

WESTMOUNT HEALTH FACILITY

A SKILLED NURSING HOME operated by Warren County

42 GURNEY LANE - QUEENSBURY NY 12804

Phone (518) 761-6540 Fax: (518)761-6590

BARBARA B. TAGGART
ADMINISTRATOR

TUESDAY, JUNE 26, 2012

9:30 a.m.

HEALTH SERVICES COMMITTEE AGENDA

1. Committee meeting called to order by chairman.
2. Motion to approve minutes of prior committee meeting.

Action Agenda

1. Annual review by Michael McCarthy, CPA.
2. Request resolution for new contract to install a mag lock for the facility's front entrance door. The total cost of this lock and installation is \$ 1,795.00. This project was included in the 2012 budget. **Page 1**
3. Resolution request to rescind contract with Interim Health Care. This nurse staff agency is unable to provide coverage for the facility. **Page 2**
4. Resolution request for out of code transfers: **Page 3**
 - A. This transfer of funds is needed to cover the out of bargaining unit salary increases for the Controller.
 - B. This transfer of funds is needed to cover a Nursing Administration open full-time clerk position covered by a part-time clerk.
 - C. This transfer of funds is needed to cover a full-time dietary position (Administrative Leave) by part-time positions.
 - D. This transfer of funds is needed to cover a per diem housekeeping position to assist Saturday, Sunday and vacations.
 - E. This transfer of funds is needed to cover laundry workers holiday overtime.
 - F. This transfer of funds is needed to cover 2 LPN positions by per diem/over time/agency due to Administrative leave.
 - G. This transfer of funds is needed to cover a vacant full-time RN Supervisor position by over time/agency/RNs due to a vacant full-time RN Supervisor position.
 - H. This transfer of funds is needed due to the increased acute resident medical needs on the Nurse Managers.

Monthly Business

Staffing report:

<u>Medical Leave:</u>	1 LPN 1 CNA
<u>Administrative Leave:</u>	2 LPN 1 Dietary
<u>Vacant Positions:</u>	1 CNA (3-11 shift) 2 LPNs (3-11 shift) 1 RN Supervisor

Overtime report:

Page 4

Items for Discussion:

1. Westmount Health Facility will no longer be completing the laundry needs of Countryside Adult Home as of September 2012.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Westmount Health Facility

DATE: June 26, 2012

- (a) Purpose of Request: Accept Annual Review

- (b) Details: Accept Annual Review of Westmount Health Facility for 2011 given by Michael McCarthy, CPA

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 22, 2012

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Install Mag Lock for front door
- (c) Name of Contractor: Joseph P.Mangione, Inc.
- (d) Address of Contractor: 187 Fourth Street, Troy, NY 12180
- (e) Contractor's Contact Person and Telephone Number: Dan Moss, 518 272-4080
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon execution of Contract
- (h) Termination Date of Contract: Completion of installation
- (i) Payment Provisions:
 - i) lump sum amount \$1,795.00
 - 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: EF83500.6101 413 \$9,950.00 Westmount/Plant Operation & Maintenance, Repair & Maint, Bldg/Property.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: June 26, 2012

- (a) Purpose of Contract Change: Rescind Contract
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
- (c) Name of Contractor: Interim Health Care
- (d) Address of Contractor: 99 Ridge Street, Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number: Sharon Bellack 518 452-3655
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) Payment Provisions: 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, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

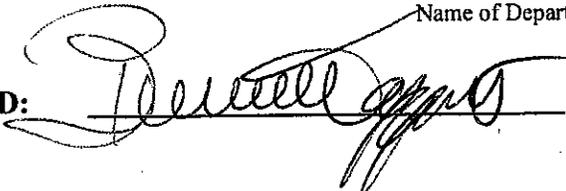
**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: 

DATE: June 22, 2012

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60200.300. 110 A.	Westmount, Nursing-Nurses' Station, Registered Nurses - Salaries - Regular	EF.83110.100 110	Westmount, Fiscal Services Office, Management & Supervision - Salaries - Reg	2,206.00
EF.60100.600 110 B.	Westmount, Nursing Admin, Clerical & Other Salaries - Regular	EF.60100.600 130	Westmount, Nursing Admin, Clerical & Other Salaries - Part Time	12,000.00
EF.82100.700 110 C.	Westmount, Dietary Services Food Service Handlers, Salaries - Regular	EF.82100.700 130	Westmount, Dietary Services Food Service Handlers, Salaries - Part Time	55,000.00
EF.60200.500 130 D.	Westmount, Nursing-Nurses' Station, Aides, Salaries - Part-time	EF.82400.700 130	Westmount, Housekeeping Serv, Housekeepers, Salaries - Part time	5,400.00
EF.60200.500 130 E.	Westmount, Nursing-Nurses' Station, Aides, Salaries - Part-time	EF.82500.700 120	Westmount, Laundry Services, Laundry Helpers, Salaries - Over time	1,500.00
EF.60200.500 130 F.	Westmount, Nursing-Nurses' Station, Aides, Salaries - Part-time	EF.60200.400 120	Westmount, Nursing-Nurses Station, LPN, Salaries - Over time	14,000.00
EF.60200.300 110 G.	Westmount, Nursing-Nurses' Station Registered Nurses, Salaries - Regular	EF.60200.100 130	Westmount, Nursing-Nurses' Station Management & Supervisor, Salaries - Part Time	20,000.00
EF.60200.300 110 H.	Westmount, Nursing-Nurses' Station Registered Nurses, Salaries - Regular	EF.60200.100 120	Westmount, Nursing-Nurses' Station Management & Supervisor, Salaries - Over time	20,000.00

Please state reason for transfers requested: To cover out of bargaining unit salary increases, Nursing Admin open full time clerk position covered by part time clerk, dietary full time position Covered by part time positions, cover new part time housekeeping position, laundry workers holiday overtime, 3 LPN position on administrative leave, coverage for full time RN Supervisor position.

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, termination or promotion. 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 Westmount Health Facility Payroll Dept. No. 4105
Title of Position Leisure Time Activity Ddirector Annual Salary base 31289 Grade09
Budget code and title EF.72600.100 110 Activities Program, Mgm & Supervision, Salaries-Regular
Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 1668

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

Source of reimbursement: Federal % State 53% Other %

Impact to Budget: Salary to be determined by Salary Study

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

- 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 _____ Date _____

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

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

WARREN COUNTY TWO YEAR BUDGET COMPARISON
REVENUE AND EXPENDITURES FOR 2012 AS OF 6/14/2012 10:23:04 AM

7

EXPENSES	YTD ACTUAL THRU	YTD ACTUAL THRU	YTD 12 vs 11	% CHANGE	EXPENSE	2012 AMENDED	2011 AMENDED
	June 3, 2012	June 5, 2011			BUDGET	BUDGET	BUDGET
Salaries - Regular	\$1,195,225.76	\$1,229,762.61	(\$34,536.85)	-2.89%	\$2,372,200.42	\$3,146,871.00	\$3,234,642.92
Salaries - Overtime	\$133,592.02	\$130,680.99	\$2,911.03	2.18%	\$265,144.09	\$184,148.00	\$162,119.12
Salaries - Part Time	\$204,271.04	\$232,245.04	(\$27,974.00)	-13.69%	\$405,422.86	\$449,420.00	\$443,265.42
TOTAL SALARIES	\$1,533,088.82	\$1,592,688.64	(\$59,599.82)	-3.89%	\$3,042,767.37	\$3,780,439.00	\$3,840,027.46