WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **HEALTH SERVICES**

DATE: **FEBRUARY 26, 2010**

COMMITTEE MEMBERS PRESENT:		**OTHERS PRESENT:**
SUPERVISORS	SOKOL	REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
	THOMAS	PAT AUER, DIRECTOR
	CHAMPAGNE	GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH
	TAYLOR	TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
	PITKIN	TAWN DRISCOLL, FISCAL MANAGER
	LOEB	
	MCDEVITT	REPRESENTING WESTMOUNT HEALTH FACILITY:
		BARBARA TAGGART, ADMINISTRATOR
		BRENDA BROWN-HAYES, DIRECTOR OF COUNTRYSIDE ADULT HOME
		FREDERICK MONROE, CHAIRMAN
		PATRICIA NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY
		JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
		JOAN SADY, CLERK OF THE BOARD
		KEVIN GERAGHTY, BUDGET OFFICER
		SUPERVISORS BENTLEY
		KENNY
		MCCOY
		MERLINO
		STRAINER
		WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
		EDWARD COSTIGAN, OF EXCEL ENGINEERING, P.C.
		SKIP STRANAHAN, OF WE THE PEOPLE
		DON LEHMAN, *THE POST STAR*
		THOM RANDALL, *THE ADIRONDACK JOURNAL*
		CHARLENE DIRESTA, SR. 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. McDevitt, seconded by Mr. Taylor 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 pointed out she had developed a mission statement for Westmount Health Facility which was highlighted on page 4 of the agenda. She noted the Facility had never had a mission statement so she had decided to create one. She advised this was a first draft of the mission statement which she was providing for the Committee's review and input. A brief discussion ensued pertaining to possible revisions to the mission statement. Ms. Taggart stated she would return to the Committee with a finalized version of the mission statement for the Committee's approval. She noted she would like to have the mission statement engraved on plaques to be placed throughout the Facility.

Ms. Taggart apprised at last month's meeting she had requested a contract with the Visiting Nurse Association of Albany Home Care Corporation which the Committee had authorized. She said the purpose of the contract was to establish a contingency staffing plan in the event there was an outbreak, such as the H1N1 virus, which caused a shortage of staff to operate the Facility. She added the issue had been referred back to the Health Services Committee at the Board meeting and she advised the Union had requested that the definition of what was to be considered an emergency staffing need be more clearly defined. Patricia Nenninger, Second Assistant County Attorney, explained during a meeting with the Union the topic of the contract with the Visiting Nurse Association of Albany Home Care Corporation had been discussed. She said the resolution had been withdrawn at the Board meeting to meet the request of the Union that the definition of an emergency staffing situation be more clearly defined. She advised the Union was concerned that positions would be abolished in order to use outside nurses for financial purposes. She added the resolution would be re-drafted in order to clarify the definition of an emergency staffing need. She noted Ms. Taggart had an emergency staffing plan in place for the Facility using staff nurses and the nurses from the Visiting Nurse Association of Albany Home Care Corporation would only be utilized as a last resort. She clarified there was no cost to the County for the contract and the $1,000 discussed at the last Committee meeting was the amount budgeted in the event the service was utilized.

Ms. Taggart stated Westmount Health Facility and Countryside Adult Home currently had a contractual agreement with Royal Care Pharmacy Services to provide pharmacy needs to both facilities which was up for renewal. She explained an RFP (Request for Proposal) for pharmacy services was released and produced results which were difficult to compare. She advised that with Brenda Hayes, current Director of Countryside Adult Home, soon assuming the position of Director of Nursing (DON) at Westmount, she felt it was important to have Ms. Hayes' input on the company. Ms. Hayes stated Royal Care Pharmacy Services was the best choice for the facilities due to services they provided which were above and beyond the specifications of the RFP. She said that Westmount Health Facility was undergoing many changes and she did not believe it was the best time to change companies for pharmacy services. Mr. McDevitt questioned the difference in the three bids. Ms. Hayes pointed out the Bid Tabulation Sheet was included on page 5 of the agenda and Royal Care Pharmacy Services offered a 2% discount for invoices paid within 30 days. She added the company had enrolled the Facility in programs that established limits on the cost of generic drugs and they gave the Facility an additional 25% discount on top of that amount. She noted it was difficult to determine who the actual lowest bidder was based on the way pharmacy companies billed. Ms. Hayes apprised the list of drugs that was part of the RFP was outdated and there were only three drugs on the list that were actually used at Westmount.

Ms. Hayes explained Royal Care Pharmacy Services charged a fee of $9 per bed for consultant pharmacist services, while the other two companies charged a fee per hour. She added the fee per bed was preferable as the amount would remain constant. Mr. Taylor asked the average annual cost for pharmacy services and Ms. Hayes responded it was difficult to determine as the price of pharmaceuticals was consistently changing. Ms. Taggart said she could look at what was spent in previous years. Ms. Hayes reported Royal Care Pharmacy Services was the only one of the three companies that offered a two hour guarantee for stat medications. Ms. Taggart noted the pharmacist that the Facility dealt with was available anytime and could be reached by cell phone when needed. Mr. Champagne questioned the repercussions of not awarding the bid to the lowest bidder. Joan Sady, Clerk of the Board, responded the resolution would need to list the specific reasons why the lowest bid was rejected. Mr. Pitkin said given the available information he would not be comfortable stating why the lowest bidder was not accepted. He added the Bid Tabulation Sheet did not contain information that would allow the Committee to state with certainty that the lowest bidder was not the best choice. Mr. Sokol asked when the contract terminated and Ms. Taggart responded there was a three month extension. Ms. Hayes reiterated the list of drugs on the RFP was outdated as only three of the drugs were used by the Facility. Mr. Geraghty responded it was the responsibility of the Department Heads to work with the Purchasing Department to update their RFP's as needed.

Following further discussion on the matter, the Committee determined it was best to reject the bids and re-issue an RFP with more detailed specifications. Mr. Sokol noted the Committee needed to authorize the contract with the Visiting Nurse Association of Albany Home Care Corporation.

Motion was made by Mr. McDevitt, seconded by Mr. Pitkin and carried unanimously to authorize a contract with Visiting Nurse Association of Albany Home Care Corporation for emergency nurse staffing needs pending the approval of the County Attorney. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Motion was made by Mr. Pitkin, seconded by Mr. Thomas and carried unanimously to reject the bids for pharmacy contract for Westmount Health Facility and authorize the re-bidding of the contract to include more detailed specifications. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Taggart introduced Edward Costigan, of Excel Engineering P.C., who distributed copies of the Conceptual Study of the Feasibility to Install Fire Protection Systems at Westmount Health Facility to the Committee members and reviewed the Study in detail; a copy of the Study is on file with the minutes.

Mr. McDevitt questioned the anticipated period of construction and Mr. Costigan responded they had estimated four to six months and had added an additional month to allow for the closeout. Mr. Sokol asked if a 5% escalation was high and Mr. Costigan replied the company used 5% which had proven to be fairly accurate but he admitted this year given the economy it was likely to be 3.5%. Mr. Costigan said he hoped the estimated figure was high as there could be unanticipated expenses.

Mr. Costigan noted the current light fixtures went from wall to wall and because it was necessary to run the system down the corridors it would be necessary to switch to light fixtures that ran down the center of the ceiling. He stated the issue had been addressed in the report with an estimated cost of $15,000. Mr. Taylor asked if Excel Engineering, P.C. had ever completed studies for similar facilities and if so, how close the estimate had been to the actual costs. Mr. Costigan responded over the last couple of years their estimates were always high due to the competitiveness of the business. Mr. Pitkin asked if the estimate was reflective of the competitiveness and Mr. Costigan responded the estimate was based on estimated guidelines and historical data. Mr. Sokol asked if prevailing wage rates had been taken into consideration and Mr. Costigan replied affirmatively. Mr. Champagne questioned the type of piping that would be used and Mr. Costigan replied on this type of job it would be metal and if he were to design the job he would give the contractor a couple of options.

Mr. Taylor asked how much had been added because the facility was an operating health care facility and Mr. Costigan responded they had used a historical labor penalty factor of 25%. Mr. Merlino questioned why the amount was overestimated and asked why the estimate did not reflect the true costs. He suggested companies might bid higher based on the figures shown in the RFP (Request for Proposal). Mr. Costigan responded generally the contractors estimated the costs on a piece by piece basis. He advised in the current economy there was very little chance a contractor would overbid. William Lamy, Superintendent of the Department of Public Works (DPW), stated all contractors had access to all bids submitted and the bids were reflective of the market value. He added the estimate would be used to apply for grant funding in which case they would not want the estimate to be low.

Brief discussion ensued.

Ms. Taggart requested a transfer of funds from various accounts in an amount totaling $37,829. She explained $17,500 would be transferred from the Westmount, Nursing Administration, Management and Supervisors Salaries - Regular Code (EF.60100.100 110) to the Part Time Code (EF.60100.100 130) to reflect the salary for the Interim Director of Nursing. She said $1,100 would be transferred from the Westmount, Physical Therapy, Contracted Services Code (EF.73300.6802.4700) with $500 allocated to the Westmount, Nursing Administration, Management and Supervisors Salaries - Overtime Code (EF.60100.600 120) to cover necessary overtime for a clerical position and $600 allocated to the Westmount, Nursing Administration, Other Direct Cost, Advertising Fees Code (EF.60100.9101 426) to cover the cost of advertising for the Minimum Data Set (MDS) Coordinator position. She said $17,229 would be transferred from the Westmount, Medical Staff Services, Physician, Salaries - Regular Code (EF.74100.800 110) to the Part Time Code (EF.74100.800 130) to cover a shortfall in the part time salaries. She added the last amount was $2,000 to be transferred from the Westmount, Dietary Services, Food Service Helper, Salaries - Overtime Code (EF.82100.700 120) to the Westmount, Dietary Services, Cooks, Salaries - Overtime Code (EF.82100.200 120) to cover the cost of overtime for Dietary Services Cooks.

Motion was made by Mr. Taylor and seconded by Mr. Thomas to approve the transfer of funds in the amount of $37,829 as outlined and to forward same to the Finance Committee.

Mr. Geraghty stated he thought they had discussed with all the Department Heads the need to budget more accurately for 2010. He added this had not been accomplished with Westmount Health Facility if they were already requesting a transfer of funds in February. JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, explained the transfer in the amount of $17,500 was due to the Interim Director of Nursing salary which required payment out of the Part-Time Salaries Code and the funds were budgeted in the Regular Salaries Code. Mr. Geraghty questioned the $2,000 transfer for overtime and Ms. Taggart responded they had the budgeted funds and were merely moving them from Food Service Helper to Cooks. Mrs. McKinstry noted the Westmount Health Facilities budget had several sub-departments and it was sometimes necessary to transfer funds between the sub-departments. Mr. Geraghty stated the goal was to tighten up the budget codes and budget the correct amount. Ms. Taggart replied in the case of the $2,000, the funds were in the Dietary Services budget and were being transferred from Food Service Helper to Cooks. Mr. Pitkin explained they were discussing the accuracy of the budget process and Westmount Health Facility was budgeting a 'pot' of money and making transfers as it was needed which was not accurate budgeting.

Discussion ensued.

Mr. Sokol called the question and the motion was carried unanimously to approve the transfer of funds in the amount of $37,829 as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Taggart said a report on staffing levels was included in the agenda packet. She noted there was a vacant Registered Nurse (RN) position on the 7:00 a.m. to 3:00 p.m. shift. She reported she had filled the vacant MDS Coordinator position. She stated a report on overtime usage with a comparison to 2009 was included in the agenda packet. She noted there was a holiday included in the report. Mr. Pitkin noted there was a significant increase in the amount of overtime in 2010 as compared to 2009. Ms. Hayes responded a turnover in staff created additional overtime for RN's, LPN's (Licensed Practical Nurses) and CNA's (Certified Nursing Assistants) as the current employees put in extra hours in order to train the new employees.

Ms. Taggart reported that Skip Beesaw, Senior Building Maintenance Mechanic, was working with Amy Manney, Director of the Office of Emergency Services, to combine the emergency services efforts of the Facility with those of the County. She said Mrs. Manney was working closely with the Facility and commended her on her work on the Facility's manual. Ms. Hayes noted Mrs. Manney had also been helping Countryside Adult Home to become compliant.

Ms. Taggart stated the oldest resident of Westmount Health Facility had passed away and the family had sent a note of thanks which she read for the record. She said the Facility had held a Valentine's Day party and she thanked Mr. McDevitt for his participation in the event.

Mr. Thomas asked if they were seeking grant funding for the sprinkler system at Westmount Health Facility. Ms. Taggart responded there had been no information from the Department of Health as to available grant funding. It was the consensus of the Committee to refer the issue of seeking possible grant funding for the Westmount Health Facility sprinkler system to the Planning & Community Development Committee.

This concluded the Westmount Health Facility portion of the Committee meeting, Ms. Taggart and Ms. Hayes exited the meeting and the representatives from the Health Services Department entered the meeting at 11:00 a.m.

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.*

Commencing the agenda review with pending items, Ms. Auer noted a report on Emergency

Preparedness Activities was included in the agenda packet.

Ms. Auer requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of $51,432 to reflect the receipt of Bioterrorism Grant funding.

Motion was made by Mr. Pitkin, seconded by Mr. McDevitt and carried unanimously to amend the 2010 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer requested approval of the Warren County Health Services Emergency Response Plan as required by the New York State Department of Health (NYS DOH) for receipt of Emergency Response Grant funding; a copy of the Plan is on file with the Office of the Clerk of the Board.

Motion was made by Mr. Champagne, seconded by Mr. Taylor and carried unanimously to approve the Warren County Health Services Emergency Response Plan as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Continuing with pending items, Ms. Auer reported the Sexually Transmitted Disease Clinic would be held at the Municipal Center and the item could be removed from the pending items list. She added the location at 526 Glen Street in the City of Glens Falls was not zoned to allow a Public Health Clinic. Mr. Sokol noted he had received phone calls opposed to the possible location of the clinic in the City of Glens Falls.

Ms. Auer requested the possible salary increases for Per Diem Nurses be removed from the pending items list as she had decided to leave the salaries at the 2009 rate. She said she was currently working with the Planning & Community Development Department pertaining to the Grant Administrator position to determine the possibility of such. She advised there was a breakdown of how payments were received in the Department included in the agenda packet in response to a request made at the previous meeting. She requested the pending item pertaining to Prospect Child and Family Center contractual issues be removed, as the issue had been resolved. She advised they were currently working on the preschool issue that was pending. She added the State Department of Education had visited the preschool and had verified that services had not been provided. She asked if the Committee was agreeable to her continuing to refuse payment of the invoice until the matter was resolved and it was the consensus of the Committee to do so.

Ms. Auer requested authorization to adjust the fees for immunizations administered by the Division of Public Health in order to cover the cost of pharmaceuticals and related clinic expenses. She added this was done on a yearly basis in order to reflect the increase in expenses.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested to ratify the actions of the Chairman of the Board of Supervisors to authorize a contractual agreement with United Health Care Empire Plan to allow the receipt of reimbursement of nursing and other health related therapeutical services. She advised there was a current resolution which allowed the Department to accept rate increases without Committee approval; however, she added, along with the substantial rate increases, United Health Care Empire Plan had sent a new contract to be signed.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested to amend the current contract with Dr. Richard Leach to include $75 per hour for on-site medical consultation services for the travel clinic. She noted the clinic had been more successful than was anticipated.

Motion was made by Mr. Pitkin, seconded by Mr. Champagne and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested to amend the 2008 Personal Care Aide rates for North County Home Aides Inc., to authorize retroactive payment of the 2009 rates to January 1, 2009, and to continue to pay the 2009 rates until the 2010 rates were approved.

Motion was made by Mr. Champagne, seconded by Mr. Taylor and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested to amend the current contract with Upper Hudson Primary Care Consortium to reflect a name change to Hudson Headwaters Health Network.

Motion was made by Mr. Pitkin, seconded by Mr. McDevitt and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested to amend the current contracts with Business Associates, Physical Therapists and Occupational Therapists to include a provision to allow them the ability to sign out the Department's ultrasound equipment for use with specific patient treatments in a form approved by the County Attorney.

Motion was made by Mr. Taylor, seconded by Mr. Pitkin and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested a contract with Sammon Preston Inc. to calibrate and repair ultrasound equipment, commencing March 22, 2010 and terminating with 30 days written notice by either party at a rate of $35 per service visit, $22.50 per calibration visit and $80 per hour for repairs.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested a contract with Strategic Healthcare Programs, LLC to provide benchmarking and CAHPS (Consumer Assessment of Healthcare Providers and Systems) survey administration as required by the CMS (Center for Medicaid and Medicare Services) regulations, commencing June 1, 2010 and terminating with 30 days written notice by either party, for a lump sum amount of $6,995. Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, said now that the Department was up and running with the Encore System they wanted to look at the vendors used for benchmarking. She added they were currently using Outcome Concept Systems and they would not renew the agreement. She advised if they had stayed with the current vendor and added the CAHPS survey administration, the total contract would have been $20,000 and only $11,000 was budgeted. She apprised Strategic Healthcare Programs, LLC could provide the benchmarking services and CAHPS survey administration for less than the amount budgeted.

Motion was made by Mr. Pitkin, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested approval to host a Thank You Luncheon for volunteers at an approximate cost of $600 which would be 100% reimbursed by the Emergency Preparedness Grant funds. She explained the luncheon was to thank the volunteers who had assisted during the H1N1 Flu Clinics.

Motion was made by Mr. Thomas, seconded by Mr. Pitkin and carried unanimously to approve the request as presented. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

Ms. Auer requested to amend the current contract with WIC (Women, Infants and Children) Supplemental Foods to reflect a deficit reduction in grant funding in the amount of $14,521 brining the contract amount from $549,953 to $535,432. She noted the resultant budget reduction would be taken from the supplies budget and would not impact staffing levels.

Motion was made by Mr. Pitkin, seconded by Mr. Taylor and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 19, 2010 Board meeting.*

Ms. Auer requested to amend the 2010 County budget to decrease estimated revenues and appropriations in the amount of $14,521 to reflect a reduction in the amount of WIC Supplemental Foods Grant funding received.

Motion was made by Mr. Thomas, seconded by Mr. Champagne and carried unanimously to amend the 2010 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Tawn Driscoll, Fiscal Manager of the Health Services Department, stated a report on revenues and expenditures as of February 23, 2010 was included in the agenda packet. Mr. Geraghty asked if final figures were available for the 2009 budget and Ms. Driscoll replied in the negative and added the amount billed for preschool would not be received until April. Ms. Driscoll estimated the payment from the State for preschool would be approximately $1 million. She stated a payroll comparison for 2009 and 2010 was included at the bottom of the report. She added there was a decrease of $40,952.59 in payroll when compared to the same time period for 2009.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Champagne and seconded by Mr. Pitkin, Mr. Sokol adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist