

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: OCTOBER 3, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
CONOVER
FRASIER
TAYLOR
MCDEVITT

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:
LLOYD COTÉ, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
MICHAEL MCCARTHY, MCCARTHY & CONLON, LLP
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS GIRARD
LOEB
MASON
STRAINER
WESTCOTT
WOOD
TRAVIS WHITEHEAD, WARREN COUNTY RESIDENT
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:32 a.m.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Lloyd Coté, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Coté informed the first item listed pertained to the 2012 Auditor's Report to be presented by Michael McCarthy, of McCarthy & Conlon, LLP.

Mr. McCarthy distributed copies of the 2012 Financial Statements and Independent Auditor's Report to the Committee members and reviewed the Report in detail; *a copy of same is on file with the minutes.* Pertaining to the Balance Sheets on page 3 of the Report, Mr. McCarthy explained that "Due from third party payers" listed under Current Assets as approximately \$1.6 million reflected the IGT (Inter Governmental Transfers) Payments which had been anticipated in 2012 but were actually received in the first quarter of 2013. He further explained that "Post-employment health benefits" listed under Long-term Liabilities reflected the GASB 45 Retiree Health Insurance Liability. He noted this amount had increased approximately \$500,000 compared to 2011 and that rate of

increase would continue for another 10 to 12 years. He pointed out the "Unrestricted Fund Equity" totaled (\$3,055,610) and he explained that the Post-employment health benefits total of \$4,547,033 had been subtracted from the Fund Equity resulting in a negative total. He explained the negative Fund Equity was merely on paper, as there were assets available. He commented that since the Post-employment health benefits were a true long term liability, that total should be added to the negative Fund Equity total to reflect the available assets of \$1,491,423.

Pertaining to the Statement of Revenues and Expenses on page 4 of the Report, Mr. McCarthy pointed out the total listed for "Net patient service revenue" reflected a decrease compared to 2011 which was a direct result of the new State-wide change in the Medicaid Pricing Methodology. He said that other than "Nursing services", the largest Operating Expense for the Facility was the "Employee benefits". Mr. McCarthy stated the "(Decrease) increase in fund equity" reflected a total of (\$650,688); however, he continued if the \$495,444 increase in Post-employment health benefits (long term liability) were added back, it reflected a total loss for the year of (\$155,244). He explained this reduced total loss was attributed to the receipt of approximately \$1.4 million in IGT Payments. He added the amount of IGT Payments received in 2011 had been approximately \$2.8 million due to the receipt of two year's worth of payments received in 2011. Mr. McCarthy stated the State IGT Payments had only been guaranteed through Fiscal Year 2013 which had ended in March. He said there was a commitment by the State and Federal Governments to continue the IGT Payments but the amount of money available to fund the endeavor was unknown.

Mr. Conover entered the meeting at 9:38 a.m.

Mr. McCarthy commented that the books and records for Westmount Health Facility were well kept which he credited to Betsy Henkel, Comptroller. Mr. McDevitt asked if the use of Agency Nurses at Westmount Health Facility was a concern for most Nursing Homes. Mr. McCarthy replied this was a growing issue, particularly with County-owned Nursing Homes. He explained that due to the County looking into the possible sale of the Facility, the Nurses were seeking other employment, causing vacant positions and the need for Agency Nurse coverage. Mr. McDevitt asked if there had been any improvement in the amount of Agency Nurse usage and Mr. Coté responded that when he started at the Facility the Agency Nurses expense was about \$45,000 per month and for the past two months the Agency Nurses expense had been approximately \$600.

A discussion ensued pertaining to the GASB 45 Post-employment health benefits requirement.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to accept the 2012 Financial Statements and Independent Auditor's Report as submitted by McCarthy & Conlon, LLP.

Continuing with the agenda review, Ms. Henkel requested a transfer of funds between various accounts totaling \$45,362 to reflect the costs associated with Sick Leave Incentive which had not been budgeted and to balance the overtime and part-time salaries budgets.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. Coté reported that staffing levels had stabilized and the use of Agency Nurses was under control. He added the cost of an Agency Nurse was approximately double that expended on a Nursing staff member. He said there was a vacant Leisure Time Activity Supervisor position and a vacant Licensed

Practical Nurse per diem position. He noted the Social Worker Consultant who worked minimal hours would be retiring and would need to be replaced. He announced that Dr. Villajuan had retired after many years of service. Mr. Coté explained that meant Hudson Headwaters Health Network (HHHN) would now be the sole provider of medical services to the Facility. He explained that Dr. Rosalyn Sokoloff was the Medical Director and the Attending Doctor for all Westmount Health Facility Residents. He advised the Facility required at least two doctors and he had contacted HHHN with regards to amending the current contract. He said they had also discussed the possibility of changing the billing format of the contract and eliminating the on-call fee. He explained currently Westmount Health Facility staff members completed the billing for Medicaid Part B services provided by HHHN; however, he added, under the revised contract, HHHN would complete their own billing for the services rendered, making the numbers of hours per week portion of the contract moot. He advised he would be submitting a request at the next Committee meeting to amend the current contract with HHHN.

Mr. Coté advised Westmount Health Facility was in the "survey window" meaning it was 9 months until the next New York State Department of Health (NYS DOH) Survey and 15 months since the previous Survey. He added the last Survey had been performed on January 9, 2013. He announced there would be a major evacuation drill today at Westmount Health Facility which would include the assistance of local volunteer fire departments.

Mr. Coté reported the current census of the Facility was 72 Residents and he said his goal was 76 to 77 Residents. He added the Departmental budget was based on the assumption of 74 Residents. He opined the Nursing staff was doing a great job in meeting the needs of the Residents and he announced a Housekeeper would be retiring in November after 44 years of service. A brief discussion ensued.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 10:04 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer requested to amend the Warren County Health Services Corporate Compliance Plan to include the new privacy and security protections of health information for the Health Information Technology for Economic and Clinical Health Act (HITECH) which was established under the HIPAA (Health Information Portability and Accountability Act) of 1996. She explained the NYS DOH had issued the final Omnibus Rule for these modifications, and as a Covered Entity the Public Health Department must comply and be able to demonstrate that they had complied with these rules. She said they had provided updated privacy practice statements to all of their current patients as of September 23, 2013, and had also updated the Business Associate Agreements to reflect that updated HIPAA changes were provided.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to amend the Warren County Health Services Corporate Compliance Plan as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 18, 2013 Board Meeting.*

Ms. Auer requested to fill the vacant position of Public Health Nurse #25, annual base salary of \$44,405, Employee No. 12275, due to resignation. She said this was a Union position which was not

mandated or reimbursed; however, she added, revenue was generated by this position. She informed the employee had decided the position was not the right fit for her after completing the six month probationary period.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize the filling of the vacant position of Public Health Nurse #25 as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Auer requested authorization for Anni Stewart, Community Health Nurse, to attend the Island Peer Review Organization (IPRO) Patient Review Instrument (PRI) and Screen Training on November 6-7, 2013 at the New York State Nurses Association in Latham, New York, at a cost of \$513.00. She noted the cost of meals was included in the fee and the employee would utilize a Health Services fleet vehicle. She said the Training would allow Ms. Stewart the necessary certification to perform the PRI and Screens on patients that requested them. She noted these were billable visits, at full cost, which were required for Nursing Home and Assisted Living Facility placements.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to authorize attendance at the training as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested authorization for Sharon Schaldone, Assistant Director of the Home Care Division, and Tammie DeLorenzo, Clinical and Fiscal Informatics Coordinator, to attend the Home Care Association of New York State's Hospital and Home Care Collaboration program to be held at Empire State Plaza in Albany on October 24, 2013 at a cost of \$149.00 per person. She said the conference would provide critical information on insights and pathways for collaboration partners to work together in addressing and creating solutions to community health priorities, as well as their infrastructures.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize attendance at the training as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested to renew the contract with the NYS DOH, Bureau of Immunization for a term commencing April 1, 2013 and terminating March 31, 2018, to allow continued receipt of funding for the Immunization Program with annual amounts of \$32,854 in a form approved by the County Attorney. She noted the amounts were paid upon quarterly voucher submission with NYS DOH approval of an annual budget and work plan. She commented the State had been late in sending the contract renewals but payments had been received routinely. She noted a slight decrease in the annual amount which had previously been \$33,111.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to renew the contract with the NYS DOH, Bureau of Immunization as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 18, 2013 Board Meeting.*

Tawn Driscoll, Fiscal Manager, requested a transfer of funds in the amount of \$1,750 from the Preschool-Education Expense Code (A.4054.444) to the Preschool-Retirement Expense Code (A.4054.810) to reflect an unanticipated retirement expense in the Preschool Program.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for a Transfer of Funds form is on file with the minutes.*

In reference to the pending item concerning updates on Certificates of Need (CON) for new Certified Home Health Agencies (CHHA's), Ms. Auer reported there had been no impact thus far as none of the new CHHA's were operational yet. She noted advertising for the new CHHA's had commenced with regards to hiring new staff. She opined that she believed the Warren County CHHA could be competitive with any new CHHA's being established. Ms. Auer stated the new Certified Home Health Agency Brochure should be completed within the month and she continued to look into the possibility of decals or magnets to advertise on the sides of the Health Services fleet vehicles.

Pertaining to Attachment #4, Warren County Health Services Patient Evaluations CHHA Division, Ms. Schaldone reported the number of referrals continued to be consistent with the same time period in 2012. She advised the hospital procedures added to the complexity of the process as a patient could remain in the emergency room for two to three days before being referred for further care. She informed of a referral from Essex County as they were having difficulties in handling the number of referrals received. The Warren County CHHA, she continued, was able to accommodate an Essex County patient who required IV therapy. She noted some of the CHHA Nurses were carrying a high number of caseloads.

Ms. Auer pointed out that a Monthly Report on Emergency Response and Preparedness Activities was included in the agenda packet.

Concerning the Report on Revenues and Expenditures for 2013 as of October 1, 2013, Ms. Driscoll explained the budget was currently on target compared to previous years. She said the salaries budget was on target, despite the vacant and per diem positions. Regarding the Revenue and Expense Comparison for 2012 versus 2013, Ms. Driscoll commented the 2013 regular salaries reflected a decrease, while overtime and part-time salaries reflected an increase compared to 2012 due to the number of vacant positions. She mentioned the contractual expenses for 2013 reflected a decrease compared to 2012 due to expenses being decreased in the Preschool, Early Intervention and CHHA Programs. A brief discussion ensued.

Ms. Auer pointed out that a Report on the Rabies Program for April through June 2013 was included in the agenda packet.

As there was no further business to come before the Health Services Committee, on motion made by Mrs. Frasier and seconded by Mr. McDevitt, Mr. Sokol adjourned the meeting at 10:19 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist