

Warren County Health Services Committee
Countryside Adult Home
Meeting Agenda
January 22nd, 2010

Pending Item:

- 1) *Drafting a policy regarding the admittance of out-of-county residents to a maximum level of 48 beds, leaving 5 beds for Warren County Residents.*

I would like to propose that we change this to drafting a policy that we only accept out of county referrals **after** they have been approved for payment at our facility by their home county.

Rational: We don't admit every day or even every month so holding 5 beds for Warren Co. Residents "if" we have an out of town referral we would more than likely always have empty beds. It takes time to get someone admitted so to deny anyone when at any time we could have a discharge would mean we set ourselves up for empty beds.

- 2) *Committee tabled action regarding the request to discontinue contract for laundry service at Westmount and to abolish a part-time laundry person.*

I spoke with Bill Lamy regarding the possibility of putting a laundry back at Countryside and using our septic system for this and he stated it was not big enough and should not be used for that purpose. I propose that we take this item off the table and consider it closed the results being that Countryside will continue to contract with Westmount Health Facility for laundry service. We continue to transport laundry no less than 4 days a week using the Countryside truck and staff.

Resolution Request: to include the cost of personal in the contract price giving one price for the total cost of the laundry service.

Rational: It would remove that employee as a Countryside employee for future planning of services and budgets at Countryside. The line items would change to reflect the cost of the service to CSAH. When we contract with other entities we do not break down the labor costs in our personal, I would like to treat this contract in the same manner.

New Business:

Request Resolution: To have the BOS specific temporary committee to work on Countryside until such time as decisions have been made and the goals for the future rather it be selling, leasing or closing have been met.

Rational: This project will affect the residents of Warren County, the residents of Countryside Adult Home and the staff at Countryside and it deserves more focused attention while a decision is being made. This decision requires a lot of foot work, paper work and also press work and should be handled with conviction and care. There is dealing with the Department of Health, resident placement, staff placement, real estate inquiries, planning and the press. It really needs more focused attention no matter what

the outcome. We are dealing with more than employee jobs but this also affects several Warren County Residents mainly the residents of Countryside.

Request for Resolution: To renew the contract with Hudson Headwater Health Network for physician services by Dr. Smead for a term of 3 years with a rate increase yearly on Jan. 1st of 3% as outlined below:

2010 not to exceed \$11,989.00

2011 not to exceed \$12,349.00

2112 not to exceed \$12,719.00

This contract could be voided by either party with no less than a 90 day notice.

Rational: We must provide physician services and for the most part it saves us money by not traveling to several more different doctors each week. He also helps us stay within the required notification period with any problem or issue by his being available to us to sign reports and respond to illnesses and test results ect. Every year it takes about 3-4 months to finalize an agreement for his services between HHHN and CSAH when really the only thing that ever changes is the fee. For every minute and every hour I spend trying to get the information, get in to the attorney to be written then back to HHHN for signature it cost Warren CO. money, it's time that could be spent doing other things that need to be done daily as well. The only change every year has been the rate and for that we spend all this effort, time, and paper so it makes sense to write one contract with a longer term and make the noted changes upfront. This will at least save 2 years of effort, time, and paper.

FYI This is only to keep you informed -We have a resident with an outstanding balance of \$25,742.60 which is higher than we have had in the past before we can get supplemented for her. We have been working with Social Service on this and we may need to involve the attorneys' office to get payment.

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: Countryside Adult Home

DATE: 01/22/10

- (a) Purpose of Request: To change the contract with Westmount Health Facility for Laundry Service to include the cost of the personal vs having 1/2 time personal on Countryside payroll.

- (b) Details: We need to treat the contract for services with Westmount as we do any other contract for services and we generally do not put labor costs in with our personal it all becomes part of the contract.

- (c) Previous Resolution Number:

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: Countryside Adult Home

DATE: 1/22/10

- (a) Purpose of Request: To apoint a temporary committee to work strictly on the outcome of Countryside adult Home

- (b) Details: This committee would first gather the information needed to make an informed choice on the direction of Countryside. Privatizing by leasing the buisness, or closing and selling the property outright, vs use for other county purposes.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Countryside Adult Home

DATE: 01/22/2010

- (a) Purpose of Contract Change: Extend Contract for services provided to Countryside by Dr. Bryan Smead
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 36 of 2009
- (c) Name of Contractor: Hudson Headwater Health Network
- (d) Address of Contractor: 1 Broad Street Plaza, PO Box 3253, Glens Falls, New York 12801
- (e) Contractor's Contact Person and Telephone Number: Christopher Tournier (518)761-0300
- (f) Commencement Date of Extension: January 01, 2010
- (g) Termination Date of Extension: December 31, 2013
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$11,989 for 2010, \$12,349. for 2011 and \$12,719 for 2012 annually
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly
- (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: 6030.437

41 Total
4 Private pay
1 Private pay - NOT paying
5 with ~~0~~ income

108.90 per day own RATE

\$3375.90 per mo (based on 31 day mo)

41
- 4 Private
37 @ 108.90 x 31
\$ 124,908.30
33,567.74 money's Rec'd from { Sec. Sec.
Retire
ect
2 | 91,340.56
\$ 45,670.28 WoCo Share
per mo

41

4 Private Pay-Assisted Living

37

15 - Adult Home

22 probably will qualify NH

NH - No extra cost to WCo.

Adult Home will depend on
how they are subsidized.

Medicaid / Home Relief

50% paid by WCo.

SSI -

No County cost.

Leasing it as Adult Home

- Save on payroll possibly
if the leasee cuts payroll

~~or~~ either way W.O. Co.
still pays 50% of
any one ~~who~~ who
is not private pay.

Selling as Adult Home vs. ^{Closing} ~~Selling~~ Property

Unemployment vs making
our people more
employable

JE: PCA offer - then CWA courses

RATIONAL: Some may be able
to go to Westmount

if not they may be
able to go elsewhere

approved as the administrator of the adult home. Such approval will be granted if the following conditions are met:

X (i) The administrator must be a licensed nursing home administrator, and must be in the adult home and accessible to residents at least eight hours each week.

(ii) The operator must provide a satisfactory written plan for supervision of the adult care facility, which includes:

(a) a description of the system by which supervision of the facility will be exercised;

(b) designation of an assistant administrator; and

(c) a profile of the education and experience qualifications of the proposed assistant administrator.

(iii) The minimum hourly requirements for the combined on-duty presence of the administrator and assistant administrator shall be equal to those required in paragraphs (4) and (5) of this subdivision. (40 hrs)

(8) The administrator shall be capable of and responsible for:

(i) supervision of the facility;

(ii) operation of the facility in compliance with law and regulations;

(iii) recruitment and general supervision of staff and volunteers;

(iv) supervision of resident services;

(v) admission, transfer and discharge of residents;

(vi) coordination with and development of community activities and services for residents;

(vii) maintenance of community relations;

(viii) protection of residents' rights and development of appropriate mechanisms for their protection; and

(ix) maintenance of a system to enable residents to present grievances or recommendations regarding facility operations and programs.

(9) An administrator shall:

(i) be at least 21 years of age;

(ii) be of good moral character, as evidenced by at least three recent letters of recommendation from individuals knowledgeable of the proposed administrator's background, qualifications and interest in the field of adult care;

(iii) in a facility with a capacity of 24 beds or less, have the following education and work experience:

(a) a high school diploma or equivalency certificate, plus three years of related work experience