

**Warren County Health Services
Health Services Committee Meeting
June 28, 2013
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Referral to the Personnel Committee for consideration of the following:

Backfill positions in the WIC Program due to resignations.

WIC Nutrition Aide Full Time: Grade 6 Base Salary \$27,496.

Infant Feeding Advocate Part Time 20 hours per week: Grade 3 Base Salary \$24,215 prorated to hourly rate of \$11.64.

Rationale:

The WIC Nutrition Aide has a better job closer to her home, and the Infant Feeding Advocate is returning to school full time to complete her Master's Degree. Both positions are 100% reimbursable by the New York State Department of Health WIC Program grant, and the positions are dependent upon continuation of grant reimbursement.

It is likely that a lower grade WIC employee will look to take the WIC Nutrition Aide position as a promotion, in which case we would request backfilling that position, which is also 100% reimbursable.

Backfill a Community Health Nurse Position Full Time: Grade 20 Base Salary \$42,818.

Rationale:

The employee, after 10 years of service, has given notice that she plans to retire, but will remain on a per diem basis. The position is not mandated but is revenue generating.

Delete a Community Health Nurse Position 30 Hours per Week: Grade 20 Prorated Salary \$42,818 and **Create the position of Early Intervention Service Coordinator 30 Hours Per Week:** Grade 18 Base Salary \$40,170 prorated to \$30,128 and adjust the Health Services Table of Organization accordingly.

Rationale:

The nurse is retiring and the job can be done by a licensed or certified professional such as a teacher or social worker. Since nurses are more difficult to recruit, it is a wiser use of resources to recruit from another discipline and save a little salary in the process. Our other service coordinators are not nurses and do very well in the position. The necessary paperwork detailing the job duties has been completed for the Civil Service Department.

Delete an Early Intervention Service Coordinator Position Full Time: Grade 18 Salary 46,818 and reclassify the position to Senior Early Intervention Service Coordinator Full Time: Grade 19 Salary 47,846 and amend the Health Services Table of Organization accordingly.

Rationale:

With the new NYEIS (New York Early Intervention System) there is much more work that service coordinators need to absorb, and we plan to task one of the coordinators with the responsibility of making sure information regarding billable service coordination is done appropriately and on a timely basis. We have completed a new duties statement for the Civil Service Office detailing changes and responsibilities to the job description that would be increased from a Grade 18. Early Intervention Service Coordinator position and substantiate the upgrade to Grade 19. The monies to cover the additional salary for the grade increase (\$1,028) would come from the amount saved by the reclassification of the Community Health Nurse to an Early Intervention Service Coordinator (\$2,922) and there would still be a savings overall (\$894).

All necessary "paperwork" and justifications have been completed for the above changes, and have been approved by Kathy Barrie, Personnel Officer, and Paul Dusek, County Administrator. If the CSEA agrees with the proposed new Senior Early Intervention Service Coordinator position, it can move forward to the Personnel Committee if the Health Services Committee agrees.

Request Resolution:

To renew the contract with New York State Department of Health/Health Research Institute to allow for continued receipt of funding for the Public Health Emergency Preparedness Program for the contract year July 1, 2013-June 30, 2014 in the amount of \$50,825, and to further authorize the Chairman of the Board of Supervisors to execute the agreement to accept any further funding that becomes available during the term of the agreement, in a form approved by the County Attorney.

Rationale:

This is a grant we have received annually since the 9/11 incident. The amounts have varied over the years, but the funding covers the costs for staff to complete the grant deliverables, and keep the Emergency Preparedness Program viable. Last year we received \$53,500, and we are told that although this year's grant is slightly less, there is a chance there will be more funding available during the coming year. If that is the case, we want to be ready to accept without having to return to the committee for an amendment resolution.

Request Committee Approval:

To authorize Toni Roth, WIC Coordinator to attend the mandatory, (100% reimbursable by the WIC Program grant) 2013 NYS WIC Managers' Workshop at the Hilton Albany on September 17-18 at a cost of \$125.00 plus a \$5.25 parking fee each day.

Rationale:

It is necessary to obtain committee approval as the cost of the workshop is over \$100. We are fortunate it is held in Albany so there are no travel and lodging costs. The employee prefers to drive her own vehicle and will receive no reimbursement for gas.

Budget Transfers

Please see **Attachment #4**

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the rationale for the changes.

Pending Items**Update on the Certificate of Need Process for Certified Home Health Agencies:**

We have learned that the New York State Public Health Planning Council has granted Certificates of Need to the following agencies that will allow them to develop a Certified Home Health Agency or expand their territories for their current CHHAs:

- Fort Hudson Health Care System (approval conditional pending submission and acceptance of several financial documents and a plan for space where the CHHA would operate since it would be a new agency)
- Visiting Nurse Service of Schenectady and Saratoga Counties (expansion of CHHA)
- Visiting Nurse Association of Albany, Saratoga, and Rensselaer (expansion of CHHA)
- Community Health Center of St. Mary's Healthcare and Nathan Littauer Hospital (expansion of CHHA)
- Living Resources (expansion of CHHA)

Although this was not welcome news, at least we are out of the waiting and wondering process, and believe we are well poised and are adequately staffed to be a very competitive agency, and continue to provide the quality care we have provided for many years for all residents of Warren County. The staffing issue places us in a much better position than the other agencies. We have plans to become more aggressive in our marketing strategies, and are currently in the process of working with the Tourism Department to develop a new brochure touting our services. We will be monitoring the situations closely and will report to the committee each month the numbers of referrals we are receiving as compared to the previous year, as well as any concerns we may encounter. We will continue to do the best job we can for those that need us.

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 answer any questions.

Report of Free and Reduced Fee Care

Please see **Attachment #3**.

Annual Report

Copies of the 2012 Annual Report will be distributed to the Health Services Committee Members and the County Administrator at the meeting for review during the coming month. If there are particular questions, we would ask that you contact me for answers or clarifications. We will request a Resolution accepting the report at the July meeting. At that point we will post the report on the Health Services Website, and also make available hard copies to any individual or agency that requests one. We will also provide a copy to be kept on file with the minutes of the meeting. Because the report is quite lengthy and requires a lot of paper, we do not routinely make a large volume of copies.

Attachments:

- #1** Emergency Response and Preparedness Activities Report
- #2** Reports of Expenditures, Revenues, Overtime and Per Diem Use
- #3** Report of Free and Reduced Fee Care
- #4** Budget Transfers

BT ACTIVITY SHEET

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

Page 1

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)
5/2013	Update	EPR Plan	Dan Durkee, Laura Saffer, Angela Meade, Ginelle Jones	
5/8 & 5/9 2013	Training	5/8 Crisis and Risk Communication (University at Albany School of Public Health)	Dan Durkee	Training
5/14/13	Meeting	BT Coordinators (Ballston Spa)	Dan Durkee, Laura Saffer	
5/14/13	Test	Time Warner Modem - Internet Connection in 6-103	Angela Meade	
5/20/13	Drill	County Municipal Center Fire Evacuation Drill	All employees	Drill
5/20/13	Meeting	5/20 Annual training requirements: Tentative Trainings: 1. Chempack/SNS – DPW & Airport Personnel 2. Chempack/SNS – Sheriff's Personnel	Dan Durkee, Amy Drexel	Training
5/23/13	Meeting	5/23 Chempack/SNS Site Visits to: DPW/Airport/Fire Training Center	Dan Durkee, Amy Drexel	SNS/Chempack
6/4/13	In-Service	Respiratory Protection Program	Laura Saffer and WCPH staff meeting attendees	
6/11/13	Meeting	BT Coordinators (Ballston Spa) "Closed PODS"	Laura Saffer	
6/11/13	Webinar	NYSIIS: IAP - NYSIIS Base Line Data by County and Provider Referral Tool	Helen Stern	
6/11/13	Meeting	Review of County CEMP	OES, Dan Durkee, et. al	
6/12/13	Tabletop	Monthly GFH – Forest fire at Adirondack Park campsite	Dan Durkee	
6/12/13	Webinar	RealOpt Refresher	Angela Meade	
6/13/13	Meeting	NYSACHO – AFIX/CoCasa training related to NYSIIS Program	Helen Stern, Patty Myhrberg	
6/13/13	Training	Chempack with Sheriff's Office	Dan Durkee, OES, et. al	Training
6/13/13	Drill	Chempack with Sheriff's Office	Dan Durkee, OES, et. al	Drill
6/14/13	Training	SNS with Airport personnel	Dan Durkee, OES	Training/SNS
6/19/13	Training	GPR for Bennett's Riding Stables	Laura Saffer	Training
6/24/13	Training	ClinOps – RealOpt (3 hour training)	Laura Saffer	Training
6/25/13	Meeting	6/25 NYSDOH HAN IT Visit	Dan Durkee, Laura Saffer, Angela Meade, Matt DeLafayette	Training
6/26/13	Webinar	ClinOps	Laura Saffer	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2013 AS OF 6/26/2013 2:14:51 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4011, 4013, 4016, 4018, 4046, 4054, 4189, 4025

EXPENSES	2013 BUDGETED	2013 YTD ACTUAL	2012 Prior Year Totals
Salaries - Regular	\$2,860,129.00	\$1,289,053.19	\$2,792,734.39
Salaries - Overtime	\$137,500.00	\$81,082.16	\$134,883.37
Salaries - Part Time	\$279,557.00	\$106,365.28	\$219,854.62
Salaries - Sick Leave Incentive			\$800.00
100's PERSONAL SERVICES	\$3,277,186.00	\$1,476,500.63	\$3,148,272.38
200's EQUIPMENT	\$112,120.90	\$95,663.17	\$180,916.48
400's CONTRACTUAL	\$8,394,117.50	\$1,925,517.43	\$6,668,622.53
800's EMPLOYEE BENEFITS	\$1,786,915.62	\$876,685.41	\$1,613,292.82
TOTALS	\$13,570,340.02	\$4,374,366.64	\$11,611,104.21
REVENUES	2013 BUDGETED	2013 YTD ACTUAL	2012 Prior Year Totals
	\$11,107,737.00	\$2,599,892.31	\$9,525,798.76

Notes: Revenue of \$445,807.08 (our highest monthly for 2013) has been accrued for May billing for CHHA, MCH and LTC Programs. We are currently working on June billing. Also \$7,364.87 has been accrued for the BT program for April and May services.

Warren County Health Services Salaries Comparison

2012 vs 2013 as of 6/16/13 Payroll date ending

Total of All Depts	YTD 2013	YTD 2012	YTD 13v12	% Change	Total Budget 2013	Total Actual 2012
Regular Salaries	\$1,289,053.19	\$1,308,246.51	-\$19,193.32	-1.47%	\$2,860,129.00	\$2,792,734.39
Overtime Salaries	\$81,082.16	\$59,001.23	\$22,080.93	37.42%	\$137,500.00	\$134,883.37
Part Time Salaries	\$106,365.28	\$100,221.23	\$6,144.05	6.13%	\$279,557.00	\$219,854.62
Sick Leave Incentive	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$800.00
TOTALS	\$1,476,500.63	\$1,467,468.97	\$9,031.66	0.62%	\$3,277,186.00	\$3,148,272.38

*Source: Detail G/L report for all Salary Category from 1/1/XX-6/16/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 & Part time salaries for 2013 YTD are above 2012 YTD since coverage was needed for patients due to these staffing shortages. Positions still remain to be filled, and when finalized, both overtime and part time salaries should decrease before year end. Also in 2013, all union members got increases which are reflected above.

ATTACHMENT #3

WARREN COUNTY HEALTH SERVICES DIVISION OF PATIENT SERVICES

FREE AND REDUCED CARE 2013

Quarter 1

Jan – Mar 2013

Free Care = \$3,610

Reduced Fee Care = \$0.00

FREE AND REDUCED CARE 2012

Quarter 1

Jan. – Mar. 2012

Free Care = \$20, 260.00

Reduced Fee Care = \$0.00

Quarter 2

April – June 2012

Free Care = \$8,800.00

Reduced Fee Care = \$0.00

Quarter 3

July – Aug. 2012

Free Care = \$3,070.00

Reduced Fee Care = \$34.00

Quarter 4

Sept. – Dec. 2012

Free Care = \$10,990.00

Reduced Fee Care = \$0.00

2012 Total Free Care
\$43,120.00

2012 Total Reduced Fee Care
\$ 34.00

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 Health Services Payroll Dept. No. 36-01
Title of Position WIC Nutrition Annual Salary 28,477.07 Grade 6-Step 2
Budget code and title A. 4013-110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11980
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %
Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13
 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 Date 6/23/13
 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 _____

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 Health Services Payroll Dept. No. 3601
Title of Position WIC Program Infant Feeding Advocate Annual Salary 12,569.54 Grade 3 Step 2
Budget code and title A4013.138 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12024
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %
Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13

- 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 Date 6/28/13

- 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 _____

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 Health Services Payroll Dept. No. 3600
Title of Position CHNA Community Health Nurse #5 Annual Salary 51,972.90 Grade 20 Step 10
Budget code and title #5 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10536

Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

Impact to Budget:

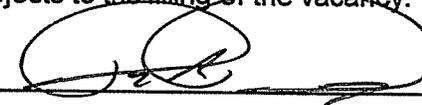
Personnel Officer has approved this form when initialed. _____

100%
reimbursed
various
sources depend
on patient
insurance

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13

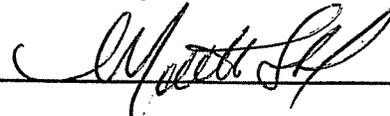
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13

- 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 _____

will seek to recruit and fill position with most experienced and educationally qualified nurse possible - Grade and step will be dependent on candidate experience and education level

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: 06/28/13

- (a) Title of Requested Position: Early Intervention Service Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 18 - \$40,170 to be prorated to 30 hours per week \$30,128.
- (c) Effective Date for New Position:* 07/22/13
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Community Health Nurse – Employee #8202, Grade 20 – \$42,818 (30 hrs. per week)
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.4054. 130 part time preschool.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?:Yes (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: As a part of the Early Intervention Program. Early Intervention Service Coordination is mandated- can be contracted out to other agencies but it is in the county's best financial interest to do these services "in house".
- (h) Is there expected revenue from this position? If so, please explain: Yes, services coordination activities are billable services

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

TYPICAL WORK ACTIVITIES:

- Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;
- Works closely with currently existing Warren County Public Health Programs: Physically Handicapped Children's Programs (PHCP), Infant Child Health Assessment Program (ICHAP), and Maternal Child Health and Pediatric Home Care (MCH) to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;
- Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;
- Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;
- Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;
- Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;
- Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;
- Maintains essential and timely case records and reports in accordance with client confidentiality requirements;
- Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;
- Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;

Helps the family accept responsibility for the child's care;
Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;
Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems;
Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;
Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;
Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;
Consults with other service providing professionals regarding individual case problems as needed;
Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;
Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child; ability to identify and positively utilize strengths and weaknesses in family functioning and structure; working knowledge of the administrative organization and services provided in various community facilities; skill in interview and assessment techniques with children and adults; ability to communicate effectively with children and adults, both verbally and in writing; ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community; ability to accept and utilize guidance; ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education or a health related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

NOTE: Possession of a New York State Driver's License is required at time of appointment.

1340 State Rte 9, Lake George, NY 12845

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

1. Department <i>Health Services</i>	Bureau, Division, Unit or Section <i>Division of Public Health</i>	Location of Position <i>Municipal Center</i>
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Percent of Work Time

Job Duty
please see attached job description

(Attach additional sheets if more space is needed)

Name	Title	Type of Supervision
Ginelle Jones	Asst Dir. Public Health	General Direct
Patricia Allen	Director Public Health / EIO	General Admin

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
None		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
Jawkie Merritt	EISC - part time	municipal center
Emily LaLone	EISC per diem	municipal center

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ Years
 College 4 Years, with specialization in education
 College _____ Years, with specialization in child development social work

Experience: (list amount and type)

see attached job description

Essential knowledge, skills and abilities:

see attached job description

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 6/11/13 Title: DPH/DAS/EIO

Signature: Patricia Allen

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Warren County Civil Service Department certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Health Services

DATE: 06/28/13

- (a) Title of Reclassified Position: Senior Early Intervention Service Coordinator
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* Grade 19 (Step 5) \$47,846.
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted: 11542 Early Intervention Service Coordinator #1
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* Grade 18 (Step 5) \$46,818.20
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:*07/22/13
*Please do not back date unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code, (with title), and Amount: A.4054.0060 110 Full Time Salaries
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:***Yes** *This is necessary **BEFORE** bringing the request to committees.

in when it comes to you, what decisions have already been made for you, what decisions are left to you.

See # 13 attachment

15. Summarize your work responsibilities, as you understand them.

Case coordination of children referred to Early Intervention Program - entering data in NYS EIS and keeping track of documents

16. Who checks or reviews your work, and what is the nature of such check?

ADPH or DPH checks and provides

assistance as needed

17. Date

18. Signature - I certify that the entries to the above questions are my own answers to the questions, and to the best of my knowledge and belief are correct and complete answers to the questions.

TO BE COMPLETED BY IMMEDIATE SUPERVISOR OF EMPLOYEE

19. Place a check mark opposite that item in each group which will best describe the work of this position.

- Simple repetitive routine.
- Repetitive but involves independent decisions in individual cases.
- Customarily involves independent decisions on order of tasks and methods used.
- Customarily involves independent decisions as to scope and planning of projects.

- Does not involve any oversight, planning or supervision of the work of others.
- Involves some advisory or "straw-boss" supervision of the work of others.
- Involves the regular but routine supervision of the work of others in the immediate field of activity.
- Involves responsibility for the planning and assigning of work activities of considerable variety and importance.

- Requires no previous training or specialized education.
- Requires some previous training or experience but with NO specialization in the department activity.
- Requires some previous training or experience WITH some specialization in the department activity.
- Requires thorough training in the trade or profession but NO specialized experience in the department activity.
- Requires thorough training in the trade or profession WITH specialized experience in the department activity.
- Requires administrative ability in the trade or profession with advanced training and experience in the department activity.

IF THE POSITION INVOLVES STENOGRAPHY CHECK ONE OF THE FOLLOWING

- Includes occasional or incidental stenography but a qualified stenographer is NOT necessary to fill the position.
- Includes occasional or incidental stenography and REQUIRES a qualified stenographer.
- Involves stenography as the major function of the position.
- Involves stenographic duties of a secretarial nature.
- Involves shorthand reporting of hearings or similar audiences.

N/A

IF THE POSITION INVOLVES TYPING CHECK ONE OF THE FOLLOWING

- Is under immediate oversight.
- Is not under immediate supervision but is performed according to a definitely prescribed practice or procedure.
- Is under general supervision and makes decisions on ordinary questions of procedure and order of tasks.
- Is subject to administrative approval and is responsible for planning and initiating of projects.

- Includes occasional or incidental typing but a qualified typist is NOT necessary to fill the position.
- Includes occasional or incidental typing and REQUIRES a qualified typist.
- Involves typing as the major function of the position.
- Involves typing requiring the ability to set up complex tabulations, statistical tables and similar material.

20. How much formal education should be required in case of a vacancy. Show by the letter "N" in the appropriate space, the least that you consider should be accepted and by a "D" the amount desirable.

Merely read and write	Common School and High School												College				Other Special or Technical Courses:
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	
																	License or certification

21. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items).

yes

22. Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires.

See # 13 attachment

23. Date

6/5/13

24. Signature of Immediate Supervisor

Dennis Lyons ADPH

TO BE FILLED IN BY THE DEPARTMENT HEAD

25. Comment on above statements of employee and supervisor. (Indicate any inaccuracies).

appropriately reflects scope of responsibilities in position

26. Date

27. Signature of Department Head

Patricia [Signature]

Warren County Personnel and Civil Service

1340 State Rt 9

Lake George, NY 12845

Job Classification Questionnaire

#13

<p>Recently NYSDOH has made significant changes in the Early Intervention Program. First, the program has added a computer data base, requiring duplication of effort in regard to the paper chart, utilized in case coordination and NYS audits and an electronic chart, utilized for tracking, reporting, and very recently billing. In addition, there have been regulation changes in regard to role changes, service provisions, and NYS fiscal agents. Erik really stepped to the plate to follow all the changes and assist our agency with compliance and staff with implementation and technical assistance. Erik has proven leadership, patience, his ability to educate staff through this process. He has assumed many new roles without complaint or being asked. He is familiar with all aspects of the EI and CPSE programs. Erik has proved to be a crucial asset to the agency and more specifically to the Early Intervention and CPSE programs.</p>	
% of Time	Duty/Explanation
2%	<p>Assistance with Writing/Review of Policy and Procedures: With the recent changes with NYSDOH regulation all Early Intervention policies and procedures required updating and review. Erik provided initiative and assistance in this cumbersome task. In addition, the procedures require annual review and adjustments, which he has routinely assisted with as needed.</p>
Constant-Integrated throughout day	<p>Facilitate NYSDOH Program Changes: As mentioned above, there have been significant changes requiring electronic case coordination and billing for Early Intervention. Although NYSDOH provided training, it was not helpful with all the technical glitches and lack of up to date information. Erik has researched NYS changes, questioned NYSDOH program, and in-serviced Warren County staff to implement these changes. He has a comprehensive view of the program and advocates for local interests.</p>
14%	<p>Provides Technical Assistance: Erik assists coworkers with the NYEIS program as needed. He demonstrated initiative to read the technical manuals and write easier algorithms for coworkers. HE also provides technical assistance to the fiscal staff leaning to adjust to the changes as well. He is the liaison with the help desk and serves as the invaluable problem solver!</p>

3%	Assists with Quality Assurance: Erik assists with organizing efforts for quality assurance of the EI program in regard to regulation compliance and client satisfaction.
1%	Assist with Joint Visits- Work with ADPH to assist with assessing competency of staff. The intent is to have Erik provide joint visits and the ADPH monitor documentation in an effort to provide a more thorough evaluation of EI Service Coordination staff.
1%	Participates on NYSDOH Conference Calls: NYSDOH holds conference calls every 2 months and as needed. Erik routinely attends the NYSDOH meetings and advocates for the local county issues. HE communicates this information to fellow staff members.
5%	Attends NYSDOH Trainings/Webinars and Regional County Meetings: Erik attends all NYSDOH training sessions, meetings, and regional county CEIPAC meetings. He demonstrates leadership and communicates information back to the county and his coworkers.
1%	Completes NYSDOH Information Requests/Surveys/Chart Audits: Erik satisfies the NYS requests for information. This is above his routine duties as a service coordinator and he readily volunteers. He completes the requests in a timely manner.
3%	Orients New Staff: Erik demonstrates competence as a coordinator and is ideal for fostering new staff. Erik demonstrates patience and provides a thorough job mentoring new staff.
10%	EIOD: Erik reviews coworkers' IFSPs and provides feedback as needed. This is a supervisory role.
60%	Case Coordination: Erik efficiently manages a full caseload. His families frequently acknowledge his efforts. His documentation is accurate and timely. He is an excellent resource to families.

RESOLUTION REQUEST FORM NO. 4

Request for **Extending**, Rescinding or Amending Resolution

DEPARTMENT NAME: Health Services

DATE: 06/28/13

- (a) Purpose of Contract Change: To renew the contract with NYS DOH/Health Research Inc. to allow for continued receipt of funding for the Public Health Emergency Preparedness Program in the amount of \$50,825.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: R 448/2012. See attached- Keep same language- change address and amount .
- (c) Name of Contractor: New York State Department of Health/ Health Research, Inc.
- (d) Address of Contractor: 260 Washington Avenue Extension
Albany, NY 12203
- (e) Contractor's Contact Person and Telephone Number: email: mxm09@health.state.ny.us Marsha Rivers, Grants Administration, Phone # (518)452-6880 Fax# (518)452-4270
- (f) Commencement Date of Amendment: 07/01/13
- (g) Termination Date of Extension: 06/30/14
- (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.

Voucher submission paid upon approved work plan and budget and submission of approved grant deliverables.

- (i) 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:
Bioterrorism Expenses various codes A 4189
Revenue A.4189.4401

Warren County Board of Supervisors

RESOLUTION NO. 448 OF 2012

Resolution introduced by Supervisors Sokol, Thomas, Frasier, Taylor and McDevitt

AUTHORIZING AGREEMENTS WITH THE NEW YORK STATE DEPARTMENT OF HEALTH AND HEALTH RESEARCH, INC. RELATING TO PUBLIC HEALTH PREPAREDNESS AND RESPONSE PLAN FUNDING

RESOLVED, that Warren County continue its contractual agreement with New York State Department of Health, Office of Science, ~~DAI~~ ^{260 Washington Ave. Extension} 120 New Scotland Avenue, Albany, New York ~~12208~~ ¹²²⁰³, relating to Public Health Preparedness and Response Plan funding, in an amount not to exceed Fifty-~~Three~~ ^{eight} Thousand ~~Five~~ ^(50,825) Hundred Dollars ~~(\$53,500)~~ ²⁰¹³ for a term commencing July 1, ~~2012~~ and terminating June 30, ~~2013~~ ²⁰¹⁴, and be it further ^{Twenty Five}

RESOLVED, that Warren County continue its contractual relationship with Health Research, Inc., One University Place, Rensselaer, New York 12144, relating to Public Health Preparedness and Response Plan funding, in an amount not to exceed Fifty-Three Thousand Five Hundred Dollars (\$53,500) for a term commencing July 1, ~~2012~~ ²⁰¹³ and terminating June 30, ~~2013~~ ²⁰¹⁴, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute agreements relating to Public Health Preparedness and Response Plan funding with the New York State Department of Health and Health Research, Inc., either individually or jointly, at the addresses described in the preambles of this resolution, in an amount not to exceed Fifty-Three Thousand Five Hundred Dollars (\$53,500), for a term commencing July 1, 2012 and terminating June 30, 2013, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further federal or state funding becomes available during the term of this contract, no further resolution to accept said monies is necessary and the Chairman of the Board of Supervisors is authorized to execute any documents necessary to receive the additional funds in a form approved by the County Attorney.

Auer, Pat

From: Jones, Ginelle
Sent: Monday, June 17, 2013 2:49 PM
To: auerp@co.warren.ny.us
Subject: FW: 2013-2014 LHD Public Health Emergency Preparedness Contract
Attachments: LHD Allocation 2013-14 Est 05.01.13.pdf; PHP Meeting Expense Guidelines.doc; 2013-2014 Budget Template for Base (Excel).xls; 2013-2014 LHD Budget Template (Word).doc

From: Marsha Rivers [mailto:mxm09@health.state.ny.us] **On Behalf Of** Bioterrorism Local Health Dept Co Contracts BML

Sent: Thursday, May 16, 2013 3:14 PM

To: abisd@co.rockland.ny.us; Alex.Holak@dfa.state.ny.us; amcnamara@oswegocounty.com; Ann.DeSimone@hhsnassaucountyny.us; asante.shipp-hilts@co.schoharie.ny.us; BadgerW@co.clinton.ny.us; barbara.ilardi@putnamcountyny.com; bcrosby@tompkins-co.org; beth.ryan.hcphns@frontier.com; bondh@otsegocounty.com; bwells@co.st-lawrence.ny.us; cfeuerherm@cortland-co.org; Chris.Mayone@albanycounty.com; chrisc@co.steuben.ny.us; chuck.kaiser@columbiacountyny.com; connie.coulthart@madisoncounty.ny.gov; cpicciano@co.broome.ny.us; crhymestine@herkimercounty.org; d.woods@co.fulton.ny.us; daurietta@co.montgomery.ny.us; diane.brown@suffolkcountyny.gov; dminor@yatescounty.org; dorenak@co.jefferson.ny.us; Driscoll, Tawn; dslesinski@co.orange.ny.us; dslesinski@orangecountygov.com; dthomaris@co.schuyler.ny.us; dvanslyke@co.genesee.ny.us; eddyd@co.clinton.ny.us; ehenderson@co.livingston.ny.us; Elaine.Roman@niagaracounty.com; ericd@co.chenango.ny.us; evelyn.creen@suffolkcountyny.gov; fiscal.lcph@gmail.com; griordan@co.orange.ny.us; hansenr@co.rockland.ny.us; hlscibu@ongov.net; ssmorol@ongov.net; hshepard@co.chemung.ny.us; hullte@alleganyco.com; ian.feinstein@co.schoharie.ny.us; j.little@co.fulton.ny.us; jacqueline.coven@suffolkcountyny.gov; jctoner@cattco.org; jeffreyl@co.jefferson.ny.us; jknox@co.essex.ny.us; joanne.cocozzoli@schenectadycounty.com; Jones, Ginelle; jperaino@co.livingston.ny.us; karen.vanek@putnamcountyny.com; Kathleen.Cuddy@dfa.state.ny.us; kcastricone@orleansny.com; kconboy@co.montgomery.ny.us; kdhipaguntla@co.dutchess.ny.us; kjohnson@tompkins-co.org; klevison@saratogacountyny.gov; kmellis@cattco.org; kristen.king.hcphns@frontiernet.net; kristi.lynch@dfa.state.ny.us; kstrack@co.franklin.ny.us; kvanauken@co.seneca.ny.us; linda.m.wag@gmail.com; Linda.Oldenburg@niagaracounty.com; Linda@nysacho.org; Lisa.mell@schenectadycounty.com; lmaben@cattco.org; lmcgee@cortland-co.org; lora.newell@co.schoharie.ny.us; lpulsifer@co.essex.ny.us; lscheider@co.broome.ny.us; lworden@ocgov.net; mandy.walsh@co.delaware.ny.us; Marilyn.Bonfiglio@co.sullivan.ny.us; mayers@renesco.com; mayers@renesco.com; mcannd@co.tioga.ny.us; mccormickb@co.tioga.ny.us; mdelcour@yatescounty.org; mdole@discovergreene.com; mer6@westchestergov.com; mgoho@monroecounty.gov; mmb1@westchestergov.com; mrichardson; msayers@monroecounty.gov; nancy.collier@putnamcountyny.com; nancy.shadic@columbiacountyny.com; PaulWeichselbaum@ongov.net; plight@co.essex.ny.us; ppettit@orleansny.com; Probstl@co.chautauqua.ny.us; rebecca.gardner@co.delaware.ny.us; rmartin@co.franklin.ny.us; rning@co.ulster.ny.us; Rosemary.Swiencki; sharon.decker@co.ontario.ny.us; shawman@co.wayne.ny.us; smarzouka@co.dutchess.ny.us; smatthews@wyomingco.net; stephensmorol@ongov.net; straubet@erie.gov; Susan.Riedy@albanycounty.com; syoungs@oswegocounty.com; T.ferringer@co.genesee.ny.us; Tengle@co.oneida.ny.us; tferringer@co.genesee.ny.us; tmcdougall@co.washington.ny.us; Tracy.Chalmers@erie.gov; tskinner@discovergreene.com; victoria.pearson@niagaracounty.com; vswinehart@co.seneca.ny.us; whitemaN@co.chautauqua.ny.us; william.orr@putnamcountyny.gov

Cc: Michael J. Primeau; Linda Wagner; Marie J. Desrosiers; Luis A. Lopez; James M.Murphy; Abbie L Archibald; Beau W Alexander; Michael.O'Donnell.no.longer.works.for.health; John Rinciari; Scott Bieg; Marsha Rivers

Subject: 2013-2014 LHD Public Health Emergency Preparedness Contract

Dear Partners in Emergency Preparedness,

The New York State Department of Health / Health Research Inc. intends to award Local Health Departments (LHD) with continued funding to support 2013-2014 (Year 2) Public Health Emergency Preparedness (PHEP) activities.

~~Due to the uncertainty of the final federal award amount for the NYSDOH, the attached allocation table shows the current negotiated amounts which reflect a 5% reduction in Base funding compared to last year. Since we do not expect to receive notification of the final federal award until mid-June, please prepare your Base budgets for July 1, 2013 - June 30, 2014 using the amount listed in the attachment (LHD Allocation 2013-14 Est 05.01.13).~~

Please develop your Year 2 budget request using your 2012-2013 approved budget as a guide. For your convenience, you may submit the budget using either the Microsoft Word template or the Microsoft Excel template. The Excel template performs roll-up calculations and automatically transfers totals to the summary page.

In an effort to make this process as easy as possible, the documents listed below are attached to assist you in preparing your budget:

- Estimated Funding Allocation Table
- Budget Templates for 2013-2014 (Word and Excel)
- PHP Meeting Expense Guidelines

LHDs participating in the Cities Readiness Initiative (CRI) will receive separate instructions shortly, with additional guidance and templates.

The 2013-2014 deliverables will be posted to the Health Commerce System once finalized. Documents will be entitled as follows:

- Public Health Emergency Preparedness Program, Local Health Department Deliverables
- Public Health Emergency Preparedness Program, Local Health Department Maintenance Deliverables

Please return the **completed budget** electronically to btlhd@health.state.ny.us as soon as possible, but no later than **Monday, 6/10/13**. If you are unable to meet this deadline, please notify Marsha Rivers at btlhd@health.state.ny.us.

Your current Equipment Inventory will be sent under separate cover with instructions for updating.

Thank you.

(See attached file: LHD Allocation 2013-14 Est 05.01.13.pdf)

(See attached file: PHP Meeting Expense Guidelines.doc)

(See attached file: 2013-2014 Budget Template for Base (Excel).xls)

(See attached file: 2013-2014 LHD Budget Template (Word).doc)

Marsha Rivers
Grants Administration - Office of Public Health
New York State Department of Health
260 Washington Avenue Extension
Albany, NY 12203
Phone: (518) 452-6880
Fax: (518) 452-4279

**LHD Public Health Preparedness
2013-14 Estimated Base Awards**

County	2010 Total Population	2013-14 Estimated Base Awards
Albany	304,204	\$153,893
Allegany	48,946	\$50,825
Broome	200,600	\$118,791
Cattaraugus	80,317	\$78,038
Cayuga	80,026	\$77,939
Chautauqua	134,905	\$96,532
Chemung	88,830	\$80,922
Chenango	50,477	\$50,825
Clinton	82,128	\$78,650
Columbia	63,096	\$50,825
Cortland	49,336	\$50,825
Delaware	47,980	\$50,825
Dutchess	297,488	\$151,617
Erie	919,040	\$362,206
Essex	39,370	\$50,825
Franklin	51,599	\$50,825
Fulton	55,531	\$50,825
Genessee	60,079	\$50,825
Greene	49,221	\$50,825
Hamilton	4,836	\$50,825
Herkimer	64,519	\$50,825
Jefferson	116,229	\$90,204
Lewis	27,087	\$50,825
Livingston	65,393	\$50,825
Madison	73,442	\$50,825
Monroe	744,344	\$303,018
Montgomery	50,219	\$50,825
Nassau	1,339,532	\$504,674
Niagara	216,469	\$124,167
Oneida	234,878	\$130,405
Onondaga	467,026	\$209,059
Ontario	107,931	\$87,393
Orange	372,813	\$177,138
Orleans	42,883	\$50,825
Oswego	122,109	\$92,197
Otsego	62,259	\$50,825
Putnam	99,710	\$84,608
Rensselaer	159,429	\$104,841
Rockland	311,687	\$156,428
Saratoga	219,607	\$125,230
Schenectady	154,727	\$103,248
Schoharie	32,749	\$50,825
Schuyler	18,343	\$50,825
Seneca	35,251	\$50,825
St. Lawrence	111,944	\$88,753
Steuben	98,990	\$84,364
Suffolk	1,493,350	\$556,789
Sullivan	77,547	\$77,099
Tioga	51,125	\$50,825
Tompkins	101,564	\$85,236
Ulster	182,493	\$112,656
Warren	65,707	\$50,825
Washington	63,216	\$50,825
Wayne	93,772	\$82,596
Westchester	949,113	\$372,395
Wyoming	42,155	\$50,825
Yates	25,348	\$50,825
Total	11,202,969	\$6,272,536

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Health Services hereby authorizes Toni Ruth WIC Program Coordinator
 (Supervisory Committee) (Employee Name)

to attend 2013 NYS WIC Managers' Workshop
 (Name of meeting or organization)

at The Hilton Albany 46 Lodge St. Albany, NY 12207
 (Address)

on Sept 17-18, 2013 Mode of transportation to be used employee will
 (Dates) (County Vehicle or Mass Transportation)

drive personal car no reimbursement for gas.
 If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
 (Please check documents attached)

Notice of meeting or convention including cost.

cost of meeting \$125.00
plus \$5.25 per day for parking
meals are included in the conference fee

For Overnight Travel Not applicable

- Room rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

GSA* Rate \$ _____

*www.gsa.gov

Date: 6/28/13

Patricia Allen
 Department Head Signature

Date: 6/28/13

[Signature]
 Committee Chairman Signature

copy is 100% reimbursable by WIC program grant

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

ABOUT US TRAINING GUIDANCE PROGRAM DESCRIPTIONS REGISTRATION BREASTFEEDING SUPPORT RESOURCES													
<p>WIC MANAGERS WORKSHOP</p> <hr/> <p><u>OVERVIEW</u></p> <hr/> <p><u>AGENDA</u></p> <hr/> <p><u>REGISTRATION</u></p> <hr/> <p><u>PAYMENT</u></p>	<div style="text-align: right;"> </div> <h2 style="text-align: center; margin-top: 0;">WIC MANAGERS WORKSHOP 2013 REG FORM</h2> <p style="text-align: center; margin-top: 10px;">WIC Managers Workshop 2013</p> <p>The Workshop will be held at the Hilton Albany, located at 40 Lodge Street, Albany, New York, 12207. To access the room block, please contact the hotel directly at 518-462-6611 and ask for room block code 2WIC. All reservations must be made by Friday, August 23, 2013.</p> <p><i>*Please note that this week is a potential sell-out week in all of Albany due to city wide events.</i></p> <p>Parking is complimentary for all overnight guests. The hotel has reduced parking by 50% to be \$5.25/day for commuters. Stickers will be given each morning at registration.</p> <p>To register for this event, please complete and print the registration form found here: click for form. (This is a fillable PDF form, you may type on the form and then print).</p> <p>The registration fee of \$125 will cover breakfast, snacks, and lunch for the two days. This fee can be paid online via pay pal here: click for payment</p> <p>You may also pay by check by mailing your check and completed registration form indicating the names of person(s) attending to CAI Attn: Kelley King 2 Winners Circle Suite 102 Albany, NY 12205. Checks can be made out to Cicatelli Associates Inc.</p> <p>The registration deadline is August 16, 2013.</p> <p>Target Audience: NYS WIC Program Directors, Site Managers and Coordinators</p> <p><u>Pricing Chart</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Number of Participants</th> <th style="text-align: center;">Total Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$125.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$250.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">\$375.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">\$500.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">\$625.00</td> </tr> </tbody> </table>	Number of Participants	Total Amount	1	\$125.00	2	\$250.00	3	\$375.00	4	\$500.00	5	\$625.00
Number of Participants	Total Amount												
1	\$125.00												
2	\$250.00												
3	\$375.00												
4	\$500.00												
5	\$625.00												

Toni Roth

ABOUT US	TRAINING GUIDANCE	PROGRAM DESCRIPTIONS	REGISTRATION	BREASTFEEDING SUPPORT	RESOURCES
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<p>WIC MANAGERS WORKSHOP</p> <hr/> <p><u>OVERVIEW</u></p> <hr/> <p>AGENDA</p> <hr/> <p>REGISTRATION</p> <hr/> <p>PAYMENT</p>	<h2 style="text-align: center;">WIC MANAGERS WORKSHOP 2013</h2> <p style="text-align: center;">WIC Managers Workshop 2013: Empowering Managers to Support PCNS</p> <p style="text-align: center;">September 17-18, 2013</p> <p style="text-align: center;">Albany, NY</p> <p>Families participating in the Women, Infants, and Children (WIC) program lead busy lives and must juggle numerous priorities. Health and nutrition may not be their primary concerns. WIC Staff must have the skills and abilities to reach participants with compassion, information, and guided support. Staff must also ensure they are providing services within their scope and stay updated on the latest research to enhance their messages.</p> <p>The 2013 WIC Managers Workshop will focus on Empowering Managers to guide and support staff in providing Participant-Centered Nutrition Services (PCNS). Day One will focus on empowering managers with the latest tools for training staff. Day Two will focus on empowering managers with the latest research and information to support them in the delivery of WIC Services.</p> <p>The Workshop will be held at the Hilton Albany, located at 40 Lodge Street, Albany, NY 12207.</p>
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[ABOUT CAI](#) [EMPLOYMENT OPPORTUNITIES](#) [SITE MAP](#)

kking@caiglobal.org

need committee approval

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: Patricia Ager

DATE: 6/28/13

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services-CHHA-Full Time Salary	A.4010.130	Health Services-CHHA-Part Time Salary	\$3,287.04
2.	A.4010.410	Health Services -Supplies Expense	A.4010.861	Health Services-Retirees Hospitalization	\$4,000.00
	A.4010.418	Health Services-Insurance/Gen.Liability	A.4010.861	Health Services-Retirees Hospitalization	\$2,000.00
	A.4010.441	Health Services-Auto Supplies & Repair	A.4010.861	Health Services-Retirees Hospitalization	\$2,435.00
	A.4010.470	Health Services -Contract Expense	A.4010.861	Health Services-Retirees Hospitalization	\$3,000.00
3.	A.4010.110	Health Services-CHHA-Full Time Salary	A.4010.130	Health Services-CHHA-Part Time Salary	\$10,000.00
4.	A.4054.130	Preschool-Part Time Salary	A.4054.0060.110	Early Intervention-Full Time Salary	\$460.00
	A.4054.830	Preschool-Social Security Expense	A.4054.0060.830	Early Intervention-Social Security Expense	\$29.00
	A.4054.831	Preschool-Medicare Expenses	A.4054.0060.831	Early Intervention-Medicare Expense	\$7.00
5.	A.4054.130	Preschool -Part Time Salary	A.4054.0060.810	Early Intervention-Retirement Expense	\$100.00
	A.4189.110	Bioterrorism-Full Time Salary	A.4018.0020.110	Preventive pgm-Family Health-Full Time salary	\$941.60
	A.4189.130	Bioterrorism-Part Time Salary	A.4018.0020.130	Preventive pgm-Family Health-Part Time salary	\$3,748.57
	A.4189.810	Bioterrorism-Retirement Expense	A.4018.0020.810	Preventive pgm-Family Health-Retirment Expense	\$684.90
	A.4189.830	Bioterrorism-Social Security Expense	A.4018.0020.830	Preventive pgm-Family Health-Social Security Exp	\$290.79
	A.4189.831	Bioterrorism-Medicare Expense	A.4018.0020.831	Preventive pgm-Family Health-Medicare Expense	\$68.01

Total Transfers \$31,051.91

1. To transfer from Full time to Part time salary the portion from 1/1/13-6/16/13 payroll related to IV call pay/salary for two employees that are now PT not FT.
2. To transfer funds to cover Retiree Hospitalization which has increased from budget due to two retirements this year as of May 2013.
3. To transfer funds from Full time to part time salary to cover absentee full time salaries that are being covered by Per Diem.
4. To transfer funds to cover salary increase for Sr. Service Coordinator for Early Intervention from Preschool part time position. Preschool position will be downgraded.
5. To transfer funds to cover additional retirement expense for Sr. Service Coordinator for Early Intevention to be effective 7/22/13.
6. To transfer funds from BT to Lead Program(within Family Health) for hours for Salary/fringe related to 1st quarter January to March 2013.

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