

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: MARCH 23, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
THOMAS
FRASIER
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 ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS KENNY
LOEB
STRAINER
WOOD
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:33 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 requested approval to fill the vacant position of Leisure Time Activity Director, Employee No. 1668, annual base salary of \$31,289, due to retirement on August 18, 2012. She noted this was a Union position which was not mandated but was reimbursable at 53% from the State. She said the salary for the current employee was \$40,383 which included longevity in the amount of \$9,094, as she had been employed by the County for more than 30 years. She said she would advertise the position at the current annual base salary of \$31,289; however, she added, if an experienced candidate applied and she determined an increase in the salary was necessary in order to make the position more attractive, she would return to the Committee with a request to increase the annual base salary.

Following a brief discussion, motion was made by Mr. McDevitt, seconded by Mrs. Frasier 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 approval to fill the vacant position of MDS (Minimum Data Set) Coordinator, Employee No. 11740, with a salary range of \$40,000 to \$50,000 to be determined based upon the candidate's level of qualifications. She noted this was a non-union position which was not mandated but was reimbursable at 53% from the State. She advised the current annual salary was \$48,701; however, she continued, a salary comparison of the position was completed, indicating a salary range of \$40,000 to \$50,000. She mentioned there was a potential candidate, who was a Registered Nurse (RN) and had one year experience as an MDS Coordinator in another facility. Mr. Sokol asked the current annual salary of the RN candidate and Ms. Taggart replied \$44,673. Mr. Taylor inquired as to the minimum level of experience required for the position and Ms. Taggart responded that experience as an MDS Coordinator was required and she reiterated that the potential candidate had one year of experience.

Paul Dusek, County Administrator, clarified that a salary comparison had been completed based on salaries for MDS Coordinators as reported by other local nursing facilities. He said \$40,000 to \$50,000 was determined to be the recommended salary range for the MDS Coordinator position at the Westmount Health Facility. He listed the results of the MDS Coordinator salary comparison, as follows: Fulton County, \$44,500 to \$51,401; Washington County, \$52,000; Fort Hudson Nursing Facility, \$38,400 to \$53,000; The Pines, \$56,000 to \$62,000; and NYAHS (New York Association of Homes & Services for the Aging), for a small facility \$51,000 to \$60,000. He added the salary range for RN positions employed by Warren County was currently \$41,000 to \$51,400. Mr. Dusek stated it had been determined that the appropriate salary range was \$40,000 to \$50,000, with \$40,000 being offered to candidates with no experience and approximately \$45,000 or more being offered to candidates with experience.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position of MDS Coordinator 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 rescind Resolution No. 75 of 2012, which authorized a contract with Saratoga Podiatry Associates to provide podiatry services to the residents of Westmount Health Facility, due to the contractors failure to return communications from the Facility. Mr. Sokol asked if another contractor had been selected to perform the services and Ms. Taggart replied in the negative.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to rescind Resolution No. 75 of 2012 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 20, 2012 Board meeting.*

Ms. Taggart requested a resolution authorizing her to make budget adjustments for .2, .4, .7 and .8 budget items, in the same manner as in-code transfers, without the requirement of Committee approval. She noted Westmount Health Facility was required by the New York State Department of Health (NYS DOH) to have many sub-departments for health care cost reporting reasons.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 20, 2012 Board meeting.*

Ms. Taggart requested a transfer of funds between various accounts totaling \$41,836 in order to reflect necessary budget adjustments to salaries and contracted services for agency fees. She reviewed each transfer in detail, as outlined on the agenda.

Following a brief discussion, motion was made by Mr. McDevitt, 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 requested a contract with Royal Care Pharmacy Services to provide pharmacy consulting services to the residents of Westmount Health Facility commencing April 1, 2012 at a rate of \$6.10 per patient chart. She noted the Pharmacist from Royal Care Pharmacy Services had access to all of the residents' existing and current medications and could consult with the nursing staff and physicians regarding the medications. She said she had consulted with an independent Pharmacist and determined the requested rate was reasonable.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to authorize a contract with Royal Care Pharmacy 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 April 20, 2012 Board meeting.*

Ms. Taggart requested a contract with P&NP Computer Services, Inc. to provide software support to Westmount Health Facility for a term commencing April 1, 2012 and terminating March 31, 2013 in an amount not to exceed \$7,443.75. She reviewed the software covered by the contract as detailed on the agenda. She explained the vendor provided updates for the software as they became available and within the State and Federal mandated deadlines. She added telephone and email assistance with the implementation of software updates was provided. She said phone support of a reasonable duration and data transmissions were included in the contract. She stated the vendor warranted that any and all data submitted by the Facility to the vendor for any purpose was held in strict confidence.

Mr. McDevitt recalled that this contract had been approved at the February 24, 2012 Committee meeting. Mr. Thomas explained the resolution had been tabled at the March 16, 2012 Board meeting as additional information had been requested relating to the necessity of the contract. Mr. Strainer asked if the vendor ever visited the facility and Ms. Taggart replied affirmatively. She stated the vendor came to the Facility for a fee if additional training was needed on new software or computers. She added the vendor also performed training via webinars and was available by phone to answer any questions that arose. Mr. Strainer inquired if visits to the Facility were covered by the contract and Ms. Taggart replied in the negative. Mr. Strainer asked if the vendor performed all updates and maintenance online and Ms. Taggart replied affirmatively, adding that the vendor stayed current on any regulatory changes implemented by Medicare and Medicaid. Mr. Strainer questioned if P&NP Computer Services, Inc. were the same vendor that sold the Facility the software packages and Ms. Taggart replied affirmatively. Mr. Strainer inquired if an RFP (Request for Proposal) had ever been issued for maintenance of the software and Ms. Taggart replied affirmatively. Mr. Strainer asked the frequency of the requests to the vendor for support and Betsy Henkel, Comptroller, replied approximately once per month. Ms. Henkel added the vendor's system was designed to send them an automatic email when there was an error on the system. Mr. Strainer stated there had been no one present at the March 16, 2012 Board meeting who could answer his questions pertaining to the contract. He said now that his questions had been answered, it was evident that the service contract was necessary.

Following further discussion on the matter, motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to authorize the contract with P&NP Computer Services, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 20, 2012 Board meeting.*

Ms. Taggart reported the staffing level of the Facility, as follows: one vacant RN position; one vacant MDS Coordinator position; two vacant CNA (Certified Nursing Assistant) positions; one CNA on Medical Leave; and one RN on Medical Leave. Pertaining to the overtime report, she noted a decrease in total salaries of 4.18% compared to the same time period in 2011. She reminded the Committee that use of overtime to maintain staffing levels was preferable to use of the nursing agency. Mr. Thomas commented there was an improvement in the level of overtime usage compared to past reports.

Ms. Taggart informed the Committee of her intent to renew the current contract with Kinney Management Services, LLC to obtain a limited license to use their K-Checks Software and website as part of the Health Services Department's Corporate Compliance Plan. She noted no resolution was necessary, as Resolution No. 361 of 2011 had authorized optional annual renewals. (***Please note renewal of the contract would be for a term commencing June 21, 2012 and terminating June 20, 2013.*)

Ms. Taggart read a thank you card to the Committee members which had been received from a resident's family member, thanking the staff for the Valentine's Day Luncheon they had attended.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 10:07 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.*

Commencing the agenda review, Ms. Auer requested to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$600, to reflect additional requests for CPR Training Courses. She noted there was no cost to the County as the fees for the courses covered the cost of the Health Educator's time, as well as the necessary materials.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the request to amend the 2012 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 requested a Memorandum of Agreement with Hudson Headwaters Health Network to allow receipt of Ryan White Program funds in the amount of \$6,000 for a term commencing April 1, 2012 and terminating March 31, 2013 and to amend the 2012 Warren County budget to increase estimated revenues and appropriations to reflect same. She noted the funds would be utilized to cover the cost of staff time for HIV counseling, education and testing.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and to forward the request to amend the 2012 County budget to the Finance Committee. *Copies of the resolution request forms are on file with the minutes and the necessary resolution was authorized for the April 20, 2012 Board meeting.*

Ms. Auer stated there was one pending item pertaining to Mr. Dusek requesting Julie Pacyna, Purchasing Agent, to contact the New York State Office of General Services (NYS OGS) to determine the possibility of purchasing NYS surplus vehicles for use as Health Services Fleet vehicles. Mr. Dusek reported he had been informed the State would not be selling the surplus vehicles to municipalities and have instead decided to auction the vehicles to the general public on Ebay

commencing April 5, 2012. He said Ms. Pacyna would continue to look into the possibility of purchasing vehicles from the State; however, he added, the Purchasing Policy would make it difficult to accomplish given the nature of the Ebay bidding process. A brief discussion ensued.

Ms. Auer said a report on Emergency Response and Preparedness Activities was included in the agenda packet.

Tawn Driscoll, Fiscal Manager, stated the Report on Revenue and Expenditures for 2012 as of March 20, 2012, reflected payroll through mid-March. She apprised revenues through January for the CHHA (Certified Home Health Agency) had been accrued and she was currently working on February accruals. She noted the report also reflected two COLA's (Cost of Living Adjustments) for the Immunization Action Plan and the Children with Special Healthcare Needs grants. She reported the year-to-date salaries reflected a decrease of \$25,573.31, compared to the same time period in 2011.

Pertaining to additional applications for Certificates of Need for CHHA's, Ms. Auer said the plan was to meet with anyone who contacted the Department to determine their plans for establishing a CHHA. Mr. Dusek explained that Warren County had a "monopoly" with the CHHA, as there were no other home agencies providing the same service in the area. The benefit of having the only CHHA, he continued, was that they were able to operate and provide services in remote areas of the County. He said it was important to preserve that status because if other CHHA's were established, they would be able to "cherry pick" their clientele and the Warren County CHHA would be unable to continue operating in the same manner as it currently does. A brief discussion ensued.

As there was no further business to come before the Health Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Thomas, Mr. Sokol adjourned the meeting at 10:18 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist