

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: APRIL 28, 2011

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
PATRICIA NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS KENNY
LOEB
STRAINER
WOOD
KATHY BARRIE, PERSONNEL OFFICER
TODD LUNT, HUMAN RESOURCES DIRECTOR
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:31 a.m.

Motion was made by Mr. Champagne, 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.*

Ms. Taggart requested to create a non-union position of Clinical Coordinator, base salary of \$52,407 and to delete the Supervising RN#5 (Registered Nurse) position, base salary of \$50,580, Grade 21 and the RPN#4 (Registered Practical Nurse) position, part-time, prorated base salary of \$17,127; thereby amending the Department's Table of Organization. She noted there would be a total savings of \$15,300. Mr. Champagne questioned the difference in duties and Ms. Taggart responded that the Clinical Coordinator position duties were expanded from the duties of the Supervising RN#5 position.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to approve the request to create and delete positions 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 increase the salary of the Staffing In-Service/Training Coordinator, Employee No. 11897, by \$1,400 for a total base salary of \$52,408 in order to correct a payroll error. She noted the funds were available within her budget.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to increase the base salary of the Staffing In-Service/Training Coordinator as presented and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested a transfer of funds totaling \$2,111 to reflect unemployment payments to a previous employee for the first quarter of 2011 and the purchase of a paper shredder. Mr. Taylor questioned the request and Ms. Taggart explained the previous employee collected unemployment off and on between brief periods of employment. Mr. Taylor asked if the funds had been budgeted and Betsy Henkel, Comptroller for Westmount Health Facility, replied affirmatively and added the previous employee had been collecting unemployment for almost 2 years.

Motion was made by Mr. Champagne, seconded by Mr. Thomas and carried unanimously to approve the request for a transfer of funds as presented and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Taggart requested two contracts for emergency nursing coverage, as follows:

- ▶ with the MedStaff Division of the Visiting Nurse Association of Albany Home Care Corporation, for a term commencing upon execution of the contract and terminating upon 30 days written notice by either party as per the fee schedule included in the agenda packet; and
- ▶ with Nursecore Management Services, LLC d/b/a Nursecore of Albany, for a term commencing upon execution of the contract and terminating upon 30 days written notice by either party as per the fee schedule included in the agenda packet.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to authorize contracts with the MedStaff Division of the Visiting Nurse Association of Albany Home Care Corporation and Nursecore Management Services, LLC d/b/a Nursecore of Albany as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolutions were authorized for the May 20, 2011 Board meeting.*

Ms. Taggart reported there were currently 5 vacant CNA (Certified Nursing Assistant) positions; 1 vacant RN Nurse Manager position; 1 LPN (Licensed Practical Nurse) on medical leave; 1 Dietary employee on medical leave; and 1 Nursing Administration employee on medical leave. In reference to the Salary Report included in the agenda packet, she attributed the increase in overtime to coverage for three holidays, as well as the COLA (Cost of Living Allowance) salary increases for union employees. She noted the staffing levels had a direct effect on overtime usage due to the need to ensure proper coverage on all shifts. A brief discussion ensued.

Ms. Taggart announced that the New York State Department of Health (NYS DOH), Office of Long Term Care had implemented the Centers for Medicare and Medicaid Services (CMS) Quality Indicator Survey (QIS). She explained that the QIS was a computer assisted long term care survey process used by State survey agencies and CMS to determine if Medicare and Medicaid certified nursing homes met all Federal requirements. She said the QIS might be implemented by the February 2012 NYS DOH survey for Westmount Health Facility as the survey team was in the process of being trained on the new process. She apprised the survey team would need to visit the Facility for at least four days to complete the survey. She advised they anticipated an increase in the number of citations issued during the surveys based on the new process. She stated that although it was

uncertain that the QIS would be implemented by February 2012, the Westmount Health Facility staff was being trained on the new process.

Discussion ensued.

Ms. Taggart announced that May 8-14, 2011 was National Nursing Home Week for which the Facility had planned special entertainment and functions for the residents. She said staff members had formed a Nursing Home Week Committee in order to plan the event. She stated that items had been purchased for staff appreciation, such as travel coffee mugs and yearly service pins.

Ms. Taggart read a letter from a family member of a deceased resident thanking the staff of Westmount Health Facility for the care of their loved one and a letter from the previous temporary Social Worker detailing what a pleasure it had been to work at Westmount Health Facility.

Mr. Sokol announced a brief executive session was required in order to discuss current litigation and matters leading to the possible discipline of a particular employee.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously that executive session be declared pursuant to Section 105 (d) and (f) of the Public Officers Law.

Executive session was declared from 10:01 a.m. to 10:30 a.m.

The Committee reconvened.

Pursuant to the executive session, motion was made by Mr. Taylor, seconded by Mr. Champagne and carried unanimously to accept a settlement of \$16,500 towards the balance due for Westmount Health Facility resident, Betty White. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 20, 2011 Board meeting.*

This concluded the Westmount Health Facility portion of the Committee meeting, the representatives from Westmount exited the meeting and the representatives from the Health Services Department entered the meeting at 10:31 a.m.

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 requested to ratify the actions of the Chairman of the Board in executing amendments to the CDPHP (Capital District Physicians Health Plan) Ancillary Provider Agreement and the Unified Ancillary Provider Agreement in order to expedite the receipt of higher and new reimbursements for services and authorizing the Chairman of the Board to execute any further amendments which increased rates for service. She explained that the insurance plans were continually adding various combinations of provider agreements, the majority of which were increases in reimbursement; therefore, she stated it was beneficial to execute those contracts as soon as possible.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the request as presented above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 20, 2011 Board meeting.*

Ms. Auer requested to extend the current agreement with Kinney Management Systems, LLC to continue to obtain the limited license to utilize the K-checks Software and website for a term commencing September 1, 2011 and terminating August 31, 2012 for a lump sum amount of \$650.00 to be paid upon execution of the contract. She explained that it was a requirement of the Corporate Compliance Program that the Department be able to provide proof that they checked the vendors on a monthly basis to assure there are no issues with Medicaid fraud and abuse. She further explained the Department was required to demonstrate that there was a system in place to complete these routine checks when they were audited by OMIG (Office of the Medicaid Inspector General). She noted there was an increase in the cost of the agreement of \$110.00 compared to last year.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to renew the current agreement with Kinney Management Systems, LLC as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 20, 2011 Board meeting.*

Ms. Auer noted there were no pending items this month and pointed out that a report on Monthly Emergency Preparedness Activities was included in the agenda packet. She advised that most health care agencies were adopting a Corporate Compliance Policy and were requesting letters of acknowledgment as proof that the policies were received by the Department. She queried the Committee to determine if they felt it was necessary to pass a resolution each time a letter of acknowledgment was requested. It was the consensus of the Committee to authorize Ms. Auer to sign letters of acknowledgment for Corporate Compliance Policies as necessary.

Pertaining to the Report on Revenue and Expenditures for 2011 as of April 25, 2011, Tawn Driscoll, Fiscal Manager of the Health Services Department, reported the expenditures had been reduced by approximately \$25,000 compared to 2010. She noted that \$108,788.10 had been accrued for 2011 revenues from the Preschool Program. She said an email had been received from the State advising that the Department could begin billing Medicaid for the Preschool Program. She commented that 2011 year-to-date salaries reflected a decrease of \$23,905.86 compared to 2010 salaries for the same time period and she pointed out the largest savings were in overtime salaries. Mr. Geraghty inquired as to the percentage of 2010 revenues collected and Ms. Driscoll replied she did not have the information with her but she would look it up for him. A brief discussion ensued pertaining to 2010 revenues and expenditures.

Ms. Driscoll requested to amend the 2011 County budget to increase estimated revenues and appropriations in the amount of \$13,528 to reflect the receipt of Office of Homeland Security Grant funding.

Motion was made by Mr. Taylor, seconded by Mr. Champagne and carried unanimously to amend the 2011 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 said a quarterly report on Free and Reduced Care was included in the agenda packet. At the request of Paul Dusek, County Attorney/Administrator, she stated, a report on the projected impact to the Department from the State budget reductions was prepared and a copy was included in the agenda packet. Mr. Dusek explained he had requested the information from every Department and he would compile a report to present to the Finance Committee. Ms. Auer mentioned the largest impact was that there was no relief for the unfunded mandates. Mr. Champagne pointed out the 5%

reduction to Early Intervention (EI) for a period of one year and he asked if it was anticipated to be reinstated to the original amount after that time period and Ms. Auer responded they were hopeful it would be reinstated but it was unknown at this time. Ms. Driscoll noted 43% to 45% of the children in the EI Program were Medicaid eligible.

Ms. Driscoll requested a transfer of funds totaling \$10,317 to reflect the purchase of equipment for the Bioterrorism Program utilizing funds from the Office of Homeland Security Grant.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. Dusek stated a brief executive session would be necessary to discuss the employment history of two particular employees.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 10:47 a.m. to 11:13 a.m.

The Committee reconvened and Mr. Sokol noted that no action was necessary pursuant to the executive session.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Thomas and seconded by Mr. McDevitt, Mr. Sokol adjourned the meeting at 11:14 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist