

**Warren County Health Services
Health Services Committee Agenda
October 23, 2009
Information Submitted By: Patricia Auer, DPH/DPS**

Pending Items

With regard to the discussion relating to the contractual issues with the Prospect Child and Family center, Trish Nenninger, Second Assistant County Attorney, has advised me that there is no report for this month. Ms. Nenninger plans to have conversation with Paul Dusek on this matter, and I will provide the update at next month's meeting.

New Business

Update on Status of Seasonal Influenza and H1N1 Virus

We have been notified that will be receiving funding for Phase 3 H1N1 Activities in the amount of \$98,828, bringing the contract total to \$201,934. The County Attorney's Office has stated that it is not necessary to amend the contract with New York State Department of Health and Health Research Institute because there is a proviso written into the contract that allows for the ability to receive any additional funding that may become available. These funds are for the purpose of supporting the associated costs with running the clinics.

New York State, through funding from the federal government, is providing the vaccine free of charge, and it will be distributed according to the priority groups set up by the Centers for Communicable Disease. When we receive vaccine, we will set up clinics.

With regard to the Seasonal Influenza Vaccine, we still have yet to receive the remainder of our shipment.

As you are probably aware, from the national news, we are not alone in this situation. We are taking many calls from the public in regard to both Seasonal Influenza and H1N1 Influenza.

Request Resolution:

To authorize a contract agreement with New York State Department of Health Bureau of Early Intervention for the period October 1, 2009 through September 30, 2011, for the purpose of accepting American Recovery and Reinvestment Act of 2009 funds in the amount of \$23, 676.

Rationale:

These are Economic Stimulus funds that are intended to provide supplemental assistance for local administration of the Early Intervention Program. The funding will be provided upon approval of the Office of the State Comptroller after receipt of an acceptable plan for use of the funds. This is our first experience with stimulus funds, so it will be interesting to see how timely reimbursement occurs.

Request Resolution:

To set the per visit charges for the Home Health Agency and the Long Term Home Health Care Program commencing January 1, for 2010.

Rationale:

These charges are reviewed and updated annually using information from our cost report. This year the only changes are for skilled nursing visits where the cost will go from \$160.00 to \$170.00 per visit, and there will be a new charge of \$10.00 per day for telemonitoring. A copy of the charges for all other disciplines will be on record with the minutes, and will be available at the meeting for any committee member who wishes to review them. These charges also give us base points with which to negotiate payments for services with insurance companies. Medicare and Medicaid set their rates – no negotiating possible in these instances.

Report of Revenues and Expenditures (please see attached information)**Report of Per Diem Expenses and Overtime Costs (to be distributed at meeting)**

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions from committee members.

Heat Issue

As you are aware, the temperature for the Municipal Center is to be set at 68 degrees for the winter, and a directive has been announced that there are to be no space heaters allowed in the offices because the heating system's efficiency will be compromised, and it may pose a safety issue. This has caused much negativity in our office, and I believe, with good reason. Because of the lack of insulation, particularly by the window areas, it is very cold during the winter months, and last year, even with the temperature set at a higher level, we had many employees who did use space heaters, and often sat in addition at their desks with blankets around them. I am not sure where to go with this, but in good conscience, I cannot tell our staff they must be cold while they are at work. Upon speaking with Frank Morehouse about this, and including the fact that employees are talking about grievances and notifying PESH, his advice was to bring the concern to committee and suggest it be referred to the Facilities Committee. He also stated he would be happy to come to committee if needed. With this year's anticipated flu season including H1N1 and the additional precautions, we expect more absenteeism, but the heat issue will only exacerbate the situation. We need some help here.

Attachments:

Monthly Report of Emergency Preparedness Activities

Report of Revenues and Expenditures

Report of Per Diem Expenses and Overtime Costs

Rabies Program Report

WARREN COUNTY BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2009 AS OF 10/20/2009 9:48:42 AM

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

EXPENSES	2009 BUDGETED		2009 YTD ACTUAL		2008 Prior Year Totals	
	Budgeted	Actual	Budgeted	Actual	2008 Budget	2008 Actual
Salaries - Regular	\$3,159,422.00	\$2,331,785.52	\$3,159,422.00	\$2,331,785.52	\$3,159,422.00	\$3,019,322.32
Salaries - Overtime	\$172,838.00	\$142,452.69	\$172,838.00	\$142,452.69	\$172,838.00	\$209,579.17
Salaries - Part Time	\$402,456.00	\$212,766.73	\$402,456.00	\$212,766.73	\$402,456.00	\$327,600.22
Salaries - Sick Leave Incentive						\$800.00
100's PERSONAL SERVICES	\$3,734,716.00	\$2,687,004.94	\$3,734,716.00	\$2,687,004.94	\$3,734,716.00	\$3,557,301.71
200's EQUIPMENT	\$20,000.00	\$1,973.26	\$20,000.00	\$1,973.26	\$20,000.00	\$69,518.54
400's CONTRACTUAL	\$9,807,157.76	\$5,788,273.19	\$9,807,157.76	\$5,788,273.19	\$9,807,157.76	\$9,708,382.75
800's EMPLOYEE BENEFITS	\$62,422.00	\$59,875.41	\$62,422.00	\$59,875.41	\$62,422.00	\$57,581.33
TOTALS	\$13,624,295.76	\$8,537,126.80	\$13,624,295.76	\$8,537,126.80	\$13,624,295.76	\$13,392,784.33

REVENUES	2009 BUDGETED	2009 YTD ACTUAL	2008 Prior Year Totals
	\$12,338,428.00	\$6,818,227.80	\$11,961,592.19

Note: An accrual of \$473,671.77 has also been made for the Preschool billing of AVL#3 for the 2008/2009 school year.
 2009 Revenues reflect an estimated accrual for July and August of \$833,427 for the CHHA, LTC and MCH programs.

Warren County Health Services

Salaries Comparison

Total of All Depts	2008		2009		Percentage Change	Estimated Annual Expenses	Estimated Savings	Budget		Actual	
	YTD	2008	YTD	09v08				2009	2008		
Regular Salaries	\$2,331,785.52	\$2,334,745.72	\$2,334,745.72	-\$2,960.20	-0.13%	\$2,886,972.55	\$3,326,768.02	\$3,159,422.00	\$3,019,322.32		
Overtime Salaries	\$142,452.69	\$164,516.86	\$164,516.86	-\$22,064.17	-13.41%	\$176,370.00	\$402,456.00	\$172,838.00	\$209,579.17		
Part Time Salaries	\$212,766.73	\$253,506.94	\$253,506.94	-\$40,740.21	-16.07%	\$263,425.48	\$800.00	\$402,456.00	\$327,600.22		
Sick Leave Incentive	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$800.00		
TOTALS for 21 Pay periods	\$2,687,004.94	\$2,752,769.52	\$2,752,769.52	-\$65,764.58	-2.39%	\$3,326,768.02	\$407,947.98	\$3,734,716.00	\$3,557,301.71		

*Source: Detail G/L report for all Salary Category from 11/1/XX-10/11/XX
 Note: Payroll reflects the annual 3% increase in salaries for 2009.

Regular salaries in August reflect the benefit cash out of Jean Spencer totalling \$16,907. September and October salaries reflect extra hours for Flu clinics reimbursed 100% by the BT Grant.

WCCHS is estimating by year end, a decrease in salaries expense. Based on current statistics it could be a savings of around \$407,947 compared to the 2009 budgeted figures.

WARREN COUNTY HEALTH SERVICES

BT ACTIVITY SHEET

GY 10 - 8/10/2009 - 8/9/2010

Page 1

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training; Orange/Drill; Purple/Pan Flu

Date	Type	Subject/Comments	Attendees	Topic Chempack, Mass Fatality, Training, Pan Flu	(i.e. Drill, SNS, Pan Flu
October	Community Outreach	H1N1 Information to providers, libraries, town halls	Laura Saffer	Pan Flu	
10/1/09	In-house drill	Beeper	Angela Meade	Drill	
10/3/09	Drill	GFH ACS	Barb Orton, Ginelle Jones and many others	Drill	
10/7/09	Installation	NYSDOH - CDMS Software	Matt DeLafayette, Angela Meade	Pan Flu	
10/7/09	Meeting	LEPC	Laura Saffer		
10/13/09	Meeting	Monthly BT Coordinators	Laura Saffer		
10/14/09	Meeting	Quarterly PH ERP	Barb Orton, et.al		
10/21/09	Tabletop	Monthly GFH - Radiation Exposure on the Northway	Barb Orton, Laura Saffer		
10/28/09	Conf Call/Webinar	Clinic Ops	Barb Orton, Laura Saffer, Angela Meade	Pan Flu	

Warren County Public Health Rabies Program

July-September 2009

Town	Not Vaccinated			Vaccinated			Out of Town			Stray		
	Cats	Dogs	Ferrets	Cats	Dogs	Ferrets	Cats	Dogs	Ferrets	Cats	Dogs	Ferrets
Bolton				1	3							
Chester	1							2		3		
Glens Falls	4			3	10		1	1		6		
Hague												
Horicon					1							
Johnsburg				1	2							
Lake George					1			3		1		
Lake Luzerne				1						1		
Queensbury	4	3		2	11			4		6	1	
Stony Creek					1							
Thurman					3							
Warrensburg												
Totals	9	3		8	32		1	10		17	1	

Bites Reported by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2009	18	11	16	23	18	23	31	30	20				190

RABIES CLINICS

November 4, 2009
November 7, 2009

Warrensburg Fire House
Queensbury Community Center

6:00-8:00pm
10:00-Noon

PROBLEMS

We had another **positive** skunk in Bolton Landing this month; that makes a total of two skunks and one fox positive for rabies thus far this year.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

***Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Health Services

DATE: October 23, 2009

- (a) Purpose of Request: To set per visit Home Health Agency and Long Term Home health Care Program charges for 2010 effective January 1, 2010
- (b) Details: Charges are received annually and are updated as necessary as indicated by cost report. Daily telemonitoring charge is added this year
- (c) Previous Resolution Number: 119/2009

Warren County Board of Supervisors

RESOLUTION NO. 119 OF 2009

Resolution introduced by Supervisors Sokol, Sheehan, Thomas, Champagne, O'Connor, Strainer and Pitkin

SETTING CERTIFIED HOME HEALTH AGENCY AND LONG TERM HOME HEALTH CARE PROGRAM CHARGES FOR 2009 - HEALTH SERVICES DEPARTMENT

RESOLVED, that Certified Home Health Agency and Long Term Home Health Care Program Charges for ~~2009~~²⁰¹⁰ are set as follows:

SERVICE

CHARGE

Skilled Nursing	\$160 per visit - 170
Physical Therapy	\$110 per visit - no change
Speech Therapy	\$120 per visit no change
Occupational Therapy	\$110 per visit no change
Medical Social Worker	\$110 per visit no change
Nutritionist	\$110 per visit no change
Respiratory Therapy	\$110 per visit no change
Home Health Aide	\$ 50 per hour no change
Daily Telemed Monitoring	\$10. Per day

Auer, Pat

From: DeLorenzo, Tammie
Sent: Thursday, October 15, 2009 12:12 PM
To: Auer, Pat
Cc: Driscoll, Tawn; Schaldone, Sharon
Subject: Charges for 2010

Hi Pat

Upon review of our 2008 Cost Report I recommend that the following Charge Schedule be brought to committee in November for adoption 01/01/10:

Skilled Nursing: **\$170**
Physical Therapy: \$110 (no change)
Occupational Therapy: \$110 (no change)
Speech Therapy: \$120 (no change)
MSW: \$110 (no change)
Nutrition: \$110 (no change)
Respiratory Therapy: \$110 (no change)
HHA/PCA: \$50 (no change)
Daily Telehealth Monitoring: **\$10**

It would be in the best interest of the county to have these rates in place for 01/01/2010. Let me know if you would like for me to do the Reso form.

Thanks!

Tammie DeLorenzo
Clinical and Fiscal Informatics Coordinator
Warren County Health Services
1340 State Route 9
Lake George NY 12845
(518)824-8772

10/15/2009

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Health Services

DATE: October 23, 2009

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: To authorize a contract agreement with NYSDOH to allow receipt of American Recovery and Reinvestment Act funds for Early Intervention administration in amount of \$23,676
- (c) Name of Contractor: NYSDOH Bureau of Early Intervention Administration Services Unit ARRA
- (d) Address of Contractor: Empire State Plaza, Corning Tower, Room 287, Albany, NY 12237-0660
- (e) Contractor's Contact Person and Telephone Number: Terry Ayers, 473-7016, email: txb03@health.state.ny.us
- (f) Has or will the Contract be provided, if so, please attach: Yes, will submit completed plan when returned approved by NYSDOH
- (g) Commencement Date of Contract: 10/1/09
- (h) Termination Date of Contract: 9/30/11
- (i) Payment Provisions: i) lump sum amount Monthly with voucher submission upon receipt of approved contact
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.)
- (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: A4054.0060.4451 EI Admin. Federal Funds



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

James W. Clyne, Jr.
Executive Deputy Commissioner

October 1, 2009

Ms. Patricia Auer
Director of Public Health
Warren County Health Services
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

Re: American Recovery and Reinvestment Act of 2009
Early Intervention Administration
Contract Number: C-025252
Contract Period: October 1, 2009--September 30, 2011

Dear Ms. Auer:

This is to inform you of the Department's intention to provide supplemental funding for local administration of the Early Intervention Program under the American Recovery and Reinvestment Act of 2009 (ARRA) for the period October 1, 2009-September 30, 2011 in the amount of \$23,676. Funding will be provided upon approval by the Office of the State Comptroller.

ARRA Background

ARRA is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and stimulate the economy. The ARRA standards for accountability and transparency are also unprecedented. The use of the funds must be transparent to the public and the benefits must be reported clearly, accurately and in a timely manner. Funds must be used for authorized purposes only and every effort should be made to prevent fraud, waste, error, and abuse. Funds must be awarded and distributed in a prompt, fair, and reasonable manner, and projects must avoid unnecessary delays and cost overruns.

Internal Controls

Counties must implement an internal control framework to meet the program, administrative, accountability and transparency objectives of ARRA. Internal controls are defined as actions taken by an organization to provide reasonable assurance that it will meet its mission in an efficient manner. Internal controls should be designed to safeguard assets and protect confidential information, provide accurate and reliable information/data, utilize resources

effectively and efficiently, comply with established laws, regulations, and managerial policies and accomplish program goals and objectives.

Allowable Use of ARRA Funds

Allowable uses of ARRA funds for this initiative include overtime payments for existing Early Intervention staff and hiring temporary staff; non-personal expenses such as equipment, hardware, software and supplies to support administration of the program and the implementation/conversion to NYEIS, and new contracts and consultant agreements that help support the range of administration and management activities of the statewide Early Intervention Program. (See the attached Guidelines for further information on the use of funds.) To ensure compliance with ARRA requirements that funding is awarded in a fair and reasonable manner, funding should be awarded through competitive procurements, when appropriate, unless there is strong justification for single or sole source awards.

Restrictions on ARRA Funds

ARRA funds must be tracked and accounted for separately from existing administrative contracts supported with IDEA Part C grant funds. Funds cannot be added to current contracts/consultant agreements/MOUs, but instead require separate contracts. Purchases of equipment of \$5,000 or more per unit require prior written approval by the NYS Department of Health, Bureau of Early Intervention.

Forms

Enclosed are the budget forms that are necessary to process the ARRA Early Intervention Administration Program contract number C-025252 for the period October 1, 2009 – September 30, 2011, in the amount of \$23,676. Also enclosed are the ARRA Guidelines, ARRA-specific Workplan, Reporting Requirements, Budget Statement and Report of Expenditures (BSROE) form, Appendices and Attachments, NYEIS Technical Requirements, an Equipment Inventory Form and an ARRA Contact Form. Please note that some of these documents and forms will become part of the contract.

Please complete the necessary budget forms and the ARRA Contact Form and return two copies of your contract submission package as soon as possible, but no later than October 16, 2009 to:

New York State Department of Health
Bureau of Early Intervention
Administrative Services Unit-ARRA
Empire State Plaza
Corning Tower, Room 287
Albany, NY 12237-0660

When your budget is approved, you will receive contract signature pages under separate cover.

Reporting Requirements and Transparency

ARRA requires extensive reporting from recipients of Federal funding. As a prime recipient of funding, the Department is required to report to the U.S. Department of Education 10 days after the end of each calendar quarter, with the first report due on October 10, 2009. Please note that

the program reporting requirements are enhanced for ARRA. As a sub recipient, you are required to submit to the Department monthly reports due no later than 15 days from the end of the month and a final report due no later than 15 days after the end of the contract term. Monthly and final reports must be signed as an attestation verifying the accuracy of the document.

The following must be completed and submitted to the Department on a monthly basis:

- Attachment 2 Sub Recipient Part C EIP Monthly Report
(See Attachment 1 Sub Recipient Part C EIP Monthly Report Guidance)
- Attachment 4 Vendor Part C EIP Monthly Report
(See Attachment 3 Vendor Part C EIP Monthly Report Guidance)
- Budget Statement and Report of Expenditures (BSROE) form
(See Attachment 5 Voucher Verification Records/Documents Guidance)
- Equipment Inventory Form

The Sub Recipient and Vendor reports noted above must be submitted to the Department on a monthly basis as follows:

- Electronic submission to bejarra@health.state.ny.us
- Hard copy submission to the previously specified address

The Budget Statement and Report of Expenditures (BSROE), with vouchers and copies of supporting documentation, and the Equipment Inventory, must be submitted to the Department on a monthly basis as follows:

- Hard copy submission to the previously specified address

All documents and correspondence related to ARRA (i.e., contracts and related fiscal documents, reports and backup verification documents) must be submitted to the previously specified address and must be clearly marked in red on the top right corner as "Stimulus."

The Department will consolidate the monthly reports received from individual municipalities and will submit the information through www.FederalReporting.gov, the online Web portal that will collect all ARRA recipient reports. In addition to extensive reporting requirements, random audits and site visits will very likely be conducted by the NYS Office of the State Comptroller, the NYS Department of Health, and federal agencies.

If you have fiscal or program questions or require assistance, please contact Terry Ayers at (518) 473-7016 or by e-mail at txb03@health.state.ny.us. Thank you.

Sincerely,



Bradley Hutton, M.P.H., Director
Bureau of Early Intervention
Division of Family Health

cc: Brenda Knudson Chouffi
Terry Ayers
Deborah Nance