

WESTMOUNT HEALTH FACILITY

A SKILLED NURSING HOME operated by Warren County

42 GURNEY LANE - QUEENSBURY, NY 12804
Phone: (518) 761-6540 Fax: (518) 761-6590

Barbara B. Taggart
Administrator

HEALTH SERVICE COMMITTEE AGENDA

JULY 23, 2010

1. Committee meeting called to order by chairman.
2. Motion to approve minutes of prior committee meeting.

Action Agenda

1. Request resolution to contract for consulting services to develop, review, and revise Westmount's policies and procedures. WC55-10
RFP Patricia Murphy, RN Consultant. Page 1
2. Request resolution authorizing Warren County to allow Frederick Monroe, Chairman, to sign Westmount Health Facility Medicare Revalidation Enrollment Application with regards to standardization of computerized PECOS System. Page 2
3. Request resolution for out of code transfers. Page 3
4. Request resolution to amend County Budget. Page 4

Monthly Business

1. Staffing Report. Page 5
2. Overtime Report. Page 6

Topics for Discussion

1. RFP for engineering services for fire protection systems.
2. Safety Committee

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Westmount Health Facility

DATE: July 23, 2010

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: Agreement for Review and Revision of Westmount Health Facility's Policies and Procedures.
- (c) Name of Contractor: Patricia Murphy, RN Consultant
- (d) Address of Contractor: 109 Clayton Avenue, Herkimer, NY 13350
- (e) Contractor's Contact Person and Telephone Number: Patrica Murphy 315 404-7205
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon execution of agreement
- (h) Termination Date of Contract: Upon completion of agreement
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount \$30.00/hour
iii) total amount not to exceed \$19,200.00
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: EF.83500.6822 470 Westmount, Administrative Services, Contracted Services \$ 19,200.00.

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: WESTMOUNT HEALTH FACILITY

DATE: July 23, 2010

- (a) Purpose of Request: Authorizing Frederick Monroe, Chairman to act as Governmental Official for Warren County. Warren County is financially responsible for Medicare payments received by Westmount Health Facility as noted in the Medicare Revalidation Enrollment Application.

- (b) Details: Authorization by Warren County to allow Frederick Monroe, Chairman, to sign Westmount Health Facility Medicare Revalidation Enrollment Application with regards to standarization of computerized PECOS System.

- (c) Previous Resolution Number:

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RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: _____

DATE: July 23, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.73400.6802 470	Westmount, Occupational Therapy, Contracted Services	EF.83110.600 120	Westmount, Fiscal Services Office, Clerical & Other Adm Wages – Salaries -OT	\$411.00

Please state reason for transfers requested: Fiscal OT due to additional typing duties.

Please file original request with Clerk of the Board and retain copy for your records.

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RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: July 23, 2010

- (a) Purpose of Amendment: To Amend 2010 Administration Contracted Services Appropriations by Amending the Unrestricted Fund Balance.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.83500.6822 470 Westmount, Administrative Services, Contracted Services \$19,200.00.

- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$19,200.00

Staffing totals and review of needs - July 22, 2010

Positions Budgeted	NUMBER	Positions Filled	Available positions	New Hires in Training	Recommended Positions
Management / DON	1	1	0	0	1
MGM/Supervisor MDS Coordinator	1	1	0	0	1
Full Time / RN SUPERVISORS	8	6	2	0	7.5 RN's Per Day x 7 days a week, we would need to fill the positions listed in my budget.
Full Time / RN	2	*1	1	*1	
Part-time RN position	1	0	1	0	
RN Per Diem	8	5	3	0	
Full Time LPN	9	9	0	0	13 LPN's per day x 7 days a week, we need at least 4 more Full-time LPN positions
LPN Per Diem	7	8	-1	3	
Full Time C N A	39	37	2	0	28 per day we need 4 more full-time positions
Part-Time C N A	2	2	0	0	
C N A Per Diem	8	6	2	1	

Re NY State Assembly

New training class starting next Tues. we have 6 Per diem LPNs - 5 of which are new Graduates from BOCES. We have 2 C N A s per diem as well,

We currently have 3 full-time C N A s out on disability or comp. 1 Full-time LPN out. Plus vacations and holiday coverage .

To meet the recommendations for New York State we really need to create or reclassify some per diem positions to Full time: 4 LPN's and 4 C N A 's we already "TRY" Covering with per diem and OT. OT cost the same as one and a half person per added hour. To increase these to full-time positions would increase the full time budget (because of benefits by about \$64,000.00. - OT has cost about \$110,400.00 this year so far.

WESTMOUNT HEALTH FACILITY
Salaries Comparison
as of PE 7/4/10

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EXPENSES	YTD ACTUAL	YTD ACTUAL	YTD 10V09	% Change	Annualized 2010	2010 AMENDED	2009 AMENDED
	THRU July 2010	THRU July 2009			Expense	BUDGET	BUDGET
Salaries - Regular	\$1,548,874.06	\$1,518,614.45	\$30,259.61	1.95%	\$2,876,480.62	\$3,102,312.52	\$3,110,073.00
Salaries - Overtime	\$114,461.93	\$82,327.95	\$32,133.98	28.07%	\$212,572.17	\$208,931.62	\$154,946.00
Salaries - Part Time	\$190,477.19	\$179,507.77	\$10,969.42	5.76%	\$353,743.38	\$492,516.32	\$356,342.00
Salaries - Sick Leave	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$5,600.00	\$7,000.00
14 Pay Per out of 26	\$1,853,813.18	\$1,780,450.17	\$73,363.01	3.96%	\$3,442,796.17	\$3,809,360.46	\$3,628,361.00