

**Warren County Health Services
Health Services Committee Meeting Agenda
March 23, 2012
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Resolution:

To amend the 2012 Warren county budget to reflect the addition of Revenues and Expenditure for the Health Education Program for CPR Training Courses in the amount of \$600.00.

Rationale:

We have had additional requests for CPR training that was not budgeted. We charge for the Health Educators time, and the cost of the materials needed so there is no negative impact to the county.

Request Resolution:

To establish a Memorandum of Agreement with Hudson Headwaters Health Network to allow receipt of Ryan White Program funds in the amount of \$6,000.00, and to amend the 2012 Warren County Budget to reflect the impact of the associated revenues and expenditures for the period April 1, 2012 – March 31, 2013.

Rationale:

This funding will be utilized to cover the cost of staff time for HIV Counseling, Education and Testing.

Pending Items/Old Business

In follow up to the discussion at last month's meeting regarding the Health Services' Vehicle Fleet, Mr. Dusek was to contact Julie Pacyna, County Purchasing Agent, to request that she contact OGS regarding the possible purchase of New York State surplus vehicles for use as Health Services Fleet Vehicles. Mr. Dusek will update the committee on this issue.

Items for Discussion/Information

Emergency Response and Preparedness Activities

Please see **Attachment #1** for the monthly report.

Report of Expenditures, Revenues, Overtime and Per Diem Use

Please see **Attachment #2**.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the report and answer questions.

Additional Applications for Certificates of Need for Certified Home Health Agencies

Attachments:

#1 Emergency Preparedness Activities

#2 Reports of Expenditures, Revenues, Overtime and Per Diem Use

BT ACTIVITY SHEET

GY 10X - 8/10/2011 - 8/9/2012

Page 1

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training; Orange/Drill; Purple/Pan Flu

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu,
3/1/12	Webinar	M-22 "CDC Public Health Surveillance & Epidemiological Performance Measures"	Barb Orton, Laura Saffer, Ginelle Jones, Patty Myhrberg, Pat Belden	
3/2/12	Meeting	L-11 Regional Planning Meeting at GFH	Laura Saffer	
3/6/12	Grand Rounds	GFH - Provider Participation in emergencies; presented by Dr. Silvermail NYSDOH ERP Program.	Barb Orton, Laura Saffer, Helen Stern	
3/6/12	Webinar	M-22 NYSDOH "Community Resilience Performance Measures"	Laura Saffer, Ginelle Jones	Training
3/6/12	Presentation	Director of Wait House (special needs population)	Barb Orton, Angela Meade	
3/13/12	Meeting	BT Coordinators - Ballston Spa	Laura Saffer	
3/14/12	Conference Call	L-11 Controller/Evaluator Training	Laura Saffer	
3/20/12	Meeting	L-11 Regional Planning Meeting at GFH	Barb Orton	
3/20/12	Safety Training	Mandatory for all WC Employees	Laura Saffer, Angela Meade	
3/21/12	Tabletop	Monthly GFH - Event in operating room	Barb Orton, Laura Saffer	
3/27/12	Exercise	L-11 Regional Partnership Exercise @ GFH	Barb Orton, Laura Saffer, Ginelle Jones, Angela Meade et. al	Drill
3/28/12	Webinar	L-11 RAD	Laura Saffer	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2012 AS OF 3/20/2012 6:13:00 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V
 CODE(S): 4010, 4011, 4013, 4016, 4018, 4046, 4054, 4189, 9061, 4025

	2012 BUDGETED	2012 YTD ACTUAL	2011 Prior Year Totals
EXPENSES			
Salaries - Regular	\$2,826,218.00	\$540,489.98	\$2,878,176.80
Salaries - Overtime	\$137,500.00	\$27,697.58	\$125,594.50
Salaries - Part Time	\$278,942.00	\$41,063.58	\$217,841.31
Salaries - Sick Leave Incentive	\$3,242,660.00	\$609,251.14	\$2,000.00
100's PERSONAL SERVICES	\$113,442.02	\$94,639.52	\$68,065.47
200's EQUIPMENT	\$9,459,554.28	\$520,189.16	\$6,346,420.43
400's CONTRACTUAL	\$1,597,624.00	\$401,454.83	\$1,326,493.01
800's EMPLOYEE BENEFITS	\$14,413,280.31	\$1,625,534.63	\$10,964,591.52
TOTALS			
	\$11,989,321.00	\$487,028.89	\$8,750,473.52
REVENUES			
	\$11,989,321.00	\$487,028.89	\$8,750,473.52

Notes: Accrued above for Revenues are the following: CHHA, LTC and MCH for January 2012 \$382,936.07, WIC February 2012 \$32,086, BT Jan-Feb \$9,806.39, and two COLA grant awards, one for Immunization Action Plan (IAP) for \$2,656 and Children with Special Healthcare Needs (CSHCN) for \$1,484.

Also to note for 2012, Health Services is currently \$25,573 below last years year to date totals for Personal Services. Our part time salaries remain slightly above last year due to the increase in hours budgeted for our part time administrative assistant.

Warren County Health Services

Salaries Comparison

2011 vs 2012

as of 3/11/12 Payroll date ending

	YTD 2012	YTD 2011	YTD 12v11	% Change	Total Budget 2012	Total Actual 2011
Total of All Depts	\$540,489.98	\$568,375.64	-\$27,885.66	-4.91%	\$2,826,218.00	\$2,878,176.80
Regular Salaries	\$27,697.58	\$27,510.73	\$186.85	0.68%	\$137,500.00	\$125,594.50
Overtime Salaries	\$41,063.58	\$38,938.09	\$2,125.49	5.46%	\$278,942.00	\$217,841.31
Part Time Salaries	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$2,000.00
Sick Leave Incentive	\$609,251.14	\$634,824.46	-\$25,573.32	-4.03%	\$3,242,660.00	\$3,223,612.61
TOTALS						

*Source: Detail G/L report for all Salary Category from: 1/1/XX-3/11/XX

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit
Form No. 5 or 6**

DEPARTMENT NAME: Warren County Health Services-~~XXXXXXXXXX~~

DATE: March 23, 2012

(a) **Purpose of Amendment:** To amend the 2012 budget to adjust the Health Education Program to reflect the addition of revenues/costs related to CPR course training for Cooperative Extension staff that was not budgeted.

(b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4018.0040.410 Health Education –Supplies Expense \$600.00

Revenue Code (with title), and Amount:
A.4018.0040.1617 Health Education Revenue \$800.00

RESOLUTION REQUEST FORM NO. 3

Request for New Memorandum of Agreement

DEPARTMENT NAME: Health Services

DATE: March 23, 2012

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Memorandum of Agreement: To allow receipt of funds from the Ryan White Program for HIV Services in the amount of \$6,000.00
- (c) Name of Contractor: Hudson Headwaters Health Network, Ryan White Program
- (d) Address of Contractor: 9 Carey Road, Queensbury, NY 12804
- (e) Contractor's Contact Person and Telephone Number: Fred Wilson, Program Director
761-0300 Ext. 31850 - E-Mail fwilson@hohn.org
- (f) Has or will the Memorandum of Agreement be provided, if so, please attach: Yes
- (g) Commencement Date of Memorandum of Agreement: April 1, 2012
- (h) Termination Date of Memorandum of Agreement: March 31, 2013
- (i) Payment Provisions: Paid upon receipt of executed agreement and submission of approved plan for use of the funds
- i) lump sum amount \$6,000.00
 - 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.
- (j) 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:
Revenue A.4018.0030.2716 – Disease Program – Grants from other Sources \$6,000.00
Expense A.4018.0030.469 – Disease Program – Other Payments/Contributions \$6,000.00

Memorandum of Agreement
Between
Hudson Headwaters Health Network
Ryan White Program
And
The Warren County Department of Public Health

Hudson Headwaters Health Network (HHHN) is a grantee and recipient of federal funding pursuant to the Ryan White Part C Treatment Extension Act of the HIV/AIDS Bureau within the Health Resources Administration (HRSA), Health and Human Services Administration (HHS), for the provision of Early Intervention Services (EIS) with respect to HIV disease, and for the successful continuation to maintain a quality, client-centered primary health care and other related services for individuals living with HIV/AIDS in rural and underserved communities, and whereas the Warren County Department of Public Health essential community health services including prevention, outreach, HIV and STD counseling and testing hereby agrees as follows

1. Purpose of Agreement- is to better coordinate and integrate HIV testing for the purpose of the early intervention and identification of individuals who test HIV + to link them into care and support services, in response to the National HIV/AIDS Strategy of 2009.
2. Service Area- HHHN provides care to the residents of the counties of Warren, Washington, Hamilton, Essex, Franklin, Clinton, and the city of Saratoga, New York.
3. Eligibility- the only criteria for the program is that patients must receive their care from a health center within the HHHN network and their specialty (HIV) care at the Health Center on Broad Street, located at 100 Broad Street, Glens Falls, New York, or from a specialist under contract with the Network.
4. Performance Period- the agreement will be effective April 1, 2012 for a twelve (12) month period ending on March 31, 2013. This agreement supersedes any earlier agreement, and is conditional, based on continued funding from HRSA.
5. Responsibilities of Warren County Department of Public Health:
 - A. Refer newly diagnosed individuals into care and services offered by the Ryan White Program of HHHN in accordance with the program's policy and procedures, created in November 2011.
 - B. At a minimum, staff a weekly HIV testing site in collaboration with the Washington County Department of Public Health
 - C. Expand as appropriate adequate staff coverage to ensure access to testing.
 - D. Share and coordinate appropriate information to facilitate access to effective medical, mental health/substance abuse counseling and case management/care coordination.
 - E. Participate in Planning Advisory Meetings (as needed), and federal site visits.
 - F. Monthly, provide HHHN with a report, reflecting the number of individuals that were tested to include demographics.

Program Structure

The Part C program is administered by a HHHN director, who shall retain responsibility for the deliverables of this project to Health Resources and Services Administration. Any changes in the scope of work must be approved before proposed changes shall take effect. HHHN reserves the right to assign or reassign its personnel or their respective responsibilities under the grant and or associated subcontract.

Budget

HIV Counselor 1	30 weeks@ 2 hours weekly @\$25 per hour	\$1,500
HIV Counselor 2	■ weeks @ 2 hours weekly@\$25 per hour	■
Office HIV Clinic/Outreach/Education/Scheduling/In- Service/Training	■ weeks @1 hour weekly @\$25 per hour	■
Outreach and education materials	Miscellaneous office and educational products	\$1,000
Total Requested		■

Indemnification

Each part agrees to indemnify and hold harmless the other party and its officers, agents and employees from and against all claims, actions, causes of action, costs, injuries, damages, liabilities and expenses, including reasonable fees of an attorney, and court costs, arising out of any act or omission of the indemnifying party or any of its officers or employees in connection with this Agreement.

Termination and Suspension

Either Party may terminate this agreement upon thirty (30) days prior written notice. On the effective date of termination, HHHN has not further obligation, with the exception of services previously performed and not reimbursed, pursuant to this agreement.

Hudson Headwaters Health Network

Warren County Public Health

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit
Form No. 5 or 6**

DEPARTMENT NAME: Health Services

DATE: March 23, 2012

- (a) Purpose of Amendment: To amend the 2012 Warren County Budget to reflect funding for HIV Services

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4018.0030.469 – Disease Program
Other Payments/Contributions - \$6,000.00

- (c) Revenue Code (with title), and Amount:
A.4018.0030.2716 – Disease Program – Grants from other Sources - \$6,000.00