

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 Lloyd F. Cote, Administrator

HEALTH SERVICES COMMITTEE AGENDA

Friday, April 26, 2013
9:30 a.m.

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

Action Agenda

1. Request resolution to Extend Contract for Mobil Imaging, LTD **Page 1**
2. Request resolution to offer up to fifth year salary rate, when hiring for Part time, Per diem, Requiring a RPN license. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Licensed Professional Nurse, or Certified Nursing Assistant. **Page 2**
3. Request resolution for Transfer of funds to cover part time & over time positions. **Page 3**
4. Notice of Intent to fill Vacant Position **Page 4**

Staffing report:

Vacancies: 2 FSH 1 LPN
 6 CNAs

DBL: 1 CNA

Overtime report:

Page 5

Items for Discussion

Executive Session – Litigation

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: WESTMOUNT HEALT FACILTY

DATE: April 26, 2013

- (a) Purpose of Contract Change: Extend Contract

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 168 of 2011

- (c) Name of Contractor: Mobile Imaging, LTD

- (d) Address of Contractor: 7 Herbert Drive, Latham, NY 12210

- (e) Contractor's Contact Person and Telephone Number: Walter T. Hughes Jr., President.

- (f) Commencement Date of Extension: May 1, 2013

- (g) Termination Date of Extension: April 30, 2015, automatically renew on annual bases provided no increase, funds are budgeted for, both parties agree in writing to extend. Thirty days notice to terminate with or without cause in writing.

- (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. Medicare A (PPS) responsible for 60% of current Medicare B Physician fee schedule provide pay within 30 days.

- (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: EF.72400.6202 470 Nursing Radiology, Medical PS Radiology, Contracted, \$7,800.00

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: Westmount Health Facility

DATE: April 26, 2013

- (a) Purpose of Request: To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a RPN license. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a LPN. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a CNA.

- (b) Details: To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Registered Professional Nursing License. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Licensed Professional Nurse. To offer up to the fifth year salary rate, when hiring for Part time, Per diem positions requiring a Certified Nursing Assistant.

- (c) Previous Resolution Number: 761 of 2012

- (d) Where are the Fund (if required)? List budget code, Object Code, Full Title* and Amount:
 - EF.60200.100 130 Nursing - Nurses' Station, Mgm & Super, Salaries-PT \$25,000.
 - EF.60200.300 130 Nursing - Nurses' Station, RN, Salaries - PT \$76,833.00
 - EF.60200.400 130 Nursing - Nurses' Station, LPN, Salaries - PT \$83,000.00
 - EF.60200.500 130 Nursing - Nurses' Station, Aides, Salaries - PT \$166,015.00

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: April 26, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60200.6802 470	Westmount, Nursing-Nurses' Station Contracted Services Contract	EF.82400.700 130	Westmount, Housekeeping Serv. FSH HK LL Maintenance Salaries – Part-time	\$13,667.00
EF.82500.700 130	Westmount, Laundry & Linen Services FSH, LL – Salaries Part-time	EF.82500.700 120	Westmount, Laundry & Linen Ser FSH, LL – Salaries – Over time	\$2,000.00
EF.82500.700 130	Westmount, Laundry & Linen Services FSH, LL – Salaries Part-time	EF.83110.600 120	Westmount, Fiscal Services Clerical & Other Admin Wages Salaries – Over-time	\$1,000.00
EF.83500.100 120	Westmount, Administration Services Management & Supervision Salaries – Over-time	EF.83110.600 120	Westmount, Fiscal Services Clerical & Other Admin Wages Salaries – Over-time	\$257.00
EF.73800.600 130	Westmount, Social Services Clerical & Other Admin, Salaries – Part time	EF.83110.600 120	Westmount, Fiscal Services Clerical & Other Admin Wages Salaries – Over-time	\$547.00

Please state reason for transfers requested: Correct reporting of part-time & over time.

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: April 26, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.82200.7500 414	Westmount, Plant Oper & Maint Gasoline & Gas-Natural	EF.82200.100 120	Westmount, Plant Oper & Maint Management & Supervision Salaries – Over-time	\$3,000.00

Please state reason for transfers requested: Correct reporting for over time.

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

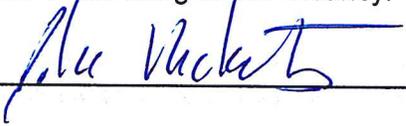
Department Westmount Health Facility Payroll Dept. No. 41.10
Title of Position Building Maintenance Mechanic #1 Annual Salary 34,564.00 Grade 13
Budget code and title EF.82200.700 100 Plant Operations & Maint, Maint Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12027
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 53% Other %
Impact to Budget:

Personnel Officer has approved this form when initialed. 

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 4/26/2013

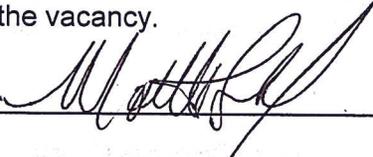
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services - Westmount Date 4/26/2013

- 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

PAYROLL EXPENDITURES FOR 2013 AS OF 4/22/2013 1:01:39 PM

EXPENSES	YTD ACTUAL	YTD ACTUAL	YTD 13 vs 12	% CHANGE	ANNUALIZED 13	2013 AMENDED	2012 AMENDED
	THRU April 2013	THRU April 2012			EXPENSE	BUDGET	BUDGET
Salaries - Regular	\$771,330.48	\$774,060.06	(\$2,729.58)	-0.35%	\$2,864,942.00	\$3,153,737.00	\$3,133,204.00
Salaries - Overtime	\$91,402.44	\$84,548.43	\$6,854.01	7.50%	\$339,494.80	\$157,667.00	\$183,700.00
Salaries - Per diem	\$107,878.27	\$126,277.02	(\$18,398.75)	-17.06%	\$400,690.75	\$471,775.00	\$479,999.00
TOTALS	\$970,611.19	\$984,885.51	(\$14,274.32)	-1.47%	\$3,605,127.55	\$3,783,179.00	\$3,796,903.00

Westmount Health Facility
Agency Staffing
as of 1/1/13

Vendor	Invoice No	Date	RNS	LPN	AIDES	Total Invoice
FAVORITE HEALTHCARE	880187B	1/18/2013			1,599.50	1,599.50
FAVORITE HEALTHCARE	880870	1/25/2013			816.00	816.00
MEDICAL STAFFING	R1-130008367	1/7/2013		656.00	780.25	1,436.25
MEDICAL STAFFING	R1-130200043	1/14/2013		1,721.50	1,040.00	2,761.50
MEDICAL STAFFING	R1-130300048	1/21/2013	432.00	1,025.00	1,352.00	2,809.00
MEDICAL STAFFING	R1-130400048	1/28/2013	2,210.00	1,168.50	1,615.00	4,993.50
NURSCORE	12-674016	1/6/2013	314.65	3,653.00	842.24	4,809.89
NURSCORE	12-674112	1/13/2013	1,813.50	1,712.24	3,172.08	6,697.82
NURSCORE	12-674182	1/20/2013	3,131.66	2,504.33	2,043.76	7,679.75
NURSCORE	12-674273	1/27/2013		267.89	888.11	1,156.00
THE NURSECONNECTION	1332	1/11/2013		1,736.50	1,374.00	3,110.50
THE NURSECONNECTION	1354	1/18/2013	2,851.00	4,734.88	2,078.00	9,663.88
THE NURSECONNECTION	1374	1/25/2013		3,771.25	937.50	4,714.76
Average Hourly Agency Rate			\$10,752.81	\$22,957.09	\$18,538.44	\$52,248.35
Average Hours			49.32	39.65	26.75	
			218.02	578.99	693.03	1,490.04 Ave Hr/Mo
2013 5th Step Salary Schedule						
@ Average Hours	Per diem coverage		24.56	18.27	14.29	
2013 Entry Salary Schedule			\$5,354.60	\$10,578.21	\$9,903.34	\$25,836.15
@ Average Hours	Per diem coverage		21.11	15.64	12.19	
			\$4,602.43	\$9,055.46	\$8,447.98	\$22,105.87
FAVORITE HEALTHCARE	881557	2/1/2013		320.00	1,024.00	1,344.00
FAVORITE HEALTHCARE	882232	2/8/2013		320.00	584.00	904.00
FAVORITE HEALTHCARE	882911	2/15/2013			416.00	416.00
FAVORITE HEALTHCARE	883635	2/22/2013			816.00	816.00
MEDICAL STAFFING	R1-130500047	2/4/2013	4,956.50	1,181.00	1,448.00	7,585.50
MEDICAL STAFFING	R1-130600048	2/11/2013	4,112.50	656.00	1,440.00	6,208.50
MEDICAL STAFFING	R1-130700048	2/18/2013	4,876.00	984.00	1,040.00	6,900.00
MEDICAL STAFFING	R1-130800045	2/25/2013	4,821.50	1,672.75	1,040.00	7,534.25
NURSCORE	12-674347	2/9/2013	3,866.63	3,866.63	1,357.20	5,223.83
NURSCORE	12-674444	2/10/2013		2,433.30	2,318.11	4,751.41
NURSCORE	12-674484	2/17/2013		1,145.45	1,050.28	2,195.73
NURSCORE	12-674603	2/24/2013		2,089.49	1,807.30	3,896.79
NURSEFINDERS	578450	2/3/2013			198.75	198.75
NURSEFINDERS	578816	2/10/2013			881.13	881.13
NURSEFINDERS	581351	2/17/2013			1,563.51	1,563.51
NURSEFINDERS	582907	2/24/2013	544.50	747.51	1,679.88	2,971.89
THE NURSECONNECTION	1396	2/1/2013		5,618.50	952.50	6,571.01
THE NURSECONNECTION	1418	2/8/2013		4,287.38	1,060.50	5,347.88
THE NURSECONNECTION	1465	2/22/2013		2,539.75		2,539.75
Average Hourly Agency Rate			\$19,311.00	\$27,861.76	\$20,677.16	\$67,849.95
Average Hours			49.32	39.65	26.75	
			391.55	702.69	772.98	1,867.22 Ave Hr/Mo
2013 5th Step Salary Schedule						
@ Average Hours	Per diem coverage		24.56	18.27	14.29	
2013 Entry Salary Schedule			\$9,616.35	\$12,838.19	\$11,045.85	\$33,500.39
@ Average Hours	Per diem coverage		21.11	15.64	12.19	
			\$8,265.52	\$10,990.11	\$9,422.60	\$28,678.23

Westmount Health Facility
 Agency Staffing
 as of 1/1/13

<u>Vendor</u>	<u>Invoice No</u>	<u>Date</u>	<u>RNS</u>	<u>LPN</u>	<u>AIDES</u>	<u>Total Invoice</u>
FAVORITE HEALTHCARE	884353	3/1/2013			616.00	616.00
FAVORITE HEALTHCARE	885059	3/8/2013			616.00	616.00
FAVORITE HEALTHCARE	885789	3/15/2013			208.00	208.00
FAVORITE HEALTHCARE	886511-A	3/22/2013			832.00	832.00
FAVORITE HEALTHCARE	887264	3/29/2013			156.00	156.00
MEDICAL STAFFING	R1-130900044	3/4/2013	3,601.50	328.00	1,040.00	4,969.50
MEDICAL STAFFING	R1-131000042	3/11/2013	4,883.00	2,019.25	598.00	7,500.25
MEDICAL STAFFING	R1-131100042	3/18/2013	1,437.00	697.00	624.00	2,758.00
NURSCORE	12-674678	3/3/2013		2,798.66	323.83	3,122.49
NURSCORE	12-674784	3/10/2013		417.10	2,367.08	2,784.18
NURSCORE	12-674857	3/17/2013		1,468.76	0.00	1,468.76
NURSCORE	12-674930	3/24/2013		2,716.57	927.05	3,643.62
NURSCORE	12-674984	3/31/2013		1,476.53	291.40	1,767.93
NURSEFINDERS	584270	3/3/2013		977.51	589.63	1,567.14
NURSEFINDERS	585725	3/10/2013		1,168.76		1,168.76
NURSEFINDERS	587128	3/17/2013		646.88	198.75	845.63
NURSEFINDERS	588602	3/24/2013			397.50	397.50
THE NURSECONNECTION	1484	3/1/2013		4,228.77		4,228.77
THE NURSECONNECTION	1506	3/8/2013		2,951.13	202.50	3,153.63
THE NURSECONNECTION	1527	3/15/2013		3,175.50		3,175.50
THE NURSECONNECTION	1550	3/22/2013		3,608.88		3,608.88
THE NURSECONNECTION	1576	3/29/2013		3,899.63		3,899.63
Total amount of Invoice			\$9,921.50	\$32,578.93	\$9,987.74	\$52,488.19
Average Hourly Agency Rate			49.32	39.65	26.75	
Average Hours			201.17	821.66	373.37	1396.20 Ave Hr/Mo
2013 5th Step Salary Schedule @ Average Hours	Per diem coverage		24.56	18.27	14.29	
2013 Entry Salary Schedule @ Average Hours	Per diem coverage		\$4,940.63	\$15,011.78	\$5,335.51	\$25,287.92
			21.11	15.64	12.19	
			\$4,246.61	\$12,850.81	\$4,551.42	\$21,648.84

staffinginvoices2013