

**Warren County Health Services
Special Health Services Committee Meeting
August 10, 2011
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Resolution:

To ratify the action of the Chairman of the Warren County Board of Supervisors in signing the contract renewal for the WIC Program in the amount of \$501,934 for the Contract Year October 1, 2011 – September 30, 2012.

Rationale:

As you are aware the operation of the WIC Program is 100% grant funded. We did not receive the renewal package until the evening following our last Health Services Committee Meeting, so were unable to request the resolution at the meeting. The contract budget and signature by the Chairman are due back to New York State Department of Health by August 15, 2011. Because we depend on the funding for the program, we need to make sure we are in compliance with all requests. Last year the amount received was \$534,730. The amount is calculated based on number of program participants, and even though the amount is less, it is still sufficient to support the program budget.

Request Referral to Personnel Committee:

For authorization to back fill the WIC Coordinator position. The vacancy will occur on August 31, 2011 due to a resignation for retirement and moving out of state.

Rationale:

The position is a non bargaining unit employee, and vital to the successful operation of our WIC Program. It is important that the position be filled as soon as possible. Our current coordinator's salary is \$43,606. She has been in the position since August 1, 2009. Since the job is a competitive Civil Service appointment, the new employee would be hired on a provisional basis and would need to pass the test in the top three when it is given.

A state representative in our Regional Office provided me with the following salary information for surrounding counties whose programs are county sponsored: All coordinators are in competitive Civil Service positions, with base salaries as follows:
Washington County: \$47,356

Essex County: \$44,409

Clinton County: \$44,199

I would recommend the base salary be continued at the same rate \$43,606 as the present coordinator.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services To be determined -

Title of Position WIC Coordinator Base salary

Budget code and title A4013-110 WIC Full Time Regular Salaries

This position is vacated due to: Retirement Resignation Termination Promotion
 Other

Employee No. 10861

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 100 % State % Other %

Impact to Budget: Zero

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 8-10-11

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 8-10-11

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Resolution

DEPARTMENT NAME: Health Services

DATE: July 25, 2011

- (a) Purpose of Contract Change: To ratify the actions of the Chairman of the Warren County Board of Supervisors in signing contract renewal for WIC Program for contract year in the amount of (\$501,934) for contract year October 1, 2011 through September 30, 2012.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 467/2010 Please see attached
- (c) Name of Contractor: New York State Department of Health, Division of Nutrition BSFP/RPOU
- (d) Address of Contractor: Riverview Center, 180 Broadway, Floor 6 West, Albany, NY 12204-2719
- (e) Contractor's Contact Person and Telephone Number: Bill Wojcieki - Regional Representative, 518-408-5278
- (f) Commencement Date of Amendment: October 1, 2011
- (g) Termination Date of Extension: September 30, 2012
- (h) Payment Provisions: Monthly voucher submissions, per contract agreement
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) 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:
WIC A4013 - Various Codes
WIC A4013 - 4403 - Federal Revenue

Warren County Board of Supervisors

RESOLUTION No. 467 OF 2010

Resolution introduced by Supervisors Sokol, Thomas, Champagne, Taylor, Pitkin, Loeb and McDevitt

AUTHORIZING AGREEMENT CONTINUING CONTRACTUAL RELATIONSHIP WITH NEW YORK STATE DEPARTMENT OF HEALTH FOR SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR THE WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM - HEALTH SERVICES DEPARTMENT

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution Nos. 664 of 2009 and 197 of 2010) with the New York State Department of Health, Bureau of Supplemental Foods Division of Nutrition, Riverview Center, 180 Broadway, Albany, New York 12204-2719, for participation in the Special Supplemental Food Program for the WIC Program within Warren County, for the second year of a five year contract cycle in an amount not to exceed Five Hundred ~~Thirty Four~~ ^{One} Thousand ~~Seven~~ ^{nine} Hundred ~~Thirty~~ ^{thirty four} Dollars (~~\$534,730~~ ^(\$501,934)), for a term commencing October 1, ~~2010~~ ²⁰¹¹ and terminating September 30, ~~2011~~ ²⁰¹², and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documents necessary to accept any Cost of Living Adjustment (COLA) payments that the County may receive and/or any other monies made available to the County under the term of the grant in a form approved by the County Attorney.

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

July 25, 2011

Daniel Stec
Chairman, Board of Supervisors
Warren County Health Services
Warren County Municipal Center Building 11
1340 State Route 9
Lake George, NY 12845

RE: LA # 201 - Warren County Health Services

Dear Mr. Stec:

Enclosed is your agency's federal fiscal year (FFY) 2012 WIC contract renewal package and guidance documents for the submission of items needed for the October 1, 2011 – September 30, 2012 contract renewal period. The following documents are enclosed:

- Attachment A: Approved Site Listing
- Attachment B: FFY12 Contract Guidance
- Attachment C: Budget Guidance
- Attachment D: WIC Site Information Form
- Attachment E: Agency Contact Form
- Attachment F: Electronic Submission Instructions
- Attachment G: WICSIS Hardware Replacement Cost
- Attachment H: Cash Forecast Form and Instructions
- Attachment I: Contract Document Submission Checklist
- Attachment J: FFY12 Budget Worksheets

Your agency's budget for the October 1, 2011 – September 30, 2012 renewal period is **\$501,934**, with an assigned FFY 2012 caseload target of **1,685**. Please see *Attachment B "FFY 2012 Contract Guidance"* for a summary of actions required on your part to begin the renewal process. **Your contract renewal package is due no later than August 15, 2011.**

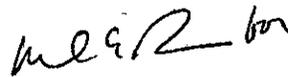
This funding represents 95% of the estimated costs needed to provide WIC services at your assigned caseload. The SFY 2011-12 Cost of Living Adjustment (COLA) will be made available to WIC agencies in the first 6 months of FFY 2012 and should be utilized to fill the 5% gap in base level funding and to address any increases in operating costs in FFY12. The Department estimates the SFY 2011-12 COLA to be approximately 8% of the value of your FFY 2011 WIC Contract.

To expedite processing of this contract renewal, WIC budget worksheets for FFY 2012 have been pre-populated to assist the completion of the budget process. Please see *Attachment C* for additional information on this budget.

If your agency is requesting a FFY 2012 cash advance, please complete the enclosed standard voucher and "Cash Forecast Form" (Attachment H) and return them with the signed, notarized Appendix X contract pages. As soon as the contract is executed, cash advances will be released.

If you have technical questions relating to the submission of the forms, please contact the Resource Planning and Operations Unit at (518) 402-7099 (do not contact the WIC Help Desk). Questions pertaining to budgets, program services, completion of the enclosed forms, etc. should be directed to the regional office representative - regional office contact information is included in Attachment A.

Sincerely,



Roberta C. Hayward, Director
New York State WIC Program
Bureau of Supplemental Food Programs

Enclosures

cc: Regional Office Representative
Kathy Harriss, WIC Coordinator
Tawn Driscoll, Fiscal Manager
Michael Rimkunas