

**Warren County Health Services  
Health Services Committee Meeting  
January 24, 2013  
Information Submitted By: Patricia Auer, DPH/DPS**

**Action Agenda/New Business**

We would like to welcome Mr. Ron Conover as a new member to the Health Services Committee, and invite him to visit our department to learn more about our services and operations. We also thank our returning members for continuing with us, and their support for our services.

**Request Resolution:**

To amend the 2013 Warren County Budget to adjust the Disease Program to reflect the COLA funds given for the Immunization Action Plan Grant in the amount of \$2,656.00, and to adjust the Family Health Program Budget to reflect the addition of COLA funds for the Lead Program Grant in the amount of \$1,797.00.

**Rationale:**

The contract for the grant is written to allow acceptance of any COLA funds that are offered, but we need a Resolution to amend the budget to specify where and in what codes the funds will be utilized.

**Request Resolution:**

To amend Resolution 500 of 2012 which authorized an employee to be reimbursed for 50% of tuition and associated fees and books for a college course she took in the Fall 2012 Semester through SUNY Plattsburgh in her pursuit of a Bachelor's Degree in Nursing in an amount not to exceed \$362.50. The employee has completed the course successfully according to the CSEA contract requirements, but upon submission of the bill requesting reimbursement, the amount with the associated fees totaled, \$449.86. The amendment would authorize being able to reimburse the employee the additional \$87.36.

**Rationale:**

Because the costs for the incidental fees and books are not known at the time the course is approved, in the future we will ask for wording to reimburse 50% of what is allowed by the contract, and not specify the exact amount with the words "not to exceed."

**Request Resolution:**

For budget transfer of salary that was not placed in the correct code in the 2013 budget. Please see **Attachment #4.** (to be distributed at the meeting)

**Rationale:**

The funding is budgeted. Tawn Driscoll, Fiscal Manager, will be present at the meeting to answer any questions.

### **Request Referral to the Personnel Committee**

For consideration of salary adjustments for 2 nurses whose current salaries, based upon their amount of professional experience, are below what is currently allowed by the CSEA Contract.

#### **Employee # 12194**

Date of Hire: 9/17/12

Years of Experience: 24

Current Salary Grade and Salary: Grade 21 Public Health Nurse Base Salary: \$44,405

Proposed Adjustment: Grade 21 Step 5: \$51,080 (+\$6,675)

#### **Employee # 11877**

Date of Hire: 12/06/10

Years of Experience: 14

Current Salary Grade and Salary: Grade 20 Community Health Nurse Step 4: \$45,605

Proposed Adjustment: Grade 20 Step 5: \$49,874 (+\$4,269)

We would request that these salaries would take effect upon Board of Supervisors' approval, since were these nurses to be hired today; these are the salaries that would be offered based on their amount of professional experience.

### **Pending Items**

#### **Update on Certificate of Need Applications:**

There is nothing new to report this month.

### **Items for Discussion/Information**

#### **Emergency Response and Preparedness Activities:**

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

#### **Update on Nursing Positions:**

We have made significant progress in recruiting new nurses to fill our vacant positions, and are feeling much better than last month. We have two nurses that have begun employment, and two who will begin in the next several weeks. All our new nurses have significant experience, and the plan that we are allowed to hire giving credit for professional experience has been a real help. We will provide a more detailed report next month as the orientation curve is steep and we will have better idea where we stand.

#### **2012 Rabies Program Report**

Please see **Attachment #3** for the statistical information for the period October 1, 2012 – December 31, 2012.

We will begin our Rabies Clinics for 2013 next month. We have schedules available and the information will also be on the Health Services Website.

#### **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.

#### **Attachments:**

- #1 Emergency Response and Preparedness Activities Report
- #2 Reports of Expenditures, Revenues, Overtime and Per Diem Use
- #3 2012 Rabies Program Report
- #4 Budget Transfer (to be distributed at the meeting)

BT ACTIVITY SHEET

BP1 - 7/1/12 - 6/30/13

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Topic Color Codes

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

# Attachment 1

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
12/3/12	Meeting	Special Needs Registry	Dan Durkee, Laura Saffer, Angela Meade, OES, WC IT Dept., Sheriff IT	Special Needs
12/11/12	Meeting	12/11 Update Mass Fatality Plan (Final Plan emailed to all Mass Fatality Partners and NYSDOH)	Dan Durkee, Ginelle Jones, Laura Stebbins, et al	Mass Fatality
12/11/12	Meeting	BT Coordinators (Ballston Spa)	Laura Saffer	
12/13/12	Updates	Laptops for POD use	Laura Saffer	
12/13/12	Webinar	12/13 Using Social Media in Emergency and Disaster Response	Laura Saffer	Pan Flu
12/18/12	Webinar	12/18 Crisis and Emergency Risk Communication Medical Countermeasure Response Trainer (MCRT)	Laura Saffer	SNS

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
Jan -Dec	Fit Testing	PH nurses, new hires and school nurses as required and as dates expire	Laura Saffer	
1/8/13	Meeting	BT Coordinators (Ballston Spa) - MCM/SNS Plans	Dan Durkee, Laura Saffer	SNS
1/9/13	Training	CPR - Countryside Adult Home (4 attendees)	Laura Saffer	Training
1/9/13	Test blast fax	Annual to providers to test EPR response time	Angela Meade	
1/10/13	Meeting	Satellite phones updates	Ginelle Jones, Dan Durkee, OES, GFH	
1/14/13	Test blast fax	Annual to school nurses to test EPR response time	Angela Meade	
1/16/13	Meeting	1/16 Capital District sub-regional planning group of the Health Emergency Preparedness Coalition (HEPC) at HANYs	Dan Durkee	
1/17/13	Meeting	1/17 Planning meeting for 4/13/13 GFH bomb scenario functional drill	Dan Durkee	Drill
1/22/13	Conf Call	ServeNY hotwash for Hurricane Sandy	Laura Saffer	
1/23/13	Meeting	Quarterly EPR Committee	Dan Durkee, et al	
1/23/12	Webinar	ClinOps "Highlights of L-11 2012 MCM Dispensing Exercise Models	Angela Meade	

**WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS**

REVENUE AND EXPENDITURES FOR 2012 AS OF 1/22/2013 1:01:17 PM

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

EXPENSES	2012 BUDGETED	2012 YTD ACTUAL	2011 Prior Year Totals
Salaries - Regular	\$2,844,898.89	\$2,818,683.51	\$2,878,176.80
Salaries - Overtime	\$141,500.00	\$134,883.37	\$125,594.50
Salaries - Part Time	\$294,481.20	\$219,854.62	\$217,841.31
Salaries - Sick Leave Incentive	\$800.00	\$800.00	\$2,000.00
100's PERSONAL SERVICES	\$3,281,680.09	\$3,174,221.50	\$3,223,612.61
200's EQUIPMENT	\$191,058.02	\$180,916.48	\$68,065.47
400's CONTRACTUAL	\$9,420,620.29	\$5,292,818.34	\$7,251,995.51
800's EMPLOYEE BENEFITS	\$1,630,046.78	\$1,608,114.39	\$1,326,493.01
<b>TOTALS</b>	<b>\$14,523,405.18</b>	<b>\$10,256,070.71</b>	<b>\$11,870,166.60</b>
<b>REVENUES</b>	<b>2012 BUDGETED</b>	<b>2012 YTD ACTUAL</b>	<b>2011 Prior Year Totals</b>
	\$12,044,088.00	\$6,623,345.99	\$9,673,991.86

Notes: We are currently working on closing December 2012 for CHHA, LTC and Family Health. Accrued Revenues are reflected above for WIC of \$31,695 (Nov) & IAP Grant of \$11,741.29. We are also working on finalizing year end grant submissions which are not reflected above until year end closing. It should also be noted that revenues for WIC food vouchers and for Preschool AVL billings are still to be journalized for 2012 year end, however these amounts will not be available until approximately April 2013 with an estimation of 1.5 million.

Also to note for 2012, Health Services was \$49,391.11 below 2011 year to date totals for Personal Services (see below)

**Warren County Health Services**

**Salaries Comparison**  
 2011 vs 2012

as of 12/31/12 Payroll date ending

Total of All Depts	YTD 2012	YTD 2011	YTD 12/31/11	% Change	Total Budget 2012	Total Actual 2011
Regular Salaries	\$2,818,683.51	\$2,878,176.80	-\$9,493.29	-2.07%	\$2,844,898.89	\$2,878,176.80
Overtime Salaries	\$134,883.37	\$125,594.50	\$9,288.87	7.40%	\$141,500.00	\$125,594.50
Part Time Salaries	\$219,854.62	\$217,841.31	\$2,013.31	0.92%	\$294,481.20	\$217,841.31
Sick Leave Incentive	\$800.00	\$2,000.00	-\$1,200.00	0.00%	\$800.00	\$2,000.00
<b>TOTALS</b>	<b>\$3,174,221.50</b>	<b>\$3,223,612.61</b>	<b>-\$49,391.11</b>	<b>-1.53%</b>	<b>\$3,281,680.09</b>	<b>\$3,223,612.61</b>

\*Source: Detail G/L report for all Salary Category from 1/1/XX-12/31/XX

Note: Regular salaries are below last year due to nursing positions that were open and the time difference throughout year to fill those positions, however, overtime salaries for 2012 YTD were above 2011 YTD since coverage was needed for patients due to these staffing shortages.

Part time salaries were slightly above last year due to the fact that part time confidential secretary position was increased from 20 to 30 hours in 2012 budget.

**ATTACHMENT #2**

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**Warren County Public Health  
Rabies Program  
October-December 2012**

Town	Not Vaccinated			Vaccinated			Out of Town			Stray		
	Cats	Dogs	Ferrets	Cats	Dogs	Ferrets	Cats	Dogs	Ferrets	Cats	Dogs	Ferrets
Bolton	1			1								
Chester		1			2						1	
Glens Falls	1	1			7					1		
Hague												
Horicon												
Johnsburg	1	2			1			1				
Lake George	1				2			1				
Lake Luzerne					1					1		
Queensbury	1	4		1	9			2		2	1	
Stony Creek												
Thurman				1	1							
Warrensburg		2			1							
<b>Totals</b>	<b>5</b>	<b>10</b>		<b>3</b>	<b>24</b>			<b>4</b>		<b>4</b>	<b>2</b>	

**Bites Reported by Month**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2012	13	20	14	17	24	20	25	21	18	22	18	12	224

Rabies Clinics for 2013 to resume in February

Attachment #3

## 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-Family Health Program

**DATE:** January 25, 2013

(a) **Purpose of Amendment:** To amend the 2013 budget to adjust the Family Health Program to reflect the COLA (Cost of Living Adjustment) funds given for the Lead Grant in the amount of \$1,797.00.

(b) Appropriation Code (with title), Object Code (with title) and Amount:  
**A.4018.0020.469 Family Health Other Payments \$1,797.00**

Revenue Code (with title), and Amount:  
**A.4018.0020.4457 Family Health –Lead Revenue \$1,797.00**

## 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-Disease Program

**DATE:** January 25, 2013

- (a) **Purpose of Amendment:** To amend the 2013 budget to adjust the Disease Program to reflect the COLA (Cost of Living Adjustment) funds given for the IAP Grant in the amount of **\$2,656.00**.
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
**A.4018.0030.469 Disease Program- Other Payments \$2,656.00**

Revenue Code (with title), and Amount:

**A.4018.0030. 3407 Disease Program-Public Health Revenue \$2,656.00**

## 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:** Health Services

**DATE:** January 24, 2013

(a) Purpose of Request: To amend Resolution 500 of 2012 which authorized an employee to be reimbursed for 50% of tuition and associated fees and books for a college course she took in the Fall 2012 Semester through SUNY Plattsburgh in her pursuit of a Bachelor's Degree in Nursing in an amount not to exceed \$362.50. The employee has completed the course successfully according to the CSEA contract requirements, but upon submission of the bill requesting reimbursement, the amount with the associated fees totaled, \$449.86. The amendment would authorize being able to reimburse the employee the additional \$87.36.

(b) Details: Because the costs for the incidental fees and books are not known at the time the course is approved, in the future we will ask for wording to reimburse 50% of what is allowed by the contract, and not specify the exact amount with the words "not to exceed".

(c) Previous Resolution Number: 500/2012

# Warren County Board of Supervisors

## RESOLUTION NO. 500 OF 2012

Resolution introduced by Supervisors Conover, Kenny, Sokol, Merlino, Taylor, Strainer, Dickinson, Girard and Mason

### AUTHORIZING EMPLOYEE WITHIN HEALTH SERVICES DEPARTMENT TO ENROLL IN JOB-RELATED COURSES

WHEREAS, Warren County Home Care Nurse, Dorothy Muessig, has submitted an Application for Approval of Enrollment in a Job-Related Course by Employee, for a course given through SUNY Plattsburgh for the term of August 27, 2012 through December 17, 2013, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves Dorothy Muessig's enrollment in the following course for the following term and amount, which approval for the employee shall be contingent upon continued employment with Warren County, for the periods set forth below and upon completion of said course with a grade of "C" or better:

COURSES & COLLEGE	TERM	REIMBURSABLE AMOUNT <del>(NOT TO EXCEED)</del>
"NUR 350 Theoretical Foundations of Nursing"- SUNY Plattsburgh	August 27, 2012 through December 17, 2013	\$362.50 449.86

~~TOTAL NOT  
TO EXCEED~~

\$362.50  
449.86

and be it further

RESOLVED, that Dorothy Muessig shall be reimbursed for fifty percent (50%) of the textbooks needed for the above course and associated course fees, if any, upon the submission of vouchers with receipts verifying costs of same, and be it further

RESOLVED, that the funds for the above reimbursement shall be expended from Budget Code A.4018.0030 444 Preventive Program, Disease Control, Travel/Education/Conference.

A4016.444 Long Term Care Program

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

SIGNED: Patricia [Signature]

DATE: 1/24/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1. A.4016.110	Long Term Care-Full Time Salary	A.4010.110	Health Services-CHHA-Full Time Salary	\$49,374.00
A.4016.810	Long Term Care-Retirement Expense	A.4010.810	Health Services-CHHA Retirement Expense	\$9,974.00
A.4016.830	Long Term Care-Social Security Expense	A.4010.830	Health Services-CHHA-Social Security Expense	\$3,061.00
A.4016.831	Long Term Care-Medicare Expense	A.4010.831	Health Services-CHHA-Medicare Expense	\$716.00
A.4016.860	Long Term Care-Hospitalization Expense	A.4010.860	Health Services-CHHA Hospitalization Expense	\$6,360.00
A.4016.865	Long Term Care-Dental Insurance Expense	A.4010.865	Health Services-CHHA Dental Insurance Expense	\$120.00

**Total Transfers**

**\$69,605.00**

1. To transfer 2013 payroll and related fringe benefits for CHN#11 which transferred from LTC to CHHA Dept. 4th quarter 2012.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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

## 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:** Health Services

**DATE:** January 24, 2013

(a) Purpose of Request: To authorize salary adjustments for 2 nurses whose current salaries, based upon their amount of professional experience, are below what is currently allowed by the CSEA Contract.

Employee #: 12194  
Date of Hire: 9/17/12  
Years of Experience: 24  
Current Salary Grade and Salary: Grade 21 Public Health Nurse Base Salary: \$44,405  
Proposed Adjustment: Grade 21 Step 5: \$51,080 (+6,675)

Employee #: 11877  
Date of Hire: 11/23/10  
Years of Experience: 14  
Current Salary Grade and Salary: Grade 20 Community Health Nurse Step 4: \$45,605  
Proposed Adjustment: Grade 20 Step 5: \$49,874 (+4,269)

(b) Details: We would request that these salaries would take effect upon the date of the new CSEA Contract ratification, since were these nurses to be hired today; these are the salaries that would be offered based on their amount of professional experience.

(c) Previous Resolution Number: Not Applicable