

**Warren County Health Services
Health Services Committee Meeting
May 23, 2014
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Resolution:

Budget Transfers: Please see **Attachment #6**.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to explain the rationale.

Pending Items

Update on Referral Numbers and Impact of Other Certified Agencies: Please see **Attachment #5**.

Information for Discussion

Emergency Response and Preparedness Activities: Please see **Attachment #1** for the April and May Report.

County Car Decals

We are awaiting the quotes for the vinyl decals that will be placed on our cars to promote our agency. We hope to have a sample of how the decal will appear on the vehicles at the meeting. This process has taken much longer than anticipated for several reasons we will discuss at the meeting.

Reports of Expenditures, Revenues, Overtime and Per Diem Use: Please see **Attachment #2**.

Revenue and Expense Comparison Report for 2013 vs 2014: Please see **Attachment #3**.

Year End Report 2013 in Comparison to 2012. Please see **Attachment #4**.

Tawn Driscoll, Fiscal Manager, will be present to review the reports and answer any questions.

Attachments:

#1 Emergency Response and Preparedness Activities Report

#2 Reports of Expenditures, Revenues, Overtime and Per Diem Use

#3 Revenue and Expense Comparison Report for 2013 vs 2014

#4 Year End Report 2013 in Comparison to 2012

#5 Referral Numbers Comparisons

#6 Budget Transfers

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

4th QUARTER ACTIVITIES (April 1, 2014 – June 30, 2014) ▶ = added to deliverable template

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
4/1/14	Meeting	▶ M-19 Closed PODS/Legal Issues	Dan Durkee, Marfin Affredou, CA	
4/3/14	Meeting	▶ L-1 EPR Plan Review	Dan Durkee, Ginelle Jones, Pat Belden, Patty Myhrberg, Angela Meade	
4/8/14	Meeting	BT Coordinator's in Ballston Spa	Dan Durkee	
4/10/14	Meeting	Washington County's EPR Committee	Dan Durkee	
4/11/14	Test	Cell Phones – EPR PH List	Dan Durkee	
4/14/14	Meeting	▶ L-1 EPR Update	Dan Durkee, Angela Meade	
4/15/14 4/21/14	Meeting	EPR File Clean Ups	Dan Durkee, Angela Meade	
4/16/14	Webinar	▶ M-6 ClinOps "MERITS"	Angela Meade	
4/16/14	Tabletop	GFH "Incident involving disaster mental health/crisis response for children located here for summer & parents are involved in disaster at "home"	Dan Durkee	
4/17/14	Meeting	▶ M-6 EPR for Home Care sponsored by HCA – Troy, NY	Dan Durkee	
4/18/14	Fire Alarm	False fire alarm during Red Cross Blood Drive (evacuation issues addressed)	Dan Durkee	
4/23/14	Meeting	Quarterly EPR Committee	Dan Durkee, et.al	
4/23/14	Webinar	▶ M-5 Critical response: Communication Lessons We Must Learn from Malaysian Air flight MH370	Dan Durkee, Amy Drexel	
4/28/14	Test	▶ M-4 ServNY Notification to all volunteers (request to update info)	Dan Durkee	
4/29/14	Training	▶ L-7 Joint Criminal & EPI Investigations @ HANYS, Rensselaer, NY	Ginelle Jones, Pat Belden, Steven Stockdale, WC Sheriff's	Training
4/30/14	Webinar	▶ L-6 ServNY (Build 56 Updates)	Dan Durkee	

April activities reviewed by DD/GJ

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

Page 2

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;
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4th QUARTER ACTIVITIES (April 1, 2014 – June 30, 2014) ▶ = added to deliverable template

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
5/1/14	Meeting	▶ L-1 EPR Plan Review	Dan Durkee, Patty Myhrberg, Amy Drexel, Angela Meade	
5/6/14	Meeting	▶ L-1 EPR Plan Updates	Dan Durkee, Angela Meade	
5/7/14	Meeting	▶ L-13 Capital District Sub-Region Meeting at HANYs	Dan Durkee	
5/9/14	Meeting	▶ M-19 Closed Pods	Dan Durkee, County Attorney	
5/12/14	Meeting	▶ L-1 EPR Plan Review	Dan Durkee, Ginelle Jones, Patty Myhrberg, Amy Drexel, Angela Meade	
5/13/14	Meeting	BT Coordinator's in Ballston Spa	Dan Durkee	
5/14/14	Training On-line	▶ M-5 - "Psychological First Aid"	Ginelle Jones	
5/15/14	Meeting	▶ L-1 EPR Plan Updates	Dan Durkee, Angela Meade	
5/21/14	Webinar	▶ M-6 ClinOps "Vulnerable & Electrically Dependent Individuals: A Collaborative Exercise"	Angela Meade	
5/21/14	Tabletop	GFH – "Weather event and Impact on Special Needs Populations"	Dan Durkee	
5/22/14	Drill	▶ M-1 & M-10 CHEMPACK	Dan Durkee, PH; Amy Drexel, OES; Sheriff's Office	

May activities reviewed by DD/GJ

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2014 AS OF 5/20/2014 6:09:34 PM

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

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

EXPENSES	2014 BUDGETED	2014 YTD ACTUAL	2013 Prior Year Totals
Salaries - Regular	\$2,839,807.00	\$951,069.20	\$2,808,026.17
Salaries - Overtime	\$137,500.00	\$46,322.10	\$159,087.21
Salaries - Part Time	\$277,918.00	\$92,981.38	\$246,611.85
Salaries - Sick Leave Incentive	\$3,255,225.00	\$1,090,372.68	\$3,213,725.23
100's PERSONAL SERVICES	\$82,174.87	\$30,356.65	\$214,683.50
200's EQUIPMENT	\$7,444,413.00	\$1,200,017.30	\$6,142,894.90
400's CONTRACTUAL	\$1,835,875.00	\$711,168.58	\$1,750,798.31
800's EMPLOYEE BENEFITS	\$12,617,687.87	\$3,031,915.21	\$11,322,101.94
TOTALS			
REVENUES	2014 BUDGETED	2014 YTD ACTUAL	2013 Prior Year Totals
	\$10,267,332.00	\$1,616,528.74	\$9,280,158.89

Accrued above for Revenues from March to April are for CHHA, LTC and MCH \$679,718.67 and \$84,870 for WIC. Also for first quarter, a total of \$33,477.02 has been accrued for our IAP, CSHCN, Lead, BT and EI administration grants. At this time, our total salary expense is 33.50% of budget, while it was 34.17% at this time last year.

Warren County Health Services
Salaries Comparison

2013 vs 2014

as of 5/4/14 Payroll date ending

Total of All Depts	YTD 2014	YTD 2013	YTD 13v14	% Change	Total Budget 2014	Total Actual 2013
Regular Salaries	\$951,069.20	\$962,985.85	-\$11,916.65	-1.24%	\$2,839,807.00	\$2,808,026.17
Overtime Salaries	\$46,322.10	\$58,419.55	-\$12,097.45	-20.71%	\$137,500.00	\$159,087.21
Part Time Salaries	\$92,981.38	\$76,759.22	\$16,222.16	21.13%	\$277,918.00	\$246,611.85
Sick Leave Incentive	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
TOTALS	\$1,090,372.68	\$1,098,164.62	-\$7,791.94	-0.71%	\$3,255,225.00	\$3,213,725.23
% current YTD Salary to Total Budget	33.50%	34.17%				

*Source: Detail G/L report for all Salary Category from 1/1/XX-5/4/XX

Note: Regular salaries are below last year due to a nursing position that is currently open. Overtime is also below last year, due to the fact that Per Diem staff have been utilized to cover staff shortages. YTD 2014 (33.50% of budget) is below 2013 YTD (34.17% of budget) by \$7,791.94. We have built up a list of experienced Per Diem nurses which has helped with both staffing shortage and increase in patient referrals. Also to note, part time salaries overall are high due to an employee retirement cash out in January which is 12.11% of the YTD overage in this line.

Attachment #2

**Revenue and Expense Comparison 2014 vs 2013
as of 5/23/14 meeting**

EXPENSES	5/23/14 Meeting 2014 YTD Actual as of 5/20/14 G/L	5/24/2013 meeting 2013 YTD Actual as of 5/20/13	Variance
Salaries - Regular	\$951,069.20	\$962,985.85	(\$11,916.65)
Salaries - Overtime	\$46,322.10	\$58,419.55	(\$12,097.45)
Salaries - Part Time	\$92,981.38	\$76,759.22	\$16,222.16
Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00
100's PERSONAL SERVICES	\$1,090,372.68	\$1,098,164.62	(\$7,791.94)
200's EQUIPMENT	\$30,356.65	\$11,429.06	\$18,927.59
400's CONTRACTUAL	\$1,200,017.30	\$1,563,724.29	(\$363,706.99)
800's EMPLOYEE BENEFITS	\$711,168.58	\$703,268.58	\$7,900.00
TOTALS	\$3,031,915.21	\$3,376,586.55	(\$344,671.34)

REVENUES	2014 YTD ACTUAL	2013 Prior Year Totals	
	\$1,616,528.74	\$1,485,113.94	\$131,414.80

Notes:

Salaries:

As noted on the financial page, Salary differences are due to open positions within the CHHA department. Per Diem staff have been utilized to assist in nursing services. Part time salaries, however also reflects an employee's cash out (12.11%) due to a retirement in January.

Equipment:

The variance within equipment is due to the fact we just purchased two vehicles in April 2014 that totaled \$27,800.

Contractual Services:

Our contractual services are below last year primarily due to the fact we have been waiting for state approved rates for Prospect school since July 2013. We just received the initial approved rates and those vouchers are now being processed for payment.

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2013 AS OF 5/7/2014 7:38:30 PM

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

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

	2013 BUDGETED	2013 YTD ACTUAL	2012 Prior Year Totals
EXPENSES			
Salaries - Regular	\$2,843,263.96	\$2,808,026.17	\$2,792,734.39
Salaries - Overtime	\$163,410.00	\$159,087.21	\$134,883.37
Salaries - Part Time	\$303,814.04	\$246,611.85	\$219,854.62
Salaries - Sick Leave Incentive			\$800.00
100's PERSONAL SERVICES	\$3,310,488.00	\$3,213,725.23	\$3,148,272.38
200's EQUIPMENT	\$221,792.90	\$214,683.50	\$180,916.48
400's CONTRACTUAL	\$8,364,175.00	\$6,142,894.90	\$6,668,622.53
800's EMPLOYEE BENEFITS	\$1,783,440.12	\$1,750,798.31	\$1,613,292.82
TOTALS	\$13,679,896.02	\$11,322,101.94	\$11,611,104.21

	2013 BUDGETED	2013 YTD ACTUAL	2012 Prior Year Totals
REVENUES			
Net Effect to the County	\$11,109,221.00	\$9,280,158.89	\$9,525,798.76
	(\$2,570,675.02)	(\$2,041,943.05)	(\$2,085,305.45)

Regarding 2013 vs 2012, Warren County Health Services' net effect to the county came in \$528,731.97 under 2013 the amended budget and \$43,362.40 under 2012 final numbers. Mandated programs such as the Disease program, Early Intervention and Preschool programs are 66.10 % of the net effect in 2013. Of this, 63.29% is primarily related to the Preschool and Early intervention programs (Net loss for these two programs for 2013 was \$1,292,444.55)

**Warren County Health Services
Patient Evaluations
CHHA Division**

CATEGORY	01/2013	02/2013	03/2013	04/2013	05/2013	06/2013	07/2013	08/2013	09/2013	10/2013	11/2013	12/2013
SN eval	156	115	135	128			151	135	126	141	113	145
SN IV eval	9	4	0	6			4	6	7	5	7	10
CDPAP	11	8	9	10			7	11	7	6	12	16
PRI	13	4	8	12			13	14	8	14	7	2
SN Evals per month	189	131	152	156			175	166	148.00	166.00	139.00	163.00
PT evals	103	88	75	84			96	95	83	104	76	80
PT only	22	7	20	23		24	37	28	21	30	18	19
PT only evals per mo	22	7	20	23			37	28	21	30	18	19
Total Evals per month	211	138	172	179			212	194	169	134	157	183

CATEGORY	01/2014	02/2014	03/2014	04/2014	05/2014	06/2014	07/2014	08/2014	09/2014	10/2014	11/2014	12/2014
SN eval	127	110	132	114								
SN IV eval	7	4	6	2								
CDPAP	7	2	0	0								
PRI	3	2	3	4								
UASNY	15	11	18	14								
SN Evals per month	159	125	159	134								
PT evals	88	82	78	69								
PT only	33	32	35	25								
PT only evals per mo	33	32	35	25								
Total Evals per month	192	157	194	159								
	-9%	14%	13%	-11%								

ANNUAL

CATEGORY	2012	2013
SN eval	1965	2131
SN Evals per Year		
PT evals	1057	1063
PT only	275	294
Total Evals per Year	3297	3488

Total # of Visits for		
2012	2013	2013
ALL SERVICES	50,693.00	49,333.00

Attachment #5

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: _____

DATE: 5/23/14

	<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 Salaries	A.4010.130	Health Services -Part Time Salaries	\$20,000.00
2.	A.4010.418	Health Services-Insurance	A.4054.0060.418	Early Intervention-Insurance General Liability	\$397.00
	A.4010.418	Health Services-Insurance	A.4018.0020.418	Family Health -Insurance General Liability	\$397.00

Total Transfers

\$20,794.00

1. To transfer funds to cover part time salary & per diem coverage for CHHA for 2014 due to nursing staff shortage.
2. To transfer funds to cover insurance on 2 vehicles purchased at year end 2013. Expenses not budgeted for Family Health and Early Intervention Dept.

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