

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

HEALTH SERVICE COMMITTEE AGENDA

FRIDAY, AUGUST 24, 2012 @ 9:30am
COMMITTEE ROOM

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

Action Agenda

1. Year 7 Performance Assurance Report regarding Siemens Building Technologies, Inc. Energy Performance Contract. Report provided by William Casey, Performance Assurance Engineer. Resolution request for client acceptance of Annual Guaranteed Savings Report. **Pages 1-2**
2. Resolution request for transfer of funds. **Page 3**
 1. Transferring funds from RN salaries (part-time) to contracted staffing services for the amount of \$15,505.00.
Reason: RN part time vacant position: vacations, personal time, call-ins
 2. Transferring funds from LPN salaries to contracted staffing services for the amount of \$67,440.00
Reason: Vacant 3-11 LPN position
3-11 LPN on Administrative Leave
3-11 LPN on Medical Leave
 3. Transfer of funds from nurse aides salaries to contracted staffing services for the amount of \$30,632.00
Reason: 2 vacant CNA positions on 3-11-CNA's moved out of area
2 vacant CNA positions in 11-7-One CNA went back to nursing school and one CNA was terminated during probation.
 4. Transfer of funds from Nursing Administration. Clerical salaries to Nursing Administration. Clerical over time salaries for the amount of \$500.00
Reason: Health Facility Clerk had additional duties to complete due to the vacant 20 hour Clerk position.
 5. Transfer of funds from housekeeping services regular salaries to housekeeping services OT salaries for the amount of \$500.00.
Reason: During Union Contract request holiday hours for housekeeping staff were reduced to 4 hours. 8 hours paid out for holiday pay since contract is not in place.

6. Transfer of funds from plant operations, maintenance and supervision regular salaries to plant operations, maintenance supervision overtime salaries for the amount of \$7.00
Reason: Maintenance Director punched out 5 minutes late. This was an error and the payroll will be adjusted.

MONTHLY BUSINESS

3. Staffing Report:

Vacant (RN's) Nursing Positions:

- 1 RN P/T 3-11
- 1 RN Nurse Manager

Vacant (LPN's) Nursing Positions:

- 1 LPN 3-11
- 1 LPN Administrative Leave 7-3
- 1 LPN Medical Leave 3-11

Vacant CNA Positions:

- 2 CNA's 3-11 Termination during probation/RN education
- 2 CNA's 11-7 both relocated

Vacant Clerical Position:

- 1 20 Hour Clerk Position

4. Overtime Report:

Page 4

The facility remains under budget as we progress to the end of the year.

5. Items for Discussion:

Pages 5-7

1. Referral from budget committee to review proposal from the County Administrator to release an RFP relative to operation and expanding Westmount Health Facility.
2. Orientation:
 - 1 P/T RN
 - 1 Activities Director
 - 1 Activities Aide (24 hours)
 - 2 Per Diem LPN's
 - 4 Per Diem CNA's
6. Executive Session for Purposes:
 1. Facility union negotiations.
 2. Facility matter pertaining to pending litigation.

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: August 24, 2012

- (a) Purpose of Request: Year 7 Performance Assurance Report Acceptance Affidavit.

- (b) Details: Signature of document titled, "Client Acceptance of Annual Guaranteed Savings Report" regarding Siemens Building Technologies, Inc. energy performance contract.

- (c) Previous Resolution Number: Resolution No. 614 of 2011

**Client Acceptance of Annual Guaranteed Savings Report
Westmount Health Facility**

Relative to the energy performance contract Performance Assurance Update for Year 7 sent by Siemens Industry, Inc. on 7/31/2012, I acknowledge that I am an authorized representative of the Westmount Health Facility, and find that the Realized Annual Savings results for Performance Year 7 are acceptable as presented at \$272,337.

I understand that if the Westmount Health Facility disagrees with the results as presented, it must confirm this by detailing those concerns in writing to the assigned Siemens Performance Assurance Engineer within 45 days. In the event that the Westmount Health Facility does not respond to this correspondence by 9/15/2012, the Realized Annual Savings results will be deemed accepted as presented.

Authorized Client Signature

Authorized Individual's Name (Printed)

_____ Title

Westmount Health Facility
Client Name

This affidavit was executed on the ____ day of _____, 2012

at _____, New York.

Sworn to before me this _____ day of _____, 2012

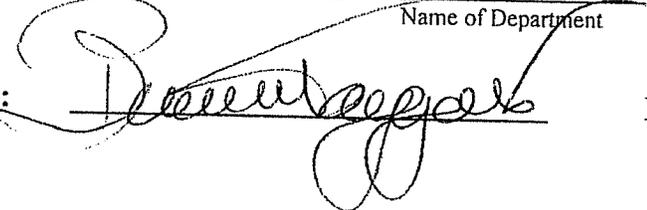
NOTARY PUBLIC

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: August 24, 2012

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60200.300 130	Westmount, Nursing-Nurses' Station RN's Salaries – Part-time	EF.60200.6801 470	Westmount, Nursing-Nurses' Stat Contracted Services	\$15,505.00
EF.60200.400 110	Westmount, Nursing-Nurses' Station LPN's Salaries – Regular	EF.60200.6801 470	Westmount, Nursing-Nurses' Stat Contracted Services	\$67,440.00
EF.60200.500 110	Westmount, Nursing-Nurses' Station Aides Salaries – Regular	EF.60200.6801 470	Westmount, Nursing-Nurses' Stat Contracted Services	\$30,632.00
EF.60100.600 110	Westmount, Nursing Adm, Clerical & Other Admin Wages Salaries – Regular	EF.60100.600 120	Westmount, Nursing Adm, Clerical & Other Admin Wages Salaries – Overtime	\$500.00
EF.82400.700 110	Westmount, Housekeeping Services HK Salaries – Regular	EF.82400.700 120	Westmount, Housekeeping Services HK Salaries – Overtime	\$500.00
EF.82200.100 110	Westmount, Plant Operations & Maint & Supervision Salaries – Regular	EF.82200.100 120	Westmount, Plant Operations & Maint & Supervision Salaries - Overtime	\$7.00

Please state reason for transfers requested: Fund transfer for Agency Fees, miscellaneous overtime.

Please file original request with Clerk of the Board and retain copy for your records.

WARREN COUNTY TWO YEAR BUDGET COMPARISON

REVENUE AND EXPENDITURES FOR 2012 AS OF 8/20/2012 2:42:36 PM

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EXPENSES	YTD ACTUAL THRU August 2012	YTD ACTUAL THRU August 2011	YTD 12 vs 11	% CHANGE	ANNUALIZED 12 EXPENSE	2012 AMENDED BUDGET	2011 AMENDED BUDGET
Salaries - Regular	\$1,729,688.00	\$1,753,540.46	(\$23,852.46)	-1.38%	\$2,240,551.35	\$3,031,139.00	\$3,231,050.92
Salaries - Overtime	\$189,788.29	\$191,315.93	(\$1,527.64)	-0.80%	\$245,842.26	\$219,648.00	\$162,119.12
Salaries - Part Time	\$312,986.54	\$334,194.26	(\$21,207.72)	-6.78%	\$405,427.11	\$486,652.00	\$446,857.42
TOTAL SALARIES	\$2,232,462.83	\$2,279,050.65	(\$46,587.82)	-2.09%	\$2,891,820.73	\$3,737,439.00	\$3,840,027.46

**INTRA AGENCY DISCUSSION ONLY - NON-BINDING NON-FINAL
AGENCY POLICY OR DETERMINATION**

Topic: County Administrator Proposal for Budget Committee Consideration

Subject: Proposal to Address Westmount Skilled Nursing Facility Budget/Finances

Generally

In our times, it would seem clear that there will be a need for the provision for more care for the elderly as the population ages. The Westmount Nursing Home has provided this service in the past and, I believe, it is poised to continue to provide this service into the future, thereby benefitting not only County residents, but residents of surrounding and perhaps more distant counties.

On the other hand, it is also apparent that the finances of the facility are destined to cost the County additional funds, at least based upon the Multi-year Plan that has been presented.

I believe that this dichotomy is based, in part, on the cost that must be assumed by the County in operating the facility. I also believe that this may very well be related to the small size, marketing and limited services offered by the facility.

While it would be necessary to engage a professional study and develop a business plan to be absolutely certain, it would seem that the finances of the facility would be benefitted if it were enlarged and additional services were provided. If I am correct, such a move could position the facility to not only be financially stable, but grow in size and services.

Critical to success, however, is expertise in these types of business ventures. I believe that county government or any local government by virtue of its organizations and primary

mission does not have the expertise to govern the facility to assure efficiency and economies are achieved. The private sector, on the other hand, does appear to have the type of expertise and structure to not only manage such a facility, but also cause it to be operated efficiently, economically, and ultimately grow. It is with these thoughts, that the following recommendations are made.

Issuing a Request for Proposals

I recommend that Warren County consider issuing a request for proposals from corporations, persons or other legal entities interested in operating and expanding the Westmount Nursing Facility.

A. The RFP could point out the unique benefits of the Westmount Nursing Facility, which consists of not only the fact that it is an existing and operating facility, but that 1) it is located in a quiet residential area in the foothills of the Adirondack Park; 2) located off a major interstate (87); 3) is approximately 45 minutes (mileage and times would have to be double checked) from the major Albany metropolitan area; 4) has Town water and sewer available, as well as a self-contained gas co-gen facility for producing all required heat and electric considerable surplus capacity; 5) is located on _____ number of acres (we would need to decide how many acres to allot to this, but enough to allow it to grow); and 6) is currently staffed with qualified and caring employees.

B. The RFP could require an interested party to address the following: 1) continued operation of the nursing home at present occupancy rates with a plan for expansion of services which may include, but not be limited to additional residential capacity (beds), expanding rehabilitation services, adult day care, assisted living facilities and/or other services benefitting

the elderly, particularly those in need of medical and/or living assistance; 2) the provision of nursing care services for Medicaid/Medicare individuals at levels sufficient to provide assessability for local residents; 3) retention of existing of employees and additional job creation over an agreed upon term; and 4) a legal structure of operation of the facility through lease, acquisition or through some other legally permissible mechanism.

C. The RFP could also require the successful candidate to enter into a contract with adequate financial or other security that the requirements outlined in B above will be met. Thereby providing assurance that the facility will continue and expand.

Proposed Plan of Action

- A. Conduct legal review of the proposal set forth above.
- B. Retain a professional marketing firm to assist with the RFP development and marketing. This would in turn, require a RFP for the professional marketing firm.

It is my hope that proceeding in this matter may eliminate the need to do a marketing/needs analysis with the hope that the RFP will cause interested parties to conduct such analysis on their own to determine the viability of the facility, as well as confirm the thoughts and views expressed above.

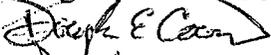
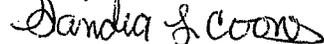
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WESTMOUNT HELTH FACILITY
BARBARA B. TAGGART
ADMINISTRATOR

Dear Barb,

Sandra, myself, and our children would like to take this opportunity to thank you and your staff at the Westmount Rehab Facility, for the outstanding care that my wife Sandra received while there. There are not enough words in the English language to describe our gratitude. Your staff is the upmost professional in care that I have ever witnessed. When Sandra told me that she wanted to rehab at Westmount I'll admit that I was hesitant because of recent current events in the news of other facilities. Sandra said Westmount was different, I was thinking, 'Yeah right that's because you're just employed there.' While in the nine days there my wife's statement proved me wrong. Every concern or need that arose was taken care of with understanding and professionalism. Also, in the nine days my wife was at Westmount, I had the opportunity to observe the entire staff throughout the facility. Our seniors were treated with the upmost care and dignity they deserve. The general public has no idea how fantastic Westmount really is, but if word of mouth means anything I would stand anywhere or any place to defend the facilities reputation. So, in closing, if you could share this letter of gratitude with you staff on how much my wife, myself and my children appreciate all your staffs loving care, I know we could never say thank you or appreciate enough the fine staff at Westmount Health Facility. It defiantly was like a home away from home.

With the upmost Gratitude,
Doug and Sandra Coons

Cc Dan Stec
Chairman of the Warren County Board of Supervisors
cc. Editor post star Glens Falls, New York.

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: August 24, 2012

- (a) Purpose of Request: Accept Settlement of \$20,000.00 dollars toward receivable due from deceased resident 10870.

- (b) Details: Accept Settlement from deceased resident, 10870 in the amount of \$20,000.00 dollars to be applied toward the outstanding Private Pay Receivable due recommended by the Warren County Attorney's office.

- (c) Previous Resolution Number: