

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JANUARY 27, 2011

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
THOMAS  
CHAMPAGNE  
TAYLOR  
MCDEVITT

**OTHERS PRESENT:**

REPRESENTING WESTMOUNT HEALTH FACILITY:  
BARBARA TAGGART, ADMINISTRATOR  
BETSY HENKEL, COMPTROLLER  
SUSAN BARTHOLOMEW, DIRECTOR OF NURSING  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION  
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR  
TAWN DRISCOLL, FISCAL MANAGER  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR MCCOY  
SUPERVISOR STRAINER  
DON LEHMAN, *THE POST STAR*  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Sokol called the meeting of the Health Services Committee to order at 9:32 a.m.

Motion was made by Mr. Taylor, seconded by Mr. Thomas 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.*

Commencing the agenda review, Ms. Taggart requested authorization for a contract with Mahoney Notify-Plus, Inc. to provide semi-annual tests and inspections of the fire, sprinkler and security alarm systems at Westmount Health Facility in an amount not to exceed \$1,245; and to include additional emergency repair coverage in an amount not to exceed \$1,000 for a term commencing March 1, 2011 and terminating February 28, 2012.

Motion was made by Mr. Champagne, seconded by Mr. Taylor and carried unanimously to authorize the contract with Mahoney Notify-Plus, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 18, 2011 Board meeting.*

Ms. Taggart requested a transfer of funds in the amount of \$748 to correct a budgeting error for an employee who worked part-time in two separate departments; she further explained that the Housekeeping Supervisor was also responsible for overseeing the Laundry Department.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds as outlined above and to forward the same to the Finance Committee.

*A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Taggart requested authorization to charge off the account of a deceased Medicaid resident in an amount totaling \$9,334.47 per the recommendation of the County Attorney's Office. Paul Dusek, County Attorney/Administrator, explained that Resolution No. 758 of 2010 had authorized a settlement agreement with the family in the amount of \$12,000 and it was necessary to charge off the remaining debt in order to conclude the matter.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to authorize the charging off of debt in the amount of \$9,334.47 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 18, 2011 Board meeting.*

Ms. Taggart requested to delete a vacant position of Social Worker, base salary of \$35,385, Grade 14, and to create an Admissions Coordinator position, base salary of \$39,273, Grade 17, to more accurately reflect the duties to be performed. She explained she had been working in coordination with the Personnel Officer and Human Resources Director in order to determine the proper classification of the position. She expounded that in 2004 the New York State Education Law was amended to create professional titles for social work with the stipulation that a Master's Degree and license would be required for Social Worker positions. She stated that Renee Bazan, the former Social Worker, had been hired in 1999 and was authorized to assume the Social Worker position at Westmount Health Facility without the required license until 2013. Now that the position was vacant, she added, the issue of correcting the title for the position needed to be addressed. Other long-term care facilities, she explained, were utilizing the titles of Social Worker Assistant or Admissions Coordinator for their un-licensed employees who worked under a licensed Social Worker on contract. She advised the title of Admissions Coordinator was preferable to Social Worker Assistant, as the position would not be assisting another employee.

Referring to determination of the appropriate salary for the proposed Admissions Coordinator position, Ms. Taggart noted the following:

- ▶ the average pay rate for licensed Social Workers was \$25 per hour;
- ▶ the average pay rate for a Social Worker Assistant or Admissions Coordinator was \$19 per hour;
- ▶ in comparison, Warren County's Case Supervisor was a Grade 17 with a salary of \$18.88 per hour and the minimum qualifications for the position were a Bachelor's Degree in Human Services and four years experience; and
- ▶ the base salary of the former Social Worker at Westmount Health Facility was \$35,385 or \$17.00 per hour (Grade 14) and the salary at the time of resignation was \$43,032 or \$20.69 per hour.

Ms. Taggart opined it was reasonable to assign a pay level of Grade 17 to the Admissions Coordinator position as the minimum requirements were a Bachelor's Degree in Human Services and four years of casework or social work experience in a long term care facility. She added the proposed base salary for the position would be \$39,273 or \$18.88 per hour.

Mr. McDevitt asked if the request was being made in order to remain competitive and retain the required staff at the Facility and Ms. Taggart replied affirmatively. Ms. Taggart noted the former Social Worker had held the position for over ten years and during that period of time additional duties had been assigned. Mr. McDevitt questioned the impact to the budget and Ms. Taggart replied there would be an overall decrease in salaries of \$3,759. Mr. Champagne questioned the impact of

longevity on the salary of the position. Mr. Dusek explained that a new employee would be hired and longevity would not apply to the total salary. Ms. Taggart apprised that Todd Lunt, Human Resources Director, had contacted the CSEA (Civil Service Employee's Association) to request their approval for creating the new position.

Motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to approve the request to delete the vacant position of Social Worker and to create the position of Admissions Coordinator as outlined above, contingent on approval by the CSEA and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes. (Subsequent to the meeting, Mr. Lunt advised that the CSEA had no opposition to the aforementioned reclassification.)*

Ms. Taggart requested to increase the base salary of the vacant Dietary Services Supervisor position from the former base salary of \$41,246 to the current base salary of \$45,946, an increase of \$4,700. She noted the current Dietary Services Supervisor would retire at the end of February and her current salary was \$45,946 including longevity.

Ms. Taggart pointed out the following information pertaining to the Dietary Services Supervisor position and the proposed candidate:

- ▶ the responsibilities of the position include:
  - planning and writing of menus and recipes while adhering to the dietary restrictions of the individual residents;
  - all aspects of cooking and baking;
  - recipe research and development;
  - scheduling, ordering and inventory of food service supplies;
  - budgetary compliance;
  - adhering to New York State Department of Health guidelines for the Food Services Department; and
  - interviewing, hiring, scheduling and staff retention;
- ▶ the position was a managerial position with work performed under the general direction of the Administrator of Westmount Health Facility with leeway allowed for exercise of independent judgement;
- ▶ the position was responsible for providing the individual residents with balanced nutritional meals to provide an optimal quality of health and well being;
- ▶ the position took an active role in the planning of all holiday and special events held at the Facility;
- ▶ the proposed candidate had developed an award winning menu and fine dining program and was honored at the 2008 Annual New York State Health Facilities Association Conference;
- ▶ the candidate makes everything from scratch and was capable on generating a significant cost savings for the Food Services Department;
- ▶ the candidate had in excess of 20 years of experience and was highly recommended; and
- ▶ the candidate would be an asset to the Facility and would enhance the quality of the meals offered to the residents.

Mr. Taylor questioned if the job description provided had been in place for the position with a base salary of \$41,246 and Ms. Taggart replied affirmatively. Mr. Taylor asked for clarification purposes if the intent was to increase the salary in order to hire a particular candidate and Ms. Taggart replied affirmatively. Mr. McDevitt inquired as to the current salary of the employee who was retiring from the position and Ms. Taggart responded the current salary was \$45,946 and noted the employee had

worked at the Facility for 30 years. Mr. Sokol opined that home cooked meals could result in a significant savings for the Facility.

Mr. Champagne mentioned that base salaries were being evaluated and reduced prior to filling vacant positions. He asked if there had been an advertisement for the vacant position and if other candidates had applied. Ms. Taggart responded there had been other candidates who responded to the advertisement for the vacant position; however, she added, the proposed candidate was the most qualified applicant with the most experience in food preparation for health facilities. Mr. Sokol asked the date of retirement for the current employee and Ms. Taggart replied February 25, 2011.

Mr. Dusek stated the County's current approach for non-union positions was to develop a salary range. He said in many instances it was determined that the appropriate salary range was lower than the current base salary; however, he added, the County needed to be prepared for instances where the appropriate salary range might be higher than the current base salary. Mr. Dusek explained the requested salary of \$45,946 was at the higher end of the salary range for the position and a valid reason for the higher salary was a candidate with the same level of experience as the person vacating the position. He opined the requested salary seemed appropriate given the excess of 20 years of experience that the candidate possessed and the awards that had been received. Mr. Dusek stated that non-union employees who were hired at a base salary that was at the top of the salary range, should not expect significant salary increases in the near future. He added there might be some cost of living increases at some point depending on the economy and other criteria. He noted the candidate would also not be entitled to longevity based on the resolution adopted which stated newly hired non-union employees would not receive longevity increases.

For comparison purposes, Ms. Taggart announced that the base salaries for similar positions were as follows: Washington County \$43,908, Saratoga County \$44,608 and The Pines \$46,176. Mr. Thomas requested that the new employee track the cost savings realized in the Food Services Department and Ms. Taggart responded she would have the employee do so once she had acclimated to the Facility. Mr. Dusek stated the hiring of this particular candidate could be a good marketing tool for the Facility.

Returning to the discussion on the salary increase, Mr. Taylor noted that longevity would not be included whether the base salary remained at \$41,246 or was increased to \$45,946. Mr. Dusek explained the County's salary ranges were typically a \$10,000 range and candidates were offered a salary within the range based on experience and skill. He added that a candidate with 20 years of experience should be offered a salary at the higher end of the range. Mr. Champagne asked if there was a salary cap for the position. Mr. Dusek stated that of the positions evaluated to date, all of the salaries were set and would only be adjusted by experience or cost of living. He explained Warren County previously had longevity and cost of living increases built into the salary schedules which often resulted in salaries reaching a level where they were significantly higher than the public sector. He said ceasing longevity and automatic cost of living increases and the re-evaluation of positions on a yearly basis should eliminate the problem and the salaries would remain within the appropriate range.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to approve the increase of the base salary for the vacant Dietary Services Supervisor position, as outlined above and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested to fill the vacant position of Food Service Helper, base salary of \$23,706, Grade 2, Employee No. 9059, due to resignation. She noted the employee had accepted a position which was located closer to her home.

Motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to approve the request to fill the vacant position as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Taggart requested to fill the vacant position of part-time Food Service Helper, base salary of \$22,484 prorated to 24 hours per week, Employee No. 11447, due to the employee accepting an open full time position.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Taggart announced the Facility currently had two vacant CNA (Certified Nursing Assistant) positions which had been posted. In answer to a question pertaining to overtime usage, Ms. Taggart replied there were several budgetary discrepancies in the regular and overtime salaries. She advised that Betsy Henkel, Comptroller, was in the process of correcting the discrepancies.

Ms. Taggart read two letters to the Committee members which had been sent by families members of deceased residents, thanking the employees of the Facility for the care of their loved ones.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer commenced the agenda review and requested to enter into an affiliation agreement with Albany College of Pharmacy and Health Sciences to allow pharmacy students the opportunity for observation experiences in the Health Services Department commencing March 1, 2011.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to authorize the agreement with Albany College of Pharmacy and Health Sciences as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 18, 2011 Board meeting.*

Ms. Auer requested approval for Patricia Belden, Public Health Nurse (PHN), to enroll in two job-related courses at SUNY (State University of New York) Albany, starting January 19, 2011 and ending May 3, 2011. She explained that Ms. Belden was in the process of obtaining a Master's Degree in Public Health and had a scholarship which paid the full cost of her tuition. She noted the request was for 50% reimbursement for books and associated course fees which were estimated to total \$225.

Motion was made by Mr. McDevitt, seconded by Mr. Champagne and carried unanimously to approve the request to enroll in job-related courses as outlined above and to forward same to the Personnel Committee. *A copy of the Application for Approval to Enroll in Job-Related Courses by Employee is on file with the minutes.*

Ms. Auer requested authorization to fill the vacant position of Community Health Nurse (CHN), base salary of 42,818, Employee No. 11233 due to resignation. She noted that although the Department would be losing an experienced Nurse, there would be an overall savings of \$6,556. She noted the employee had vacated the position in order to accept a position which paid an additional \$20,000.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request to fill the vacant position of CHN as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Auer requested to fill the vacant position of Administrative Assistant, base salary of \$30,230 prorated to 20 hours per week and she presented a request to amend the Department's Table of Organization, as follows:

- ▶ reducing the hours of one full time CHN position from 40 hours per week to 30 hours per week and decreasing the base salary from \$42,818 to \$32,114;
- ▶ increasing the hours for one Early Intervention Service Coordinator position from 30 hours per week to 40 hours per week and increasing the base salary from \$31,736 to \$42,316; and
- ▶ reclassifying the aforementioned part-time Administrative Assistant position from 20 hours per week to 30 hours per week.

Mr. Champagne asked if the CHN position was the vacant position which had previously been approved to be filled and Ms. Auer replied in the negative noting it was a different position. Pertaining to the Administrative Assistant position, Ms. Auer explained the position had been reduced from full time to part-time during the budget process; however, she added, she did not feel confident that the duties could be performed at 20 hours per week and was requesting an increase to 30 hours per week. She advised that Mr. Dusek had requested a trial period with the position at 20 hours per week prior to increasing the hours of the position.

Motion was made by Mr. Champagne and seconded by Mr. McDevitt to approve the request to fill the vacant position and to amend the Department's Table of Organization as outlined above and to forward same to the Personnel Committee.

Mr. Taylor asked if there were funds available in the budget to increase the hours of the Administrative Assistant position and Ms. Auer responded that amending the Table of Organization as outlined would result in a savings to the budget of approximately \$2,212. Ms. Auer mentioned the Administrative Assistant position was the Department's only confidential employee position. Mr. Champagne opined that an Administrative Assistant position was ideal for job sharing with other departments. Mr. Geraghty expounded the position had been part of an extensive discussion during the budget process and it had been decided that the implementation of the Novatime time keeping system would allow the position to require reduced hours. He suggested the position remain at 20 hours a week and if it was determined to be insufficient, a solution could be decided at a later date.

Following a brief discussion on the Novatime system, Mr. Sokol called the question and the motion was carried unanimously to approve the requests to fill the vacant position of Administrative Assistant at 20 hours per week; to reduce the hours of one full time CHN position from 40 hours per week to 30 hours per week and decrease the base salary from \$42,818 to \$32,114; and to increase the hours for one Early Intervention Service Coordinator position from 30 hours per week to 40 hours per week and increasing the base salary from \$31,736 to \$42,316 and to forward same to the

Personnel Committee. *Copies of the Notice of Intent to Fill Vacant Position form and the resolution request forms are on file with the minutes.*

Ms. Auer reported the Division of Home Care had received their three year survey from three representatives of the New York State Department of Health (NYS DOH) from January 10-20, 2011. She noted the survey took slightly longer than usual due to inclement weather. She added the written report should be available within the next week. Sharon Schaldone, Assistant Director of Home Care Division, apprised the representatives had accompanied Nurses on ten home visits, had reviewed the TeleMed Program, the IV (intravenous) Program and the Divisions policies and procedures. Mr. McDevitt stated he had been impressed with the Division wound care procedures, the technology which was used and the turnaround time involved. Ms. Schaldone explained the Division now had the ability to photograph the wounds with the permission of the patient in order to track the healing process.

Tawn Driscoll, Fiscal Manager, reported that there were several outstanding revenues for 2010. She noted all payroll for 2010 had been reported and was \$180,587.78 less than 2009. She added that total payroll was \$329,358.75 under budget for 2010. She stated that 67% of the difference between 2010 salaries and 2009 salaries was attributed to CHHA (Certified Home Health Agency) and LTC (Long Term Care) Programs due to the implementation of the Encore system. She explained that the Preschool Program for July through December 2010 could not be billed until March or April of 2011 and anticipated revenues were approximately \$1.1 million. Ms. Auer apprised she was hopeful that the State would review the unfunded mandates pertaining to the Preschool and Early Intervention Programs.

Mr. Dusek commended Ms. Auer on reviewing the positions in her Department to determine a more cost effective and productive means of staffing. He explained that the CHN position which would be reduced to 30 hours per week would eventually be replaced by a non-nursing position. He said it was a good business practice to employ the least expensive personnel and noted the Sheriff's Office was undergoing a similar review.

As there was no further business to come before the Health Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Thomas, Mr. Sokol adjourned the meeting at 10:21 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist