Email: auerp@co.warren.ny.us

Health Services Committee Meeting

Date: May 23, 2008

Emergency Response and Preparedness Activities

DATE	TYPE	SUBJECT	ATTENDEES
5/6/08	Meeting	Re: Chempack Plan Updates	Barb Orton, Angela Meade, Shane Ross, Amy Manney
5/7/08	Conference Call	Re: 3 rd Quarter Performance Goals	Barb Orton, Angela Meade
5/8/08	Presentations (2)	To: 911 Communication Center re: Pandemic Flu Planning	Barb Orton, Angela Meade
5/13/08	Meeting	BT Coordinators Meeting - Ballston Spa	Barb Orton, Angela Meade
5/14/08	Presentation	To: Moreau Family Health Center re: ERP & Pandemic Flu	Barb Orton
5/20/08	Meeting	Gap Analysis Meeting with SEMO	Angela Meade, Amy Manney, et.al
5/21/08	Tabletop	Monthly Glens Falls Hospital - Internal Chemical Release (air handling, HazMat, lockdown)	Barb Orton
5/21/08	Meeting	at GFH re: Alternate Care Sites	Barb Orton

Ginelle Jones
Assistant Director Public Health
Phone: 518-761-6580
Fax: 518-761-6422
Email: jonesg@co.warren.ny.us

Sharon Schaldone
Assistant Director Home Care
Phone: 518-761-6415
Fax: 518-761-6562
Email: schaldones@co.warren.ny.us

Tawn Driscoll
Fiscal Manager
Phone: 518-761-6415
Fax: 518-761-6562
Email: driscollt@co.warren.ny.us

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS
REVENUE AND EXPENDITURES FOR 2008 AS OF 5/19/2008 2:20:03 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V
 CODE(S): 4010, 4011, 4013, 4016, 4018, 4046, 4054, 4189, 9061, 4025

	2008 BUDGETED	2008 YTD ACTUAL	2007 Prior Year Totals
EXPENSES			
Salaries - Regular	\$3,089,937.00	\$950,321.07	\$2,852,970.52
Salaries - Overtime	\$172,838.00	\$78,931.38	\$197,398.54
Salaries - Part Time	\$379,995.00	\$94,728.87	\$309,079.69
Salaries - Sick Leave Incentive			\$1,200.00
100's PERSONAL SERVICES	\$3,642,770.00	\$1,123,981.32	\$3,360,648.75
200's CONTRACTUAL	\$41,000.00	\$4,723.33	\$74,772.07
400's EQUIPMENT	\$8,533,372.00	\$2,228,231.34	\$9,173,710.39
800's EMPLOYEE BENEFITS	\$63,091.00	\$57,375.36	\$59,089.23
TOTALS	\$12,280,233.00	\$3,414,311.35	\$12,668,220.44
REVENUES			
	2008 BUDGETED	2008 YTD ACTUAL	2007 Prior Year Totals
	\$11,685,636.00	\$1,799,041.95	\$11,957,410.15

Note: Revenues reflect an accrual for both January and February 2008 CHHA, LTC and Maternal Child Health programs totaling \$916,105.88. March is currently being finalized.
 Please note on the previous 4/25/08 financials, the 2007/2008 Preschool revenues(\$1,226,028.33) that were accrued were based on billing that was finalized 4/29/08.
 However, the County accrued \$1,155,753.34 of these revenues towards 2007 revenues and therefore should not be reflected in 2008.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Resolution

DEPARTMENT NAME: Health Services

DATE: May 21, 2008

- (a) Purpose of Contract Change: To renew contract (C-0211829) with NYSDOH to receive funds for Early Intervention Administration in the amount of \$41,805
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 587/2007, see attached
- (c) Name of Contractor: NYSDOH Division of Family Health Fiscal Unit
- (d) Address of Contractor: Empire State Plaze, Corning Tower, Room 878, Albany, NY 12237-0657
- (e) Contractor's Contact Person and Telephone Number: Kristin Kuentzel, 474-4569
- (f) Commencement Date of Amendment: 10/1/08
- (g) Termination Date of Extension: 9/30/09
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Quarterly)
- (i) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: A.4045.0060.4451 General Ed/Physically Handicapped Children/Early Intervention

(Will send up contract for execution when plan is returned approved by NYSDOH.)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Health Services

DATE: May 21, 2008

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: To authorize contract agreement with Adirondack Physical Therapy and Fitness PLLD to provide physical therapy services
- (c) Name of Contractor: Adirondack Physical Therapy and Fitness PLLD
- (d) Address of Contractor: PO Box 762, Warrensburg, NY 12885
- (e) Contractor's Contact Person and Telephone Number: Natalie Barber, 518-685-4220
- (f) Has or will the Contract be provided, if so, please attach: No, use model for physical therapists
- (g) Commencement Date of Contract: 6/23/08
- (h) Termination Date of Contract: 30 days written notice by either party
- (i) Payment Provisions:
 - i) lump sum amount at agreed upon established per individual visit or meeting rate upon receipt of required documentation for each visit at following rates: Region 1: evals \$55, revisits \$53; Region 1: evals \$60, revisits \$60; OASIS: \$15 per patient; Meetings: \$40
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. 2 times/month)
- (j) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.4010.10.470 Health Services CHHA; A.4016.470 Long Term Home Health Care Program



Adirondack Physical Therapy & Fitness
PO Box 762
Warrensburg, NY 12885
(518)685-4220
FAX 518-430-0088

I, Natalie Barber, PT Cert. MDT currently provide physical therapy to home care patients for Warren County Public Health. I would like to continue to provide these services under my business, Adirondack Physical Therapy and Fitness. I also have an assistant, Connie Quinlan, PTA that works at Adirondack Physical Therapy and Fitness. She has provided home care services through Glens Falls Hospital for Warren County Public Health. Connie Quinlan, PTA, will be treating patients as well.

Thank you for your consideration in this matter.

Natalie Barber, PT, Cert.MDT



**HEALTHCARE PROVIDERS
SERVICE ORGANIZATION
PURCHASING GROUP
CERTIFICATE OF INSURANCE
OCCURRENCE POLICY FORM**

Print Date: 01/22/08

Producer	Branch	Prefix	Policy Number	Policy Period
018098	970	HPG	0310571949	from: 12:01 AM Standard Time on: 12/17/07 to: 12:01 AM Standard Time on: 12/17/08
Named Insured and Address:				Program Administrator:
Adirondack Physical Therapy And Fitness, 89 River St Warrensburg, NY 12885-1510				Healthcare Providers Service Organization 159 East County Line Road Hatboro, PA 19040-1218
Medical Specialty: Physical Therapist Firm		Code: 80995		Insurance Provided by:
				American Casualty Company of Reading, Pennsylvania 333 S. Wabash Avenue, Chicago, IL 60604
COVERAGE PARTS			LIMITS OF LIABILITY	

A. PROFESSIONAL LIABILITY

Professional Liability (PL)	\$ 1,000,000	each claim	\$ 3,000,000	aggregate
Good Samaritan Liability	included above			
Personal Injury Liability	included above			
Malplacement Liability	included above			

B. COVERAGE EXTENSIONS:

License Protection	\$ 10,000	per proceeding	\$ 25,000	aggregate
Defendant Expense Benefit			\$ 10,000	aggregate
Deposition Representation			\$ 10,000	aggregate
Assault	\$ 10,000	per incident	\$ 25,000	aggregate
Medical Payments	\$ 2,000	per person	\$ 100,000	aggregate
First Aid			\$ 2,500	aggregate
Damage to Property of Others	\$ 2,500	per incident	\$ 10,000	aggregate

C. WORKPLACE LIABILITY

Coverage part C. Workplace Liability does not apply if Coverage part D. General Liability is made part of this policy.

Workplace Liability	included in A. PL limit shown above	
Fire & Water Legal Liability	included in A. PL limit shown above subject to \$150,000 sub-limit	
Personal Liability		none

D. GENERAL LIABILITY

Coverage part D. General Liability does not apply if Coverage part C. Workplace Liability is made part of this policy.

General Liability (GL)	none	none
Hired Auto & Non Owned Auto	none	
Fire & Water Legal Liability	none	none
Personal Liability		none

Total Premium: \$ 599.00	QUESTIONS? CALL: 1-888-288-3534
Policy forms and endorsements attached at inception:	
G-121500-C G-121503-C G-121501-C G-145184-A G-147292-A G-144872-A G-123813-C31 G-123814-D31 G-123846-D31 G-123819-D31	
Master Policy # 188711433	

Keep this document in a safe place. It and proof of payment are evidence of your insurance coverage.

Chairman of the Board

Secretary

G-141241-A (07/2001)

Coverage Change Date:

Endorsement Change Date:

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Resolution

DEPARTMENT NAME: Health Services

DATE: May 21, 2008

- (a) Purpose of Contract Change: To amend contract with Psychological Associates to include provision of staff education
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: R391-2004, see attached resolution
- (c) Name of Contractor: Psychological Associates
- (d) Address of Contractor: 551 Bay Road, Queensbury, NY 12804
- (e) Contractor's Contact Person and Telephone Number: Michael Homenick, 798-4056
- (f) Commencement Date of Amendment: 6/23/08
- (g) Termination Date of Extension: Same as in current contract
- (h) Payment Provisions:
 - i) lump sum amount \$250.00 per session
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: Health Services Contracts A.400.470

Warren County Board of Supervisors

RESOLUTION NO. 391 OF 2004

Resolution introduced by Supervisors Haskell, Quintal, Sheehan, F. Thomas and Barody

AUTHORIZING AGREEMENTS CONTINUING CONTRACTUAL RELATIONSHIPS WITH VARIOUS AGENCIES - HEALTH SERVICES DEPARTMENT

RESOLVED, that Warren County continue the contractual relationships (the previous contracts being authorized by Resolution No. 402 of 2003), with the following agencies, pursuant to Section 4410 of the Education Law, to provide certain educational and/or health supportive services to children with disabling conditions under the Early Intervention and/or Preschool Children with Disabilities Programs, for amounts not to exceed the statutory provisions governed by the Commissioner of Education and/or Commissioner of Health, and for the term commencing July 1, 2004 and renewing automatically for successive one-year periods unless terminated with thirty (30) days written notice by either party:

<u>AGENCY</u>	<u>ADDRESS</u>
RD #1 Werner Rd., Ltd.	41 Werner Road Clifton Park, New York 12065
United Cerebral Palsy Association of the Tri Counties, Inc. d/b/a Prospect Child & Family Center	133 Aviation Road Queensbury, New York 12804
Washington-Saratoga-Warren-Hamilton-Essex BOCES	10 LaCrosse Street Hudson Falls, New York 12839
Crossroads Center for Children, Inc.	50 Cypress Drive Glenville, New York 12302
Warren County Health Services - Home Care Division	1340 State Route 9 Lake George, New York 12845

<u>AGENCY</u>	<u>ADDRESS</u>
Psychological Associates of Northeastern NY, Inc., PC d/b/a Psychological Associates	551 Bay Road Queensbury, New York 12804
NewMeadow, Inc.	100 Saratoga Village Boulevard Suite 35 Malta, New York 12020

and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said renewal agreements in the form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: Nichole T. Gillis
2. Position: Registered Nurse 3. Department: Nursing / LTHACF
4. Course Title: Introduction to Information and technology Literacy
5. Institution or School: Plattsburgh State
6. How Course Relates to Current Position: Pre-req to enter BSN program
7. Starting Date: June 9, 2008 8. Completion Date: July 11, 2008
9. Cost: \$181.00 plus fees and books
10. Employee's Signature: Nichole Gillis Date: 5-16-08
11. Supervisor's Comments (Approval/Denial) _____
Supervisor's Signature: Mary A. Henderson Date: 5/16/08
12. Department Head's Comments (Approval/Denial) _____
Department Head's Signature: [Signature] Date: 5/19/08
13. Committee's Recommendation: _____
Committee Chairman's Signature: [Signature] Date: May 21, 2008
- Signature: _____ Date: _____
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: Nichole Gullis
2. Position: Registered Nurse 3. Department: Nursing / LTHHCP
4. Course Title: Anthropological Global Studies
5. Institution or School: Plattsburgh State
6. How Course Relates to Current Position: Pre-req to enter BSN program
7. Starting Date: June 9, 2008 8. Completion Date: August 15, 2008
9. Cost: \$543.00 plus fees and books
10. Employee's Signature: Nichole Gullis Date: 5-16-08
11. Supervisor's Comments (Approval/Denial) _____
Supervisor's Signature: Mary G. Lombardi Date: 5/16/08
12. Department Head's Comments (Approval/Denial) _____
Department Head's Signature: Pat Reardon Date: 5/19/08
13. Committee's Recommendation: _____
Committee Chairman's Signature: _____ Date: _____
Signature: _____ Date: _____
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

RESOLUTION REQUEST FORM NO. 12

Request to Fill Vacant Position*

*(Please Note: A Resolution IS NOT REQUIRED for approval IF the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee BEFORE the position is filled as well as the Finance Committee if new dollars are involved.

A Resolution IS REQUIRED if the vacant position is NOT FUNDED in the Warren County Salary Budget.)

DEPARTMENT NAME: Health Services

DATE: May 21, 2008

- (a) Title of Vacant Position to be Filled: WIC Dietician
- (b) Date position became vacant: 6/20/08
- (c) Do You Anticipate Filling the Position In-House? No
If Yes, List Employee Number:
- (d) Annual Salary of Position (and Grade if Applicable):* \$35,587.00, Grade 16
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (e) Effective Date of Filling Position:* 6/23/08
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): A.4013.10.110 WIC Program Salaries
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy? No If yes, is there a Request to Fill that Position also?
- (i) If Yes, will it be Filled In-House? n/a
If Yes, List Current Title and Employee No.:
- (j) Salary of Lower Level Position:* n/a
*See notes under Item No. (c) concerning how the salary should be listed.
- (k) Effective Date of Filling Lower Level Position: n/a
- (l) Is this a mandated position? If so, please explain: Not mandated but necessary to functioning of WIC Program clinics held at various locations throughout the county
- (m) Is there expected revenue from this position? If so, please explain: No but position is totally funded by WIC program grant from NYSDOH

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services - WIC Program
Title of Position WIC Dietician Base salary \$ 35,587
Budget code and title A.4013-10.110 WIC Program

This position is vacate due to: Retirement Resignation Termination
Employee No. 10475 Moving out of county for better job.

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services Date May 21, 2008

- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 5/21/08

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature [Signature]

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
- The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

Countryside Adult Home
Meeting Agenda
May 21, 2008

1. Update on Hot Water Tank installation
2. Resolution Request to fill a vacant position – this is the Building Maintenance Mechanic Position which has been vacant since February 2008. This is a grade 13 with the starting pay of \$32,812. I would like to post the position as soon as possible in hopes of finding a qualified candidate by August 2008. I would be conducting the initial interviews, potential candidates would then be interviewed a second time by myself, Skip Besaw, and possibly Frank Morehouse.
3. Request to attend a seminar July 21st. in Albany, Poised and Powerful Public Speaking. No transportation is requested. The cost to the county is \$189.00 registration fee only and it qualifies for 5 credits out of my 60 required. I do have money in my budget for this. I currently have 25.8 credits completed.

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

If both the Supervisory Committee **and** the Personnel Committee have no objection to the position being filled, the ranking committee member in attendance for each committee should affix their signatures to this form indicating their committee has no objection.

Note that both committees must indicate they have no objection before the vacancy can be filled. If both committees have no objection, no further review or resolution is needed. In those few cases where there is no Supervisory Committee, the statement of no objection from the Personnel Committee alone is all that is needed to fill a vacancy.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, and submit them both to the Personnel Office. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oath of Office forms are available from the County Clerk.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Health Services hereby authorizes Brenda Brown-Hayes

(Supervisory Committee) (Employee Name)

to attend Poised and Powerful Public Speaking

(Name of meeting or organization)

at Clarion Hotel Albany

(Address)

on July 21, 2008 Mode of transportation to be used OWN

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Employee will use own transportation with no expense to the county fro the transportation only the cost of the seminar in the amount of \$189.00

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 5/15/08 _____
Department Head Signature

Date: _____
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Whether speaking before an audience of top-level executives or an informal meeting of co-workers, you'll learn how to shine in this one-day seminar



Just \$199 per person
\$189 each for four or more

The Complete Guide to

Poised and Powerful Public Speaking

In one day, learn the essential skills you need to convincingly communicate your ideas in meetings ... formal or impromptu presentations ... *anywhere*, before groups of *any size*

Attend and you'll learn how to ...

- Overcome nervousness, once and for all
- Speak up in meetings
- Organize your ideas—from introduction to closing
- Maximize the latest technologies to develop professional-caliber presentations
- Incorporate gestures that reinforce your message
- Use your eyes to build a bond between you and your audience
- Change the tone, speed and volume of your voice to match your audience's needs
- And much more—see pages 4 and 5 for an overview of the entire seminar!

Don't miss this opportunity to take your presentation skills to the next level.

Register now with an easy, toll free call: **1-800-873-7545**

 Presented by: SkillPath® Seminars
The Smart Choice®

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We're coming to your area in 2008 ...

Illinois
Oak Brook • June 20
Oak Brook • July 15

Indiana
South Bend • July 16

Iowa
Davenport • July 14

Maryland
Annapolis • May 15
Baltimore • June 16
Baltimore • July 24
Frederick • May 16

Massachusetts
Springfield • July 23
Worcester • July 22

Michigan
Grand Rapids • June 26
Troy • June 27

New York
Albany • July 21

North Dakota
Fargo • June 17

Ohio
Cleveland • June 25

Texas
Houston • June 16
Houston • July 17

Wisconsin
Madison • August 29

CLARITY
HOTEL

Seminar Agenda

Presentation basics all the best speakers know and practice

- 3 elements of a great presentation
- The biggest misconception people have about public speaking
- 5 types of speeches and how to excel at each
- One of the biggest (and most easily overcome) obstacles to your success
- "Picture the audience naked" and other bad advice that should be forgotten
- Know what your ultimate goal is—to inform, inspire, motivate, sell
- The ground rules for jumping in and getting heard in fast-moving department meetings
- An instant solution to the problem with most business presentations today
- Proven tips for calming your nerves—on the spot
- Inspiring others—it all begins with your own deep passion
- How to create a confidence zone that will insulate you from fear and anxiousness

Organize your thoughts into a flawless presentation

- A step-by-step process for quickly structuring a solid speech
- A stress-reducing, progressive approach to becoming more comfortable speaking up in meetings
- The best way to rehearse before the big day
- Different options for organizing your main ideas
- Gauge the exact length of your speech so you never have to say "Sorry, I'm running out of time"
- Remembering your material—the pros and cons of the most common approaches
- Introducing yourself—3 great tips
- How to conclude your presentation in a memorable, positive way
- The power of brevity—don't overestimate your listeners' patience!

Build a relationship with your audience

- Ways to instantly make your audience really like you
- When and how to lay out the ground rules for question and answer sessions
- How to "work the room" and get to know more about who's there
- How to quickly upscale your professional appearance
- 6 classic ways to open—and capture the group's undivided attention
- How to stand your ground when meeting with co-workers outside your department
- How to make statistics and technical information sing—good-bye boredom!
- Your audience doesn't care and doesn't want to be there—what can you do?
- Avoid the 5 top things speakers do that make audiences want to bolt
- Why and how you must analyze your audience before you speak
- Help! You're losing your audience—what can you do?
- How to separate the wheat from the chaff and give audiences only what they need to know

Brought to you by SkillPath— The Smart Choice® for people serious about success

SkillPath trains thousands of achievement-oriented professionals like you every month, from organizations of all sizes and all types—business, government, health care, education and the military. Our seminar leaders are a select group of trainers at the top of their profession—skilled teachers with a tremendous depth of knowledge in their respective topic areas. Our commitment to providing you with the highest-quality learning experience possible has made SkillPath the fastest-growing training company in the world. Attend this seminar and experience for yourself the positive effect of powerful ideas, skillfully presented.



On-site training and keynote speaking ...

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you. Whether you have 3 or 300 people to train, SkillPath is the answer. For complete details and a no-obligation quote, call 1-800-873-7545 and ask for the on-site training department.

*To enroll, call toll free 1-800-873-7545
or on-line at www.skillpath.com*

Program hours: 9 a.m. – 4 p.m.

Develop your own winning speaking style

- Storytelling ... the magic ingredient in presentations they'll long remember
- A firm rule for deciding how and when to move around the stage
- Eye contact—how to make it work for—not against—you
- How to sound natural—not like you're reading your speech
- Be aware of how your voice can impact your message
- Break the habit of talking too fast
- Cashing in on what makes humor work
- Gestures and the vital role they play in conveying your message
- Use the podium to your *advantage*—not as a crutch
- How to cut out ums, uhs and other verbal clutter and get to the point

Use the latest presentation technologies to make a strong visual statement

- 6 tips for using handouts that add to—not detract from—your talk
- PowerPoint® do's and don'ts
- The proper use of a microphone
- Getting comfortable with laptops, projectors—every type of presentation technology
- Add the excitement of videotapes, CD-ROMs, DVDs and other audio-visual aids to your message
- The secrets to creating simple and clear PowerPoint slides
- Remembering Murphy's Law ... what to do if the equipment fails

Handle every challenge without missing a beat

- Fielding questions that take you by surprise—and making them work for you
- Delivering bad news or negative results—the right way
- A sure-fire formula that will make impromptu speaking much easier
- Speaking before small groups—is it really different?
- BONUS: The biggest goof-ups and how the pros cover themselves
- Lessons from the world's great salespeople on how to persuade others to your way of thinking
- The danger of NOT checking out the layout, lighting and room size beforehand

5 Big Reasons to Attend

1

You'll learn how to get control of pre-presentation nervousness

Overcoming the jitters before you present is half the battle. Discover the many ways others who are tired of suffering from stage fright have dramatically decreased feelings of fear and loss of control and the embarrassing physical symptoms associated with anxiety.

2

You'll be ready to speak at a moment's notice

It can be unnerving to have to step in for a co-worker and give a presentation with only a few minutes' notice. Don't panic—this seminar will teach you how to focus on your message, use slides to your advantage and trust your knowledge to speak spontaneously and confidently.

3

You'll discover how to relate to your audience so your presentation will be well received

Many speakers don't take time to analyze and connect to their audiences—an essential step in giving the best presentation possible. Learn how to gather information about the group that will allow you to customize your talk and how to pay attention to questions, call people by name and make yourself available.

4

You'll get up to speed on the latest presentation technology and how to use it to bolster your message

Some speakers have the tendency to pull out all the stops when it comes to presentation technology—and end up confusing the listeners. Learn how to design slides that convey information clearly, avoid graphic overload, create simple handouts and more.

5

You'll master the easiest and best techniques for delivering a convincing presentation with style

Listeners will judge you on what they see as well as what they hear. Learn how to use your entire body—your posture, facial expressions, eye contact and overall appearance—to convey sincerity, enthusiasm and credibility.



Locations & Dates ...

Albany, NY • July 21
Clarion Hotel Albany
Three Watervliet Avenue

Annapolis, MD • May 15
Country Inn & Suites
2600 Housley Road

Baltimore, MD • June 16
Crowne Plaza Baltimore
2004 Greenspring Drive

Baltimore, MD • July 24
St. Paul Plaza Conference Center
200 St. Paul Place

Cleveland, OH • June 25
Holiday Inn Airport
4181 W. 150th Street

Davenport, IA • July 14
The RiverCenter
136 E. Third Street

Fargo, ND • June 17
Country Suites
3316 13th Avenue S.

Frederick, MD • May 16
Hampton Inn Frederick
5311 Buckeystown Pike

Grand Rapids, MI • June 26
Holiday Inn Express
5401 28th Street Court SE

Houston, TX • June 16
Marriott North at Greenspoint
255 N. Sam Houston Parkway E.

Houston, TX • July 17
Holiday Inn Select
2712 Southwest Freeway

Madison, WI • August 29
Clarion Suites Madison Central
2110 Rimrock Road

Oak Brook, IL • June 20
Butterfield Office Plaza Building
2625 Butterfield Road, Suite 233 North
SkillPath Learning Center

Oak Brook, IL • July 15
Butterfield Office Plaza Building
2625 Butterfield Road, Suite 233 North
SkillPath Learning Center

South Bend, IN • July 16
Quality Inn University Area
515 Dixieway N.

Springfield, MA • July 23
Holiday Inn Springfield
711 Dwight Street

Troy, MI • June 27
Hilton Detroit/Troy
5500 Crooks Road

Worcester, MA • July 22
Crowne Plaza Hotels & Resorts
10 Lincoln Square

America's top 500 companies can't be wrong

Top-notch trainers, comprehensive materials and our guarantee of satisfaction ensure that a quality learning experience awaits you at every SkillPath program—three of the reasons that all 500 of the Fortune 500 companies choose us to train their people. We hope you will too. After all, when you need training, why settle for less than the best?

SkillPath's continuing support ... We don't just stand behind our seminars, we stand behind *you*. If, after attending the seminar, you're faced with a public speaking question and don't know where to turn—try us. Just send a brief description of your particular problem or question and one of our training specialists will promptly respond. Where else can you find that kind of support? *Nowhere but with SkillPath.*

Important information

Our registration table opens at 8:15 a.m. When you arrive at the hotel, please check the directory for the exact location of the seminar. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

Parking. We do our best to find seminar facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

Tape recording. Our programs—both what you see and what you hear—are fully copyrighted by SkillPath. No audio recording or videotaping, please.

Still haven't picked up the phone?

Five more good reasons why you will want to attend this program ...

- 1. Our trainers are the best ... period.** We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with one of the most interesting days you've ever spent.
- 2. We give you only the most important, important information.** There's a lot of information out there that could take you years to gather on your own. In six short hours, we'll give you what we believe is the best, most important information to help you be the best you can be.
- 3. Practicality is emphasized.** You will leave this seminar with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a Certificate of Attendance; a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
- 4. The value is unbeatable.** Not only is our enrollment fee among the lowest you'll find, when four or more enroll from the same organization, you'll enjoy a significant discount.
- 5. Our guarantee is unconditional, straightforward and the very best in the industry.** How can we be so confident? Because we work hard *before* the seminar to make sure you're happy *after* the seminar. Pertinent, up-to-date information you can really use, a convenient meeting location, seminar registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and *facts*. We believe you'll love every minute of it. Millions of satisfied participants from around the country are sold on SkillPath seminars. Why not join them?

We Guarantee Results

If you're not happy, we're not happy. Go back to work and apply the new techniques you learned in our seminar. If you're not absolutely delighted with the results you achieve, write to us right away. We'll issue you a refund or arrange for you to attend another SkillPath seminar without paying another penny.

That's our guarantee!



Five Easy Ways to Register

By Phone
1-800-873-7545
or 1-913-677-3200

On-line
Enroll on-line at
www.skillpath.com

By E-mail
enroll@skillpath.net

- Please include:*
- Name and mailing address
 - Session you wish to attend
 - Your VIP number as it appears on your mailing label
 - Approving manager
 - Billing information

By Fax
1-913-362-4241

By Mail
Complete and mail enrollment form to:

SkillPath Seminars
P.O. Box 804441
Kansas City, MO 64180-4441

Registration Information

1. For the fastest service, phone 1-800-873-7545 or 1-913-677-3200. Our customer service representatives will be happy to take your enrollment. The easiest way to guarantee your enrollment is to pay with a credit card when making your reservation, or you can mail in your payment before the seminar date.
2. Visit our Web site at www.skillpath.com for easy on-line registration.
3. Or send your enrollment to us by e-mail at enroll@skillpath.net. Please include the following information: Name and mailing address; session you wish to attend; your VIP number as it appears on your mailing label; approving manager and billing information.
4. If you prefer to fax us your registration, the number is 1-913-362-4241. Please include credit card information or mail in your payment before the seminar date.
5. Of course, you can complete the enrollment form below, clip it and mail it with payment to: SkillPath Seminars, P.O. Box 804441, Kansas City, MO 64180-4441.

Whatever your method of registration, be sure to enroll right away since space is limited. As soon as we receive your enrollment, we'll send your Express Admission Ticket. Simply bring it with you to the program and hand it to the registrar. If your ticket doesn't arrive before the seminar, be sure to go anyway. We'll be expecting you. Walk-in registrations are welcome on a space-available basis only.

Your tuition is tax deductible. Even the government smiles on professional education. All expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible according to Treasury Regulation 1.162-5 Coughlin vs. Commissioner, 203 F2d 307.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

 **This SkillPath seminar qualifies for 5 contact hours (.5 CEUs)** in accordance with guidelines set forth by the **International Association for Continuing Education and Training—Authorized Provider number 3307.** You must attend the entire program to qualify for CEUs. Many national, state and local licensing boards and professional organizations will grant Continuing Education credit for attendance at our seminars (save this brochure and your Certificate of Attendance). You may want to contact your own board or organization to find out what's required.

SkillPath is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: www.nasba.org. This seminar qualifies for 6 CPEs. No prerequisite courses, advance preparation or experience is required for admittance to this seminar. Program level: Intermediate. For more information regarding administrative policies such as complaint and refund, please contact our offices at 1-800-873-7545.

To enroll by phone call toll free 1-800-873-7545.

Please note: If you've registered by phone and paid with a credit card, it's not necessary to return this form.

Yes, I can't wait to attend ...
The Complete Guide to
Poised and Powerful Public Speaking

Enrollment fee: \$199 per person;
with four or more, \$189 each

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- Baltimore, MD.....June 16 (#212827)
- Baltimore, MD.....July 24 (#212902)
- Cleveland, OH.....June 25 (#212210)
- Davenport, IA.....July 14 (#212822)
- Fargo, ND.....June 17 (#212825)
- Frederick, MD.....May 16 (#211036)
- Grand Rapids, MI.....June 26 (#212823)
- Houston, TX.....June 16 (#212904)
- Houston, TX.....July 17 (#212955)
- Madison, WI.....August 29 (#212956)
- Oak Brook, IL.....June 20 (#210824)
- Oak Brook, IL.....July 15 (#212779)
- South Bend, IN.....July 16 (#212826)
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Please fill in the spaces above with the information that appears on your mailing label.

RESOLUTION REQUEST FORM NO. 12

Request to Fill Vacant Position*

*(Please Note: A Resolution IS NOT REQUIRED for approval IF the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee BEFORE the position is filled as well as the Finance Committee if new dollars are involved.

A Resolution IS REQUIRED if the vacant position is NOT FUNDED in the Warren County Salary Budget.)

DEPARTMENT NAME: Health Services

DATE: May 21, 2008

- (a) Title of Vacant Position to be Filled: WIC Dietician
- (b) Date position became vacant: 6/20/08
- (c) Do You Anticipate Filling the Position In-House? No
If Yes, List Employee Number:
- (d) Annual Salary of Position (and Grade if Applicable):* \$35,587.00, Grade 16
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date of Filling Position:* 6/23/08
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): A.4013.10.110 WIC Program Salaries
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy? No If yes, is there a Request to Fill that Position also?
- (i) If Yes, will it be Filled In-House? n/a
If Yes, List Current Title and Employee No.:
- (j) Salary of Lower Level Position:* n/a
*See notes under Item No. (c) concerning how the salary should be listed.
- (k) Effective Date of Filling Lower Level Position: n/a
- (l) Is this a mandated position? If so, please explain: Not mandated but necessary to functioning of WIC Program clinics held at various locations throughout the county
- (m) Is there expected revenue from this position? If so, please explain: No but position is totally funded by WIC program grant from NYSDOH

WARREN COUNTY HEALTH SERVICES

ANNUAL REPORT
2007

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