

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JULY 22, 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  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR, HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION  
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR  
TAWN DRISCOLL, FISCAL MANAGER  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR STRAINER  
SUPERVISOR WOOD  
MICHAEL MCCARTHY, MCCARTHY & CONLON, LLP  
ROB LYNCH, DEPUTY TREASURER/FISCAL ASSISTANT TO THE COUNTY  
ADMINISTRATOR  
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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

Commencing the agenda review, Ms. Taggart introduced Michael McCarthy of McCarthy & Conlon, LLP and said the first item on the agenda was a review of the 2010 Financial Report for Westmount Health Facility to be presented by Mr. McCarthy.

Mr. McCarthy distributed copies of the Westmount Health Facility Financial Report, dated December 31, 2010, as well as a Management Letter to the Committee members and proceeded to review the documents in detail; *copies of the Financial Report and the Management Letter are on file with the minutes.*

Mr. McCarthy pointed out that a \$1.5 million check had been received this week from Medicaid as repayment of funds dating back to April 2009. He added the Financial Report had accounted for a receivable from Medicaid totaling \$580,926. He pointed out that the amount of loss from operations reported on page 3 was \$3,228,426; however, he continued, if the amount of the check recently received had been known at the time of the Financial Report, the amount of loss from operations would have been reduced by approximately \$1 million. He noted that the loss from operations also reflected an increase in the amount accrued for retiree health benefits as required by GASB

(Governmental Accounting Standards Board) 45 due to Westmount Health Facility's status as an Enterprise Fund. He stated that the Intergovernmental Transfers (IGT) funds were not "booked" as a receivable although they were payable to Westmount Health Facility for 2009 and 2010. Now that New York State had finalized the rates, retroactive from April 1, 2009 to present, he said the amount of money available for distribution would be determined. He added the amount of IGT funds was anticipated to be slightly higher than the amount distributed in 2008 and it was anticipated that the funds would be distributed in the fall. Mr. Sokol asked if the anticipated amount of IGT funds was approximately \$1.6 million and Mr. McCarthy replied affirmatively. Mr. Geraghty questioned the amount that Westmount Health Facility was required to accrue for the retiree health benefits under GASB 45 and Mr. McCarthy responded the amount had been approximately \$800,000 for 2010 and he explained the amount was based on an actuary calculation. Mr. Geraghty pointed out that NYSAC (New York State Association of Counties) had informed that IGT funds were anticipated to be distributed in July. Mr. McCarthy responded that the goal had been to distribute in July; however, he continued, there were some Federal issues which would need to be resolved prior to distribution. Rob Lynch, Deputy Treasurer/Fiscal Assistant to the County Administrator, asked if the amount Westmount Health Facility would receive was anticipated to be approximately \$3.6 million and Mr. McCarthy replied affirmatively saying that \$1.8 million was anticipated for both 2010 and 2011.

Discussion ensued pertaining to the Financial Report.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to accept the Financial Report from McCarthy & Conlon, LLP, dated December 31, 2010.

Continuing with the agenda review, Ms. Taggart requested to fill the vacant position of Building Maintenance Mechanic, base salary of \$34,564, Employee No. 562, due to retirement. She noted this was a Union position, mandated and reimbursable at 57% from the State. She added there would be a savings to the budget of approximately \$8,500.

Motion was made by Mr. Taylor, 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 requested to fill the vacant position of Clerk Part-Time, prorated base salary of \$11,449, Employee No. 11473, due to resignation. She noted this was a Union position, mandated and reimbursable at 57% from the State. Mr. Champagne questioned the job duties of the position and Ms. Taggart responded the duties were mostly clerical but included the ordering and distribution of medical supplies. Mr. Champagne asked the hours per week for the position and Ms. Taggart replied 20 hours. Mr. Taylor noted that the Notice of Intent to Fill Vacant Position form asked if the position was mandated but not if the number of people in that particular position was mandated. He said although a Clerk position was mandated for the Facility, it was not mandated to have one and a half Clerk positions. Ms. Taggart responded that there were typically two Clerks employed at nursing homes to cover the necessary shifts.

Following a brief discussion, motion was made by Mr. McDevitt, seconded by Mr. Thomas 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 create a new position of LPN #4 (Licensed Practical Nurse), full time, base salary of \$32,516 plus 10% shift differential. She said she had met with the County Administrator

who had approved the creation of this position. She noted the Facility had recently deleted a Registered Nurse (RN) position and a part-time RN position and there was an existing balance of \$15,299 which could be utilized towards the salary of this position.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request to create a new 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 amend the 2011 County budget to increase estimated revenues and appropriations in the amount of \$146,691 to reflect the receipt of unbudgeted Medicaid funds due to 2008-2011 rate changes.

Motion was made by Mr. Champagne, seconded by Mr. Taylor 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. Taggart requested a transfer of funds between various codes in an amount totaling \$71,102 to reflect mileage reimbursements for the Admissions Coordinator, unemployment insurance payments for a previous employee and overtime usage due to vacant positions. She explained there were no County fleet vehicles available making it necessary for the Admissions Coordinator to use her personal vehicle and submit claims for mileage reimbursement. Ms. Taggart noted that the cost of purchasing a new vehicle would be included in her 2012 budget request. Mr. Geraghty questioned the unavailability of a County fleet vehicle and requested JoAnn McKinstry, Assistant to the County Administrator, look into finding an available vehicle for this purpose.

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

Ms. Taggart reported the Facility had two LPN's, one Dietary employee and one CNA (Certified Nursing Assistant) out on medical leave. She added there were eight vacant CNA positions and one vacant RN position. Mr. Champagne questioned the excessive number of vacant CNA positions and Ms. Taggart replied it was a constant struggle to fill the vacant positions. She noted they received many applications but it was vital to select the best possible candidates as opposed to hiring someone who did not meet the needs of the Facility. Mr. Geraghty asked if the difficulty in finding appropriate CNA candidates was due to the level of salary and Ms. Taggart replied affirmatively. Mrs. McKinstry stated she was in the process of completing a salary study which included CNA positions in similar area nursing homes.

Pertaining to the overtime report, Ms. Taggart said the previous request to transfer funds had included transfers from regular salaries to overtime salaries in order to cover the cost of overtime usage. She noted that overall the Facility remained under budget for salaries.

Ms. Taggart requested authorization for Betsy Henkel, Comptroller for Westmount Health Facility, to attend the NYAHS (New York Association of Homes & Services for the Aging) Financial Managers Annual Conference in Saratoga, New York on September 12-15, 2011, using a County vehicle, at a cost of \$660 for registration fees and meals.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to authorize attendance at the Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Taggart reminded the Committee that the contract with Glens Falls Hospital to provide rehabilitation and therapy services had been tabled at the previous meeting due to a 10% increase in cost. She said she had re-negotiated with Glens Falls Hospital who had reduced the increase to 5% for speech therapy and 6% for physical and occupational therapy. She stated she was in the process of interviewing two other rehab companies and should have a final recommendation by the end of the week.

Ms. Taggart reported the Facility was in the process of updating the procedure manuals and they were currently reviewing the MSDS (Material Safety Data Sheets) Manuals. She said all of the Department manuals had been updated. She stated the Employee Safety Committee had recently visited the Facility to complete safety audits. She said that Brian LaFlure, Director of the Office of Emergency Services (OES)/Fire Coordinator and Amy Drexel, Assistant Director of OES, had attended the Facility's Safety Committee meeting to assist in updating the Disaster Evacuation Manual. She added that Mr. LaFlure had talked about Project Lifesaver which assisted in locating people with Autism or Alzheimer's who had wandered from their homes.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the Committee meeting commenced at 10:32 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 noted there was addendum item to the agenda and she requested to amend the current contractual agreement with Fidelis Care New York to include the provision of Personal Care Services.

Motion was made by Mr. Champagne, seconded by Mr. McDevitt and carried unanimously to amend the current contract with Fidelis Care New York as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 19, 2011 Board meeting.*

Commencing with the agenda review, Ms. Auer requested authorization for Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, to attend the Home Care Association of New York State's Senior and Financial Managers Retreat in New Paltz, New York on September 13-14, 2011. She advised the cost of the conference was \$389.00 including meals and Ms. DeLorenzo would utilize her personal vehicle and would not request mileage reimbursement; however, she pointed out, Ms. DeLorenzo would be reimbursed for Thruway tolls upon submission of a receipt.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to authorize attendance at the Retreat as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested authorization for a contractual agreement with Mary Jane Huntley to provide Physical Therapy services for a term commencing August 22, 2011 and terminating upon thirty days written notice by either party at the agreed upon established per individual visit or meeting rate upon receipt of the required documentation for each visit.

Motion was made by Mr. Thomas, seconded by Mr. Champagne and carried unanimously to authorize the contract as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 19, 2011 Board meeting.*

Ms. Auer requested to award the contract for transportation for the Preschool and Early Intervention Programs to Stanski Transportation Corporation, the lowest responsible bidder, for a term commencing September 1, 2011 and terminating August 31, 2012 with the option to renew for two additional one year terms, at a rate of \$42.50 per child per day and \$120.00 per child per day for those requiring a vehicle with a wheelchair lift. She noted the Department had utilized the services of Stanski Transportation Corporation for the last three years and had been pleased.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to authorize the contract with Stanski Transportation Corporation as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 19, 2011 Board meeting.*

Ms. Auer requested acceptance of the 2010 Annual Report for Warren County Health Services which was distributed to the Committee members at the previous meeting. She noted that once the Annual Report was accepted by the Board it would be uploaded to the County website.

Motion was made by Mr. Taylor, seconded by Mr. Champagne and carried unanimously to accept the 2010 Annual Report for Warren County Health Services as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 19, 2011 Board meeting.*

Ms. Auer announced that the WIC (Women, Infants and Children) Clinic held in Warrensburg had been relocated to Cornell Cooperative Extension (CCE) in the Town of Warrensburg. She noted this would give WIC recipients an opportunity to become aware of the programs offered at CCE. She added there was no fee to the County associated with the relocation as CCE had waived the fee for rental of the space. Ms. Auer stated a report on monthly Emergency Response and Preparedness Activities was included in the agenda packet.

Tawn Driscoll, Fiscal Manager for the Health Services Department, reviewed the report on Revenues and Expenditures for 2011 as of July 19, 2011 for the Committee members. She pointed out that \$706,468 had been accrued for the 2010-2011 school year from the second AVL (Automated Voucher Listing) for the Preschool Program. She noted that approximately 85% of the billing for Preschool had been sent to the State and claimed. Pertaining to salaries, Ms. Driscoll pointed out that the year to date savings was \$40,301.50 compared to the same time period in 2010. A brief discussion ensued.

Ms. Auer said a report on Free and Reduced Care was included in the agenda packet and reflected a decrease of \$1,400 for the same time period in 2010. She added that a report on the Rabies Program for April through June 2011 was also included in the agenda packet.

As there was no further business to come before the Health Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Taylor, Mr. Sokol adjourned the meeting at 10:48 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist