

**Warren County Health Services
Health Services Committee Meeting
October 25, 2013
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Committee Approval:

To authorize Sharon Schaldone, ADPS, to attend the Home Care Association of New York State Introduction to Healthcare Quality Program, to be held at the Desmond in Albany on November 19, 2013 at a cost of \$275.00.

Rationale:

This course will provide information on quality and patient safety principles, methodologies and tool sets to develop knowledge and skills that can be translated to health care practice settings. Information obtained at this conference will be shared with nursing supervisors and staff. There are budgeted monies in the budget to support this expense. Committee Approval is needed if the cost is over \$100.00.

Request Resolution:

To award the bid as a result of the Request for Proposal and authorize a contract agreement with The Bonadio Group for a one year term commencing January 1, 2014 and ending December 31, 2014, with the option of renewal for an additional two one year periods upon the mutual agreement of both parties for the purpose of auditing the Medicaid and Medicare Cost Reports for Warren County Health Services in the following amounts: 2013 Audit - \$5,900, 2014 Audit - \$5,900, 2015 Audit - \$6,000.

Rationale:

In response to the RFP, The Bonedio Group was the low bidder of the two proposals submitted. We have used them for the past three years and have found the business services satisfactory. The amount for the proposal is an increase of \$1,500 for the three year period.

Request Resolution:

To establish a Petty Cash Fund to be utilized for the Immunization Program in the Amount of \$100.00.

Rationale:

We have had a Petty Cash (Clinic Change Box) for the Immunization Program for as long as we have charged for immunizations. However, we are unable to find the Resolution that specifically authorized creating it, and the Treasurer's Office is requesting we obtain a Resolution to create it, and then return the money currently in the Petty Cash (Change Box) Fund (\$71.00) and they will issue a check for \$100.00.

Request Resolution:

Budget Transfer

Please see **Attachment #5.** (to be distributed at the meeting)

Rationale:

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review this need.

Executive Session:

To discuss the performance history of a particular contractor.

It is the Committee's pleasure whether to have this discussion during this part of the agenda or at the end of the meeting.

Request Referral to the Personnel Committee:

For consideration to delete a Supervising Nurse Position (Salary \$62,500) plus benefits, and add additional job duties to several staff nursing positions. It is envisioned that the nurses with the additional responsibilities would receive a salary stipend, yet to be determined. The proposal would be financially advantageous to the county as well as be able to meet the current and foreseeable future needs of the department. We expect to have further details available for the Personnel Committee.

Rationale:

We have a Supervising Nurse who has requested to return to a staff nurse position, and she has assumed the vacant position we received permission to backfill last month. This situation has provided the opportunity to re-evaluate the requirements of the department, as we believe we have come up with a viable plan. We are hoping to work with the CSEA to bring this to fruition as soon as possible.

Pending Items**Update on Referral Numbers and Impact of New Certified Home Health Agencies:**

It has been less than a month since our last meeting so we will provide the updated numbers at our next meeting which will be reflective of all of October. We have noted that other agencies are advertising for staff, but we have seen no impact to date on our referrals. We will continue to track.

Advertising Brochure:

The verbiage and layout for the brochure is complete thanks to the efforts and talents of Tourism's, Peter Girard. We are in the process of finalizing the pictures, which has proved to be more challenging than anticipated due to scheduling. We had hoped to have the completed product for this month's meeting, but it is not yet finished – hopefully next month.

Car Decals:

We have our logo ready to go, and we will have it available to see at the meeting. After conversation with Jeff Tennyson, Superintendent of Public Works, he states that the work of applying the decals can be accomplished by an individual he has on his staff, so that will cut down on the expense. We are in the process of securing quotes for the decals, and plan to purchase them from funds in the 2013 Budget. Because the vehicles in the Health Services Fleet are several colors, we will likely need to have several different colors for the decals but the logo will be the same. There remains the issue of removing the Joseph Warren seals from the car doors, which Jeff states can also be done, but he said there is a county policy that county vehicles need to be marked. In follow up to this conversation, I had conversation with County Administrator, Paul Dusek, who stated the policy is to assure the vehicles are marked and the decals could take the place of the seal as it would note a specific official marking. He suggested the issue be brought to committee for consideration.

Information 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**.

Revenue and Expense Comparison Report for 2012 vs 2013: Please see **Attachment #3**.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the above information, and answer any questions.

Free and Reduced Fee Care Report: Please see **Attachment #4**.

Attachments:

- #1** Emergency Response and Preparedness Activities Report
- #2** Reports of Expenditures, Revenues, Overtime and Per Diem Use
- #3** Revenue and Expense Comparison Reports for 2012 vs 2013
- #4** Free and Reduced Fee Care Report
- #5** Budget Transfer (to be distributed at the meeting)

BT ACTIVITY SHEET
BP2 - 7/1/13 - 6/30/14

Page 1

Topic Color Codes

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

Attachment 1

2nd QUARTER ACTIVITIES (October 1, 2013 – December 31, 2013)  = entered on NYSDOH Quarterly Reporting Template

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
10/1/13	Conf Call	 M-4 ServNY Improvement Planning meeting 2 of 2	Laura Saffer	
10/2/13	Program	Handwashing/Prospect School (29 kids)	Laura Saffer	
10/3/13	Student	Empire State (Nichole Mello)	Dan Durkee, Laura Saffer	
10/3/13	Student	Sage (Amelia Johnson)	Laura Saffer	
10/3/13	Meeting	Mandatory Staff Meeting re: NYSDOH Flu vaccine mandate	Ginelle Jones; PH/CHHA clerical staff	
10/4/13	Student	Plattsburgh (Susan Coyner)	Dan Durkee	
10/7/13	Training	CPR, First Aid – Up Yonda (2 employees)	Laura Saffer	Training
10/8/13	Training	CPR – Health Services Nurses	Laura Saffer	Training
10/8/13	Meeting/ Webinar	 L-9 MCM Management, Distribution & Dispensing at monthly BT Coordinators meeting in Ballston Spa	Dan Durkee	Training
10/9/13	Drill	 M-10 GFH Active Shooter Drill at Hole in the Woods Dan Durkee – Victim Laura Saffer – ServNY Vol. Notification (15 vol. responded; largest # ever) Ginelle Jones – IHANS Notification to nursing homes for surge capacity.	Dan Durkee, Laura Saffer Ginelle Jones, Diane Ellmers (PBG Student)	Drill
10/10/13	Training	CPR – Health Services Nurses	Laura Saffer	Training
10/10/13	Meeting	School Nurse (annual meeting)	Dan Durkee, et.al	
10/16/13	Tabletop	GFH – "Chemical exposure in the Lab/Clinical Impact"	Dan Durkee	
10/16/13	Webinar	 L-9 MCM Management, Distribution & Dispensing	Laura Saffer, Angela Meade	Training
10/22/13	Training	 M-18 Electronic Syndromic Surveillance System (ESSS)	Ginelle Jones, Pat Belden	Training
10/22/13	Student	New Visions (Megan Goodspeed)	Dan Durkee	
10/23/13	Meeting	Quarterly EPR Committee	Dan Durkee, et.al	
10/31/13	Health Fair	 M-19 For Warren County Employees; offering flu vaccine with CDMS pre-registration	All	
10/31/13	Student	Sage (Daniel Breeyear)	Dan Durkee, Laura Saffer	

**Revenue and Expense Comparison for 2012 vs 2013
as of 10/25/13 meeting**

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

EXPENSES	10/25/13	10/262012	Variance
	Meeting	2012 YTD	
	2013 YTD	2012 YTD	
	Actual as of	Actual as of	
	10/22/13 G/L	10/22/12	
Salaries - Regular	\$2,148,054.28	\$2,165,788.80	(\$17,734.52)
Salaries - Overtime	\$126,885.03	\$100,220.83	\$26,664.20
Salaries - Part Time	\$184,984.27	\$164,316.65	\$20,667.62
Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00
100's PERSONAL SERVICES	\$2,459,923.58	\$2,430,326.28	\$29,597.30
200's EQUIPMENT	\$120,219.25	\$120,413.69	(\$194.44)
400's CONTRACTUAL	\$3,488,494.29	\$3,822,953.33	(\$334,459.04)
800's EMPLOYEE BENEFITS	\$1,408,377.88	\$1,276,941.36	\$131,436.52
TOTALS	\$7,477,015.00	\$7,650,634.66	(\$173,619.66)
REVENUES	2013 YTD	2012 Prior Year	
	ACTUAL	Totals	
	\$4,913,402.98	\$5,355,610.45	(\$442,207.47)

Notes: As noted on financial page, Salary differences are due to open positions within the CHHA department. However, it should be noted that as of 10/22/13, the contractual expenses related to both the EI and Preschool programs are down compared to the expenses in 2012.

Within the EI program, the State is now paying all invoices, and due to issues with insurance companies paying first, other payments have been delayed therefore less reflected year to date for 2013. Preschool for 2013 does not yet reflect any expenses for tuition for the 13/14 school year because rates have not yet been determined by the State. Once those rates are set, vouchers for tuition will be paid.

Free and Reduced Fee Care

**WARREN COUNTY HEALTH SERVICES
DIVISION OF HOMECARE
2013**

Free Care

Reduced Care

Jan. – Mar. \$3,610.00

Jan. – Mar. \$0.0

April – August \$12,830.00

April – August \$0.0

Total = \$16,440.00 / 2013

Total \$0.0 / 2013

\$32,130.00 / 2012

\$0.0 / 2012

Attachment #4

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 Sharon Schaldone ADPS
(Supervisory Committee) (Employee Name)

to attend Home Care Association of NYS
Introduction to Healthcare Quality Program
(Name of meeting or organization)

at The Desmond 660 Albany Shaker Rd Albany, NY 12211
(Address)

on November 19, 2013 Mode of transportation to be used Health Services Fleet
(Dates) (County Vehicle or Mass Transportation) vehicle

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 conference \$275.00

For Overnight Travel

- Room rate \$ NA GSA* Rate \$ NA
- Meal costs - GSA* per diem rate \$ NA - included in conference fee

*www.gsa.gov

Date: 10-11-13

Patricia [Signature]
 Department Head Signature

Date: 10/25/13

[Signature]
 Committee Chairman Signature

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.



Introduction to Healthcare Quality



NATIONAL ASSOCIATION FOR HEALTHCARE QUALITY

November 19
8:00am – 5:00pm

at

The Desmond
660 Albany Shaker Road
Albany, NY 12211

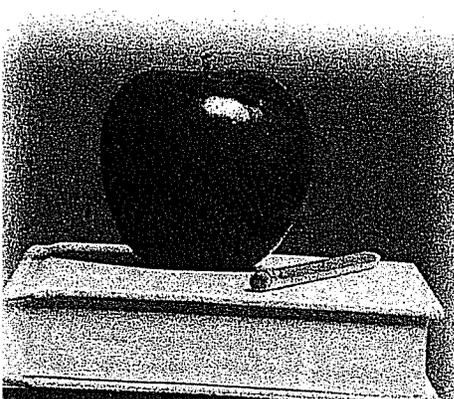
The Desmond's room rate is \$149. Call 1-800-448-3500 ask for the Code: 1250GM, available until November 4, when making a reservation. The Desmond offers complimentary parking. Learn more at:
www.desmondhotelsalbany.com

Your registration fee includes a NAHQ accredited presenter, handout materials, breaks and lunch!

Program Sponsored in Part by

Home Monitoring
by **PHILIPS**

Lifeline Medical Alert Service
Telehealth Solutions
Medication Dispensing Service



HCA is partnering with the National Association for Healthcare Quality (NAHQ) to deliver the course "Introduction to Healthcare Quality". This course will provide new healthcare quality professionals with a basic understanding of quality and patient safety principles, methodologies, and toolsets to enable them to develop their knowledge and skills in their healthcare practice setting.

Course Information

This one-day course is designed for professionals approaching quality concepts for the first time. This course will engage the learner in developing knowledge that will transfer to the healthcare quality practice setting. The format invites a high degree of interaction and group activities to introduce participants to introductory concepts.

The course includes six modules:

1. Setting the State: Evolution of Healthcare Quality
2. Principles of Quality Improvement
3. Quality Improvement Processes and Methods
4. Using Data to Make Decisions
5. Teamwork at all Levels of the Organization
6. Culture and Leadership – and YOUR role.

Learning Objectives

Upon completion of this course, you will be able to:

- Discuss the key events in the evolution of quality and patient safety in healthcare
- Describe the impact of regulations and accreditation affecting quality and patient safety in their practice setting
- Identify and describe basic healthcare quality and patient safety principles and methodologies
- Recognize and understand basic quality and patient safety measurement and improvement tools
- Articulate ways to integrate quality and patient safety principles, methodologies and tools to their practice setting.

Registration

HCA or NAHQ Members - \$229; Non-members - \$275
Registration Deadline: November 12.

Cancellation Policy: Cancellations received by November 8, are refundable less a \$50 administrative fee. Cancellations must be received in writing via e-mail to info@hcanys.org. No refunds after this date or for no shows. Substitutions are permitted.

www.hcanys.org

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Health Services

DATE: 10/25/2013

- (a) Is this a Result of a Bid or Request for Proposal? Yes. To award bid to the lowest possible bidder.
- (b) Purpose of Contract: To authorize contract agreement to obtain auditing services for the Medicaid and Medicare cost reports for Warren County Health Services with the Bonadio Group.
- (c) Name of Contractor: The Bonadio Group
- (d) Address of Contractor: 6 Wenbley Court, Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Kenneth P. McGivney, Tel (518) 464-4080, Fax (518)464-4087, awalther@bonadio.com
- (f) Has or will the Contract be provided, if so, please attach: No. (similar contract with the group is on file.)
- (g) Commencement Date of Contract: January 1, 2014
- (h) Termination Date of Contract: December 31,2014 with the option for 2 one year renewals, if mutual agreement with both parties.
- (i) Payment Provisions:
- i) lump sum amount -
 - ii) hourly rate amount
 - iii) total amount not to exceed \$17,800
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon receipt of invoice with amounts not to exceed contract annual fees per terms of agreement.
- (j) 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:

Health Services A 4010.437 consulting fees

**see copy of previous resolution to authorize contract with Bonadio Group.

Warren County Board of Supervisors

RESOLUTION NO. 812 OF 2010

Resolution introduced by Supervisors Sokol, Thomas, Champagne, Taylor, Loeb and McDevitt and Wood

**AWARDING BID AND AUTHORIZING AGREEMENT WITH BONADIO & CO.,
LLP TO AUDIT MEDICAID AND MEDICARE COST REPORTS FOR
WARREN COUNTY HEALTH SERVICES DEPARTMENT (WC 81-10)
- HEALTH SERVICES DEPARTMENT**

WHEREAS, the Warren County Purchasing Agent requested bids for CPA's to Audit Medicaid & Medicare Cost Reports for the Warren County Health Services Department (WC 81-10), with an option that the agreement may be extended for two (2) one year terms upon agreement between the parties, and

WHEREAS, it has been recommended that Warren County award the agreement to Bonadio & Co., LLP., the lowest responsible bidder, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent notify Bonadio & Co., LLP. of the acceptance of its proposal, and be it further

RESOLVED, that Warren County enter into an agreement with Bonadio & Co., LLP., 6 Wembley Court, Albany, New York 12205, to audit Medicaid and Medicare Cost Reports for a term to commence January 1, 2011 and terminating December 31, 2011, pursuant to the terms and conditions of the bid specifications and proposal, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney, and be it further

RESOLVED, that provided this resolution has not been rescinded or the authorization provided hereby otherwise amended or terminated, the Chairman may, by written agreement between the County and Bonadio & Co., LLP., agree to extend the contract authorized hereby in accordance with the terms and conditions of the bid specifications and proposal for up to two (2) one year terms from the date of expiration, and no further resolution of this Board shall be needed.

**WARREN COUNTY
TABULATION SHEET**

SPEC NO.: WC 60-13	NAME & ADDRESS	NAME & ADDRESS	PRICE
ITEM(S): RFP FOR CPA'S TO AUDIT MEDICAID & MEDICARE COST REPORTS FOR WARREN COUNTY HEALTH SERVICES DEPARTMENT DATE: OCTOBER 17, 2013 TIME: 3:00 P.M.	The Bonadio Group Attn: Kenneth P. McGivney 6 Wembley Court Albany, NY 12205 Ph: 518-464-4080 Fax: 518-464-4087	Toski & Co. Attn: Douglas Zimmerman 300 Essjay Rd. Suite 115 Williamsville, NY 14221 Ph: 716-634-0700 Fax: 716-634-0764	
DESCRIPTION OF ITEM			PRICE
Cost to Audit the Warren County Health Services Medicaid &			
Medicare Cost Reports for the Certified Home Health Agency &			
the Long Term Home Health Care Program:			
2013 Audit			\$7,200.00
2014 Audit			\$7,200.00
2015 Audit			\$7,200.00
TOTAL FOR ALL 3 YEARS:			\$21,600.00
Other costs or fees:			
AWARDED TO:			
✓		Resolution No.	
JULIE A. PACYNA, PURCHASING AGENT		Term: January 1, 2014 through December 31, 2014	

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: 10/25/2013

- (a) Purpose of Request: To establish a petty cash fund for change box for the immunization program in the amount of \$100.00
- (b) Details:
- (c) Previous Resolution Number: ? Not sure if ever was one.

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: 10/25/2013

- (a) Purpose of Request: To ratify action of Chairman of Warren County Board of Supervisors to terminate contract with Adirondack Manor HFA (Facility) in a form approved by the county attorney.
- (b) Details:
- (c) Previous Resolution Number: R 828/2008

WARREN COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 828 OF 2008

Resolution introduced by Supervisors Sokol, Sheehan, Thomas, Tessier, Champagne and O'Connor

**AUTHORIZING AGREEMENT WITH ADIRONDACK MANOR
HFA TO PROVIDE HOME HEALTH SERVICES TO INDIVIDUALS
ENROLLED IN THE ASSISTED LIVING PROGRAM
- HEALTH SERVICES DEPARTMENT**

WHEREAS, the Director of Public Health/Patient Services has requested authorization for an agreement with Adirondack Manor HFA ("Facility") to provide home health services for the Facility's Assisted Living Program, for a term to commence January 1, 2009 and terminate upon thirty days (30) written notice by either party at the established CHHA private pay/cost per visit rates, and the Health Services Committee has recommended entering into said agreement, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Adirondack Manor HFA, 4 Chelsea Place, Suite 101, Clifton Park, New York 12065 to provide home health services for the facility's Assisted Living Program for a term commencing January 1, 2009 and terminating upon thirty days (30) days written notice by either party at the established CHHA private pay/cost per visit rates, in a form approved by the County Attorney.

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: 10/25/2013

- (a) Purpose of Request: To delete supervising Public Health Nurse #3 from Health Services Table of Organization
- (b) Details:
- (c) Previous Resolution Number: R157/2013

Warren County Board of Supervisors

RESOLUTION NO. 157 OF 2013

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

**AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES TO FILL
THE VACANT POSITIONS OF SUPERVISING PUBLIC HEALTH NURSE #3 AND
COMMUNITY HEALTH NURSE #8 DUE TO RETIREMENT**

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Director of Public Health/Patient Services to fill the vacant position of Supervising Public Health Nurse #3, at an annual salary to be determined based on a range of \$60,000 to \$64,050, and Community Health Nurse #8, at an annual salary of \$42,818, due to retirement. These positions are not mandated and have no impact on the 2013 budget.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: [Signature]

DATE: 10/25/13

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services-Full Time Salary	A.4010.120	Health Services-Overtime Salary	\$5,000.00

Total Transfers \$5,000.00

1. To transfer funds to cover overtime salaries to year end.

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