

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **WESTMOUNT HEALTH FACILITY & COUNTRYSIDE ADULT HOME**

DATE: **March 23, 2007**

**Committee Members Present:**

Supervisors Haskell  
Tessier  
Champagne  
Mason  
Sokol

**Committee Members Absent:**

Supervisors O'Connor  
Geraghty

**Others Present:**

Representing Westmount Health Facility:  
Barbara Clements, Administrator  
Hal Payne, Administrator  
Betsy Henkel, Comptroller  
Representing Countyside Adult Home:  
Brenda Hayes, Director  
Supervisor Sheehan  
Supervisor Kenny  
Joan Sady, Clerk of the Board  
Todd Lunt, Human Resources Director  
Charlene DiResta, Legislative Office Specialist

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Mr. Haskell called the meeting to order at 9:32 a.m.

Motion was made by Mr. Mason, seconded by Mr. Champagne, and carried unanimously to approve the minutes of the February 23, 2007 committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Brenda Hayes, Director of Countyside Adult Home, who distributed copies of the agenda packet to members of the committee; *a copy of which is on file with the minutes.*

Starting with the first item on the Countyside Adult Home agenda, Ms. Hayes requested permission from the Committee to attend the Skill Path Seminar in Albany on March 30, 2007. Ms. Hayes noted that she was required to earn 60 credits per two-year period and the seminar on March 30, 2007 would provide her with 5 of the necessary credits. The seminar, she added was on "How to Write Effective Policies and Procedures" and would be of benefit to her, as well as the facility. She advised the Committee that the cost of the seminar was \$249 and that the funds were available within the budget.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to grant permission for Ms. Hayes to attend the Skill Path Seminar "How to Write Effective Policies and Procedures" at the Clarion Hotel in Albany on March 30, 2007, at a cost of \$249. *A copy of Authorization to Attend Meeting or Convention is on file with the minutes and the necessary resolution was authorized for the next Board Meeting.*

Ms. Hayes next discussed the third item on the agenda, a request to fill a vacant position of full-time Leisure Time Activities Director. Ms. Hayes stated that the employee had been in the position for some time on a provisional basis and had been waiting to take the civil service test in order to become permanent. Ms. Sady stated that she did not think that any action was needed, since the individual was already working under that title, but said that she would check to be certain. *[Note:*

*Subsequent to the meeting, it was determined that no additional action was required on this request.]*

Returning to the second item on the agenda, Ms. Hayes informed the Committee of an emergency which arose at the Countryside Adult Home. She reported that a heat pump which heats the glycol through the building broke, spilling the glycol all over the floor. B & L Control Service, Inc. was called to replace the pump and the glycol, she said. Ms. Hayes informed the Committee that the funds were available in the budget under Building Maintenance, to pay the invoice of \$1,810.50 from B & L Control Service, Inc. She stated that Countryside Adult Home did not have a contract with B & L, but that Westmount Health Facility does.

Mr. Payne noted that B & L Control Service, Inc. services the Municipal Center, The Airport, Westmount Health Facility, and Countryside Adult Home. He suggested that one contract be executed with B & L that included all four sites, as opposed to separate contracts for each site. Mr. Haskell noted that the contracts had just been renewed. Mr. Payne suggested that discussions with B & L begin in December for a January renewal. Mr. Mason asked if the present contract with B & L could be renegotiated and Mr. Haskell said that the County Attorney should be able to check into the possibility.

In answer to a question from Mr. Champagne, Ms. Hayes stated that there were nine heat pumps in all and that she had concerns that there would be future problems. She informed the Committee that Countryside Adult Home was without heat for half of the day due to the broken pump. She stated that the cost of the pump was \$825 and that B & L suggested that Countryside purchase an extra pump to have on hand. Mr. Haskell agreed that there should be a spare pump on hand at the facility.

Proceeding with item number four on the Agenda, Ms. Hayes informed the Committee that Countryside had been doing all of their laundry at Westmount Health Facility, making Countryside's commercial washer and dryer unnecessary. She added that the original cost of the washer and dryer had been approximately \$4,000. The washer and dryer were put on Ebay with a minimum bid requirement of \$1,000, she said. As of last Tuesday, she added, the minimum bid had been met and she was awaiting an update from the Purchasing Department.

Proceeding with the Westmount Health Facility agenda, Mr. Haskell introduced Ms. Clements to the Committee.

Starting with the first item on the Westmount Health Facility agenda, Ms. Clements requested to amend the County Budget to increase revenue and appropriations in the amount of \$350 from the HCRA (Health Care Reform Act) grant funds to the advertising account to pay for advertising to fill the vacant physical therapist position at Westmount. She added that an applicant was coming in the afternoon for an interview.

Motion was made by Mr. Tessier, seconded by Mr. Mason and carried unanimously to approve the request to amend the County Budget to increase revenue and appropriations in the amount of \$350 from the HCRA grant funds to the advertising account to pay for advertising to fill the vacant physical therapist position at Westmount. *The request was forwarded to the Finance Committee and a copy of Request to Amend County Budget is on file with the minutes.*

Continuing with the second item on the agenda, Ms. Clements requested to amend the County Budget to increase revenue and appropriations the amount of \$144 from the HCRA grant funds to the advertising account to pay for one month of unlimited job postings on AdirondackHelpWanted.com to advertise to fill vacant positions at Westmount.

Motion was made by Mr. Champagne, seconded by Mr. Sokol and carried unanimously to approve the request to amend County Budget to increase revenue and appropriations in the amount of \$144 from the HCRA grant funds to the advertising account to pay for online advertising to fill vacant positions at Westmount. *The request was forwarded to the Finance Committee and a copy of Request to Amend County Budget is on file with the minutes.*

Ms. Clements announced that Westmount's Activities Director had passed her Civil Service Exam for the position and that her status would be changed from provisional to permanent.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to approve the request to change the status of the activities director from provisional to permanent and forward same to the Personnel Committee. *[Subsequent to the meeting it was discovered that due to the fact that the position of Activities Director for Westmount Health Facility was already budgeted and in their table of organization, that no further action was needed.]*

Ms. Clements requested that the full-time position for Activities Aide be reclassified to two part-time positions. When asked if the money was in the budget for this request, Ms. Henkel stated that the full-time Activities Aide has a base salary of \$22,593, which would not fully cover the cost of two part-time Activities Aides that have a base salary of \$13,556 each. Mr. Payne explained that the one full-time position only covered shifts for five days a week, while the two part-time positions would cover shift for seven days a week. In addition, he stated, because the positions were part-time, the facility would not incur the expense of benefits for those employees. Ms. Sady asked if Westmount would be deleting the full-time position, and Mr. Payne affirmed. Mr. Payne stated that due to the vacant positions within the facility, they would be able to cover the difference in salary between the two part-time positions and the one full-time position.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to approve the request to reclassify the full-time Activities Aide position, base salary of \$22,593 into two part-time Activities Aide positions, base salary of \$13,556 each. *The request was referred to the Personnel Committee and a copy of the Resolution Request is on file with the minutes.*

Moving on to the third item on the agenda, Ms. Clements noted that there were three vacant Registered Nurse positions that cover three different shifts. She added that these positions were being advertised online on AdirondackHelpWanted.com with funding from HCRA grant funds. Mr. Haskell suggested that they advertise aggressively to fill these positions.

Continuing with the fourth item on the agenda, Ms. Clements presented a request to attend the NYAHS (New York Association of Homes & Services for the Aging) Spring Training Institute and Exhibition Conference at the Saratoga Hotel on May 22-24, 2007. When asked what the cost was for the conference, Ms. Clements stated that it was approximately \$400, but that she had not received the exact cost at this time. Mr. Champagne reminded the Committee that travel expenses had been removed from the 2007 Budget. Ms. Clements noted that she would be using her own vehicle. Mr. Haskell asked if the money was in the budget for this conference. Ms. Henkel stated

that the cost of the conference had not been budgeted, but that she would be able to transfer the funds from another account. Ms. Henkel added that Ms. Clements would need to attend the conference in order to maintain her certification.

Motion was made by Mr. Champagne, seconded by Mr. Mason and carried unanimously to grant permission for Ms. Clements to attend the NYAHS A Spring Institute & Exhibition Conference at the Saratoga Hotel in Saratoga on May 22-24, 2007, at an approximate cost of \$400. *A copy of Authorization to Attend Meeting or Convention is on file with the minutes and the necessary resolution was authorized for the next Board Meeting.*

Concluding the agenda with item five, Ms. Clements reported on the amount of overtime for the staff of Westmount Health Facility. She said that the excess in overtime was due to covering shifts on the holidays. On holidays, she added, the staff is paid 2 ½ times their regular hourly salary.

General discussion ensued.

Mr. Champagne asked Ms. Clements how her first week was going. She stated that she was very pleased to be at Westmount Health Facility.

Mr. Payne announced that the new Westmount Health Facility bus had been delivered and was parked in front of the Municipal Center if anyone wanted to see it.

There being no further business before the Committee, on a motion by Mr. Tessier and seconded by Mr. Champagne, Mr. Haskell adjourned the meeting at 9:55 a.m.

Respectfully submitted,

Charlene DiResta  
Legislative Office Specialist