

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: WESTMOUNT HEALTH FACILITY & COUNTRYSIDE ADULT HOME

DATE: OCTOBER 26, 2007

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TESSIER
O'CONNOR
MASON
GERAGHTY
SOKOL

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:
BARBARA TAGGART, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
ROSEMARY DUERS, DIRECTOR OF NURSES
PATTI FIORE, ASSISTANT DIRECTOR OF NURSES
PAUL DUSEK, COUNTY ATTORNEY

COMMITTEE MEMBERS ABSENT:

SUPERVISORS HASKELL
CHAMPAGNE

HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND
FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR F. THOMAS
FRANK O'KEEFE, COUNTY TREASURER
ROB LYNCH, DEPUTY COUNTY TREASURER
RICK MURPHY, DEPUTY COMMISSIONER OF FISCAL
SERVICES
BRIAN MARTZ, PERFORMANCE ASSURANCE ENGINEER,
SIEMENS BUILDING TECHNOLOGIES, INC.
CHARLENE DIRESTA, LEGISLATIVE OFFICE SPECIALIST

In the absence of the Committee Chairman, Mr. Tessier, Vice Chairman called the meeting of the Westmount Health Facility & Countryside Adult Home Committee to order at 9:32 a.m.

Motion was made by Mr. O'Connor, seconded by Mr. Mason and carried unanimously to approve the minutes of the September 28, 2007 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 stated that she was awaiting the arrival of a representative from Siemens Building Technologies, Inc. to discuss Item No. 1 on the Agenda and she added, that she would proceed with Item No. 2. She said that she was requesting to establish a Capital Project for a Nurse CareTracker System with supporting hardware, software and related services. She added that the system was an involved documentation project that she was hoping to acquire after January 1,

2008. Rosemary Duers, Director of Nurses at Westmount Health Facility, apprised that the CareTracker System was a documentation system and directed the Committee members attention to the handout, a copy of which is on file with the minutes. She added that the current documentation system was a paper form which left much room for error. She said that each nurse would have their own password to enter the system. She stated that the CareTracker System was user-friendly and would provide the nurses with information on each patient that was necessary. Patti Fiore, Assistant Director of Nurses at Westmount Health Facility, noted that the System would allow for a more accurate documentation of each patient's care.

Mr. O'Connor questioned if there would be one computer for each patient. Ms. Duers responded that there would be four computer kiosks, one in each wing of the facility and she added that the information could be pulled up on any of the Facility's computers. Mr. Mason asked if all the patients would be entered into the System and Ms. Duers replied affirmatively. Mr. Geraghty questioned if the System would be capable of printing out reports of the information and Ms. Duers replied affirmatively and added that the Nurses would be able to print an end-of-shift report, as well. Mr. Sokol asked if the technology was new and Ms. Duers replied that it was a fairly new system. Mr. Sokol asked if the System would require regular updates and Ms. Taggart responded that it would need to be updated every two to three years.

Hal Payne, Commissioner of Administrative and Fiscal Services, apprised the cost of the CareTracker System had been included in the 2007 Budget and that the System had just become compatible with the software currently in use at Westmount Health Facility. He said that the funds to establish the project were in the department's budget and implementation would begin after January 1, 2008. Mr. O'Connor questioned if the System had been developed by health care professionals or the State of New York and Ms. Taggart replied that it had been developed by health care professionals.

Mr. Mason questioned if this System could tie in with the point of care system for Health Services and Mr. Payne responded that this was a system for in-house use only. Frank O'Keefe, County Treasurer, apprised that the Tobacco Securitization Board had approved advancing \$60,000 in tobacco funds to the General Fund. He added that there would be more residual funds in the future and the funds could be used for any health service.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously to authorize the establishment of a Capital Project for the purchase

of a Nurse CareTracker System with supporting hardware, software and related services and to forward same to the Finance Committee. *A copy of the resolution request is on file with the minutes.*

Ms. Duers and Ms. Fiore exited the meeting at 9:44 a.m.

Ms. Taggart apprised that Item No. 3 on the Agenda was a request for a transfer of funds in the amount of \$7,200 from the Contingent Fund Code (A.1990 439) to various Salaries Codes to cover the cost of sick leave incentives for employees. Betsy Henkel, Comptroller at Westmount Health Facility, stated that there had been an oversight in the 2007 Budget and sick leave incentives had not been budgeted for Westmount Health Facility.

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

Ms. Taggart stated that Item No. 4 on the Agenda pertained to requests for three separate transfers of funds. She added that the first two transfers were for the amounts of \$31,500 and \$1,000 and were necessary to balance the budget for the end of the year. She said that the third transfer of funds was for \$12,957 and was needed to cover the cost of purchasing a photocopier, two folding tables, a push lawn mower and a garbage pail with a lid. Ms. Henkel stated that they would also need one more transfer of funds to balance the budget for the end of the year; however, she added, that she did not have the figures yet. Joan Sady, Clerk of the Board, said that if the figures were available before the November 7, 2007 Finance Committee meeting, it could be included. Ms. Henkel said that she would try to have the final figures by that date.

Motion was made by Mr. Geraghty, seconded by Mr. Mason and carried unanimously to approve the requests for the transfers of funds as outlined above, as well as the additional transfer that Ms. Henkel referred to, and to forward same to the Finance Committee. *Copies of the Requests for Transfer of Funds are on file with the minutes.*

Ms. Taggart apprised that Item No. 5 on the Agenda was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$323 to reflect the receipt of HCRA (Health Care Reform Act) Recruitment and Retention Grant funds, to be used for advertising to fill the vacant Physical Therapy Assistant position.

Motion was made by Mr. Sokol, seconded by Mr. Geraghty and carried unanimously to approve the request to amend the 2007 County budget as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart said Item No. 6 on the Agenda was a request to extend the existing contract with McCarthy & Conlon, LLP for auditing services, commencing January 1, 2008 and terminating December 31, 2008. Mr. Gabriels asked if Westmount was happy with the services provided by McCarthy & Conlon, LLP and Ms. Taggart replied affirmatively.

Motion was made by Mr. Geraghty, seconded by Mr. Sokol and carried unanimously to authorize an extension of the existing contract with McCarthy & Conlon, LLP for auditing services, commencing January 1, 2008 and terminating December 31, 2008. *(Note: A resolution is not needed to extend this contract as Resolution No. 772 of 2006 included an option to extend the contract for two additional years.)*

Skipping to Items No. 8 and 9 on the Agenda, Ms. Taggart noted that reports on staffing levels and overtime usage were included in the Agenda packet for the Committee's review. Mr. Tessier asked if the Facility was fully staffed and Ms. Taggart responded that there were vacant nursing positions which accounted for the excess use of overtime.

Ms. Taggart expounded that Item No. 10 on the Agenda pertained to the replacement and installation of air handling units at Westmount Health Facility. She added that a tentative project schedule had been included in the Agenda packet. She said that she was hoping to have the installation completed by Christmas. Mr. Geraghty questioned if the installation would be more costly due to the time of year and Ms. Taggart responded that it would depend on the weather. Mr. Payne apprised that the County had used an outside engineering firm to determine the specifications on the air handlers and the installation. He added that the project would be done through a Request for Proposal.

Mr. F. Thomas entered the meeting at 9:50 a.m.

Discussion ensued.

Mr. Tessier stated that a decision to postpone the project until after the winter could be made after the bids were received. Mr. Mason said that the installation should be postponed to avoid potential damage to the roof.

Brian Martz, a representative of Siemens Building Technologies, entered the meeting at 9:52 a.m.

Mr. Tessier said that the company that was awarded the bid might decide that it would be better to postpone as well. Mr. Payne apprised that if the installation was completed in the spring or summer, the windows could be left open; however, if the installation was done in the winter, the windows would have to remain shut which would result in an increase in odors. Ms. Taggart stated that ideally it would be better to complete the installation sooner rather than later. She added that the Facility would be surveyed by the New York State Department of Health at the beginning of the year. She said that the Facility had tiles that were in need of replacement and if the project was postponed the tiles would need to be replaced prior to the project.

Returning to Item No. 1 on the Agenda, Ms. Taggart introduced Brian Martz, Performance Assurance Engineer for Siemens Building Technologies, Inc. Mr. Martz said that he had worked with Siemens for approximately eight years and had worked with various design consultant firms prior to Siemens. He added that he had an Engineering Degree in energy engineering and a Master's Degree in Business Administration. He distributed copies of the Year 2 Performance Report, a copy of which is on file with the minutes. He said that the report was straight forward and the same methodology had been applied as was for the Year 1 Performance Report.

Mr. Martz apprised that this was the second year of the cogeneration project and he added that the 2003 calendar year had been used as a base year for comparisons. He stated that the second project year had been from June 2006 to May 2007. He said the Executive Summary page of the report showed the amount of savings for Westmount from the beginning of the project through May 2007. He added that the annual guarantee for this year had been \$185,976. He said that each year the amount of the annual guarantee was increased by 2 ½%. He added that the realized annual savings for year 2 had been \$289,283, an excess savings of \$103,307 above the guaranteed amount.

Mr. Martz explained the Performance Guarantee Year 2 Analysis that was included in the report. He stated that the rates used in this table were contract year rates. He said that the energy, demand and thermal savings from year 2 had been \$85,516. He added that the operational and stipulated savings had been \$102,811. He stated that the saving for other benefits, which included the annex reimbursement and the Countryside Adult Home laundry, totaled \$100,957.

Mr. Martz explained that the remaining pages of the report were a breakdown of where individual savings had come from. He added that the figures were in-line

with what had been anticipated.

Mr. Geraghty asked if the contract rates used for kilowatt hours were based on a fixed rate or if the rate fluctuated with the current energy costs. Mr. Martz responded that the last page of the report listed the contract utility rate structures and escalation rates. He said that the dollars per kilowatt rate was listed as \$14.97 and added that some of the National Grid service areas were currently paying as much as \$18 per kilowatt. Mr. Geraghty asked if this was the fixed rate that was charged by Siemens and Mr. Martz replied that it was the fixed rate that was negotiated for the contract. He stated that the base year rate was used and the escalation rate was added. He said that the escalation rate was 2.5% per year. He added that the actual cost of energy (fuel oil, propane, natural gas, electricity) had increased more than 2.5% in the last year and in reality the savings listed for kilowatt and kilowatt hour rates were underestimated.

Mr. Kenny apprised that although the savings had been determined based on the contract rates, it would be easy to calculate the actual savings using the actual rates. Mr. Martz responded that he had often done those calculations for other clients in the past and added that it was not that difficult to do. Mr. Payne stated that the Facility no longer used natural gas for heat and therefore the comparison would be more difficult.

Rob Lynch, Deputy County Treasurer, apprised that the reimbursements from the annex building and the Countryside Adult Home laundry were included in the report as savings; however, he noted, this was one County department reimbursing another County department and therefore was not a savings to the County. Mr. Payne stated that Countryside Adult Home previously had a contract with Warrensburg Laundry for \$18,000 per year and added that their cost for doing laundry at Westmount was \$5,839 for this contract year, which was a savings of \$12,161. He said that the savings in heating costs for the annex building increased significantly with each year.

Discussion ensued.

Ms. Taggart expounded that she was requesting the 'Client Acceptance of Annual Guaranteed Savings Report' for Year 2 to be signed and returned to Siemens Building Technologies, Inc. Mr. Tessier noted that a resolution would be needed. Paul Dusek, County Attorney, stated that the Committee should recommend approval and execution of the signing of the acceptance form for the November 16, 2007 Board meeting.

Motion was made by Mr. O' Connor and seconded by Mr. Sokol to authorize the 'Client Acceptance of Annual Guaranteed Savings Report' for Year 2 be signed and

returned to Siemens Building Technologies, Inc.

Mr. Payne apprised that there had been a request from the Treasurer's Office for information regarding the Siemens Cogeneration Project for Year 1 and 2, which had been sent to Betsy Henkel, Comptroller at Westmount Health Facility. He stated that this information had been provided in the past and added that Ms. Henkel was extremely busy with end of year reports. He added that the Year 1 report had been investigated fully, approved and signed. Mr. Geraghty asked where copies of the bills were on file and Ms. Henkel responded that they were on file in the County Auditor's Office. Mr. Geraghty suggested asking National Grid for copies of the requested bills and Mr. Payne responded that National Grid would charge by the page for the copies. Mr. Dusek stated that the issue was whether or not this review was necessary, considering the amount of money and manpower that had already been spent reviewing the Year 1 savings report. Mr. Geraghty said that an employee of the Treasurer's Office could be given access to the files to look through on their own.

Mr. O' Keefe questioned if the Committee wanted his Office to verify the amount of savings for Years 1 and 2, or if they wanted to accept the report. Mr. Payne apprised that the County had hired an independent auditor and an engineer to review the report and he saw no reason to review it further. He added that the Year 1 report had been accepted at the September 21, 2007 Board meeting. Mr. Geraghty said that if Mr. O' Keefe wanted to do another analysis, he was free to do so. Mr. O' Keefe asked again if the Committee wanted his Office to verify the figures or not. He added that they were Accountants, not engineers; however, he said, the figures were probably accurate and every effort should be made to verify that. Mr. Dusek apprised that the Year 1 report had been extremely scrutinized and the Year 2 report was built off from the Year 1 report. He said that it should not take a full year to accept the report from the previous year. Mr. O' Keefe noted that an electrical engineer should have been hired to verify the Year 1 report. He added that Clough, Harbour and Associates had said that it would take six months to review the report and he added, they had called two days later and said that the review was complete.

Mr. Mason asked why the reports were not scrutinized as they were completed instead of waiting until the end of the year. Mr. Dusek clarified that when the Year 1 report was received it had been put through an extensive review to ensure that the figures were accurate. He questioned if the Committee wanted to go through that entire process every year when the report was received. Mr. O' Keefe stated that since Clough, Harbour and Associates were employed by Siemens Building Technologies, Inc., the County did not actually receive the opinion of an independent analysis. He added that to his knowledge Clough, Harbour had not been paid for their services in evaluating the report. Mr. Payne asked Ms. Henkel

if she had been billed for that service and she responded that she would have to check. Mr. Payne stated that Clough, Harbour and Associates had put their engineering stamp on the report and added that electrical engineers do not put their stamp on anything unless it is accurate. Mr. O'Keefe asked if a bill had been received from Clough, Harbour and Associates and Mr. Payne replied in the negative. Mr. O'Keefe asked if the job had been completed gratis and Mr. Payne responded that it had because they had felt they were being extremely scrutinized and their reputation was at stake.

Mr. O' Connor stated that the Treasurer had the right to ask for any documentation that he wanted; however, he added, if the Treasurer was asking if the Committee wanted him to continue to review the reports, then his answer was that he was satisfied with the accuracy of the reports. He said that if the Treasurer wanted to complete an internal audit on his own, he was entitled to do so.

Mr. Tessier called the question and the motion was carried unanimously to authorize the 'Client Acceptance of Annual Guaranteed Savings Report' for Year 2 be signed and returned to Siemens Building Technologies, Inc. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the November 16, 2007 Board meeting.*

Messrs. Martz, O'Keefe, Murphy and Lynch exited the meeting at 10:32 a.m.

Mr. Payne apprised that the last item on the Agenda was an update on the research for a County Day Care Program. He said that Todd Lunt, Director of Human Resources, was also researching this issue. He stated that the day care program at Adirondack Community College was run by the Washington County Head Start Program. He added that he had been unable to find any day care programs that operated during shift work hours (3:00 p.m. to 11:00 p.m. and 11:00 p.m. to 7:00 a.m.). He stated that the certification to start a day care program was an extensive process. He expounded that he had spoken with The Eastern Star Nursing Home in Oriskany, New York, who had a day care on their premises and had discovered that the program was used more by outsiders than by employees. He said that Genesee County had constructed a new building and had included a day care and that it was a good program for them because they had inter-generational programs at the nursing home.

Mr. O' Connor asked if this concept had come about as a way to retain employees at Westmount and Mr. Payne replied affirmatively. Mr. O' Connor said that he felt a day care program was a good idea not just for Westmount but for the whole County. He suggested that Mr. Payne keep looking until he found a model that was working well. Mr. Kenny stated that the County might have to give up on the

idea of a day care program for now.

Mr. Tessier apprised that Mr. Haskell had asked that the discussion on the generator for Countryside Adult Home be postponed until he could be present. Mr. Payne said that they would be discussing the generator at the County Facilities Committee meeting on October 30, 2007.

As there was no further business to come before the Westmount Health Facility & Countryside Adult Home Committee, on motion made by Mr. Geraghty and seconded by Mr. Sokol, Mr. Tessier adjourned the meeting at 10:37 a.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist