

**Warren County Health Services
Health Services Committee Meeting
June 27, 2014
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Resolution:

To award Durrin Transportation, Inc. the transportation contract for children with special needs that are enrolled in Early Intervention or Preschool Programs for the term September 1, 2014 to August 31, 2015, with the option with agreement from the contractor and the county to extend the contract for 2 additional 1 year periods with no changes in rates.

Rationale:

Durrin was the lowest bidder of the three companies that submitted bids, with a bid of \$44.55 per child per day. Their references have all responded positively. Durrin will be a new transporter for Warren County, so we will be monitoring very closely to assure all needs are met for the children safely, and according to the transportation bid specifications. The contract we have had for the past 3 years, we have paid \$42.50 per child per day. Transportation is part of our mandated services.

Request Resolution:

To provide UAS-NY (Uniform Assessment Systems of New York) evaluation services for patients within a limited geographic area who reside outside of Warren County who are receiving managed Medicaid Services.

Rationale:

Warren County Health Services is currently one of the very few agencies that have staff trained to provide this service, and we will be reimbursed at \$156.00 per visit. We are receiving calls from Managed Medicaid staff "begging us" to do this as there are patients not able to access services until this assessment is complete. If the geographic area is limited we would be able to accommodate this need and also boost our reimbursement. We have contacted our representative from New York State Department of Health regarding the issue since we normally only serve Warren County and have been told it is allowable.

Pending Items

Update on Referral Numbers and Impact of Other Certified Agencies: Please see **Attachment #4**. The numbers are self-explanatory. Sharon Schaldone, Assistant Director of Patient Services will be present at the meeting to review the report and answer any questions.

Information for Discussion

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

2013 Annual Report

We will distribute the report to the Health Services Committee Members at the meeting, and request that they review it during the next month and call if they have questions.

At the July meeting, we will request a resolution to accept the report. The report is required by New York State Department of Health, and is a comprehensive document that details work accomplished in all of our programs during 2013.

County Car Decals

We have solicited three quotes as required by the Warren County Purchasing Policy for the vinyl decals that will be placed on our cars to promote our agency. We will provide a sample of the decal image at the meeting. Although the process has taken much longer than expected, it appears we are at long last at a point where we can complete the project expeditiously. We have received a quote from a local vendor, who can complete the entire project including preparing the vinyl decals, removing the county seals from the vehicles and applying the decals. Two cars per day would be done, on 27 vehicles so the project would be done in three weeks. The quoted cost is \$4,800. This amount is significantly less than we anticipated, and we have funds in our budget to cover the expense.

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.**

Tammie DeLorenzo, Clinical and Informatics Coordinator, in the absence of the vacationing Tawn Driscoll, 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 Referral Numbers Comparisons

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)
6/5/14	Meeting/Conf. Call	BP3 – Deliverables @ NYSACHO	Ginelle Jones, Dan Durkee	
6/10/14	Training	▶ M-6 Basic Disaster Life Support (all day @ Albany School of Public Health	Dan Durkee	Training
6/17/14	Tour/Meeting	State EOC Bunker Tour followed by: BT Coordinators Meeting	Dan Durkee	
6/17/14	Meeting	▶ L-1 EPR Plan Final Review	Dan Durkee, Ginelle Jones, Pat Beiden, Patty Myhrberg, Amy Drexel, Angela Meade	
6/18/14	Webinar	▶ M-6 ClinOps "Notification, Verification & Activation: Using Volunteers to Support Mass Dispensing Exercises	Angela Meade	
6/18/14	Tabletop	GFH – "Mass Casualty/Mass Fatality Incident at Night Club in Lake George"	Dan Durkee	
6/25/14	Meeting	▶ M-1 Planning Meeting for Legal Training Issues	Dan Durkee, Amy Bartlett (County Attorney), Ginelle Jones, Amy Drexel	

June activities reviewed by DD/GJ

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2014 AS OF 6/19/2014 8:08:27 PM

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

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

EXPENSES	2014 BUDGETED	2014 YTD ACTUAL	2013 Prior Year Totals
Salaries - Regular	\$2,839,807.00	\$1,273,871.21	\$2,808,026.17
Salaries - Overtime	\$137,500.00	\$64,061.98	\$159,087.21
Salaries - Part Time	\$277,918.00	\$123,675.62	\$246,611.85
Salaries - Sick Leave Incentive			
100's PERSONAL SERVICES	\$3,255,225.00	\$1,461,608.81	\$3,213,725.23
200's EQUIPMENT	\$82,174.87	\$30,356.65	\$214,683.50
400's CONTRACTUAL	\$7,444,413.00	\$1,601,759.30	\$6,142,894.90
800's EMPLOYEE BENEFITS	\$1,835,875.00	\$894,820.46	\$1,750,798.31
TOTALS	\$12,617,687.87	\$3,988,545.22	\$11,322,101.94
REVENUES			
	\$10,267,332.00	\$2,286,721.84	\$9,280,158.89

Accrued above are Revenues for May for CHHA, LTC and MCH which total \$359,168.95. Also to note, our total salary expense is 44.90% of budget, while while it was 45.94% at this time last year.(see below)

Warren County Health Services

Salaries Comparison

2013 vs 2014

as of 6/15/14 Payroll date ending

Detail of All Depts	YTD 2014	YTD 2013	YTD 13v14	% Change	Total Budget 2014	Total Actual 2013
Regular Salaries	\$1,273,871.21	\$1,289,053.19	-\$15,181.98	-1.18%	\$2,839,807.00	\$2,808,026.17
Overtime Salaries	\$64,061.98	\$81,082.16	-\$17,020.18	-20.99%	\$137,500.00	\$159,087.21
Part Time Salaries	\$123,675.62	\$106,365.28	\$17,310.34	16.27%	\$277,918.00	\$246,611.85
Sick Leave Incentive	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
TOTALS	\$1,461,608.81	\$1,476,500.63	-\$14,891.82	-1.01%	\$3,255,225.00	\$3,213,725.23
Current YTD Salary to Total Budget	44.90%	45.94%				

Source: Detail G/L report for all Salary Category from 1/1/XX-6/15/XX

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 shortages. YTD 2014 (44.90% of budget) is below 2013 YTD (45.94% of budget) by \$14,891.82. We have built up a list of experienced Per Diem nurses which has helped with both staffing 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 65% of the YTD average in this line.

**Revenue and Expense Comparison 2014 vs 2013
as of 6/27/14 meeting**

EXPENSES	6/27/14 Meeting 2014 YTD Actual as of 6/19/14 G/L	6/28/2013 meeting 2013 YTD Actual as of 6/26/13	Variance
Salaries - Regular	\$1,273,871.21	\$1,289,053.19	(\$15,181.98)
Salaries - Overtime	\$64,061.98	\$81,082.16	(\$17,020.18)
Salaries - Part Time	\$123,675.62	\$106,365.28	\$17,310.34
Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00
100's PERSONAL SERVICES	\$1,461,608.81	\$1,476,500.63	(\$14,891.82)
200's EQUIPMENT	\$30,356.65	\$95,663.17	(\$65,306.52)
400's CONTRACTUAL	\$1,601,759.30	\$1,925,517.43	(\$323,758.13)
800's EMPLOYEE BENEFITS	\$894,820.46	\$876,685.41	\$18,135.05
TOTALS	\$3,988,545.22	\$4,374,366.64	(\$385,821.42)

REVENUES	2014 YTD ACTUAL	2013 Prior Year Totals	
	\$2,286,721.84	\$2,599,892.31	(\$313,170.47)

Notes:

Salaries:

As noted on the financial page, Salary differences are due to open positions within the CHHA department. Per Diem staff (within PT Salary line) have been utilized to assist in nursing services.

Equipment:

The variance within equipment is primarily due to the fact we purchased vehicles in 2013. Our fleet is getting very old, and due to reserve funds we were able to purchase 6 vehicles YTD.

Contractual Services:

Our contractual services are below last year primarily due both the Early Intervention and Preschool programs and services related for the children. It should be noted that we have been waiting for the state to approve the rates for Prospect school since July 2013. We just received in May the initial approved rates and those vouchers are now being processed for payment. Our Early intervention program is being paid through an Escrow account with the state, therefore there has been a delay in reflecting those expenses too.

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	146	101	151	135	126	141	113	145
SN IV eval	9	4	0	6	12	5	4	6	7	5	7	10
CDPAP	11	8	9	10	9	8	7	11	7	6	12	16
PRI	13	4	8	12	14	11	13	14	8	14	7	2
SN Evals per month	189	131	152	156	181	125	175	166	148.00	166.00	139.00	163.00
PT evals	103	88	75	84	81	61	96	95	83	104	76	80
PT only	22	7	20	23	37	24	37	28	21	30	18	19
PT only evals per mo	22	7	20	23	37	24	37	28	21	30	18	19
Total Evals per month	211	138	172	179	218	149	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	139	85						
SN IV eval	7	4	6	2	5	7						
CDPAP	7	2	0	0	0	0						
PRI	3	2	3	4	0	5						
UASNY	15	11	18	14	12	23						
SN Evals per month	159	125	159	134	156	120						
PT evals	88	82	78	69	84	61						
PT only	33	32	35	25	25	27						
PT only evals per mo	33	32	35	25	25	27						
Total Evals per month	192	157	194	159	181	147						
	-9%	14%	13%	-11%	-17%	-1%						

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	
ALL SERVICES	50,693.00	49,333.00

Attachment #4

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Health Services

DATE: 06/27/2014

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: To award bid to lowest bidder, Durrin Inc., for transportation of preschooler and early intervention children to approved special needs programs.
- (c) Name of Contractor: Durrin, Inc.
- (d) Address of Contractor: 124 A Ingersol Road, Saratoga Springs, NY 12866
- (e) Contractor's Contact Person and Telephone Number: Penny (Dorothy)Durrin, Ph. (518)587-2745, Fax (518)306-5501
- (f) Has or will the Contract be provided, if so, please attach: Purchasing agent will send info. To county attorney
- (g) Commencement Date of Contract: September 1, 2014
- (h) Termination Date of Contract: August 31, 2015 with the option for 2 1 year term extension upon agreement by both parties (county and transporter)
- (i) Payment Provisions:
- i) lump sum amount -
 - ii) hourly rate amount daily rate \$44.55 per child
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- Paid upon receipt of documentation of individual children's attendance at program requiring transportation
- (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:

Physically Handicapped Children's Program A 4054.444 travel/education

Early Intervention A 4054.0060.444 travel/education

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: 06/27/2014

- (a) Purpose of Request: To provide UAS-NY (Uniform Assessment Systems of New York) evaluation services for patients within a limited geographic area who reside outside Warren County who are receiving managed Medicaid Services.
- (b) Details: Warren County Health Services is currently one of the very few agencies that have staff trained to provide this service, and we will be reimbursed at \$156.00 per visit. We are receiving calls from Managed Medicaid staff "begging us" to do this as there are patients not able to access services until this assessment is complete. If the geographic area is limited we would be able to accommodate this need and also boost our reimbursement. We have contacted our representative from New York State Department of Health regarding the issue since we normally only serve Warren County and have been told it is allowable.
- (c) Previous Resolution Number: Not applicable

Auer, Pat

From: Schaldone, Sharon
Sent: Monday, June 09, 2014 11:44 AM
To: Auer, Pat
Subject: FW: UAS-NY

Have a nice summer is a good sign .

Sharon Schaldone
Assistant Director
Home Care Division
Warren County Health Services
Phone: 518-761-6415
Fax: 518-761-6562
email:schaldones@warrencountyny.gov

From: Cedar, Rita (HEALTH) [<mailto:rita.cedar@health.ny.gov>]
Sent: Monday, June 09, 2014 11:35 AM
To: Schaldone, Sharon
Subject: RE: UAS-NY

Hi Sharon,

You are able to do UAS assessments outside your county.

Have a nice summer!

Rita

From: Schaldone, Sharon [<mailto:schaldones@warrencountyny.gov>]
Sent: Monday, June 09, 2014 10:43 AM
To: Cedar, Rita (HEALTH)
Cc: auerp@warrencountyny.gov
Subject: UAS-NY

Hi Rita,

Hope all is well. We have been receiving request from MLTC's serving our area to do UAS-NY assessments outside of Warren County. It seems that they are having difficulty finding other CHHA's to do them. We were in the Pilot program and have 5 trained staff that has been doing them within our County for over 1 year now. We are willing to go outside of the County if it is a reasonable distance to do the UAS-NY for these MLTC's if we have DOH permission. If you have any questions regarding the UAS-NY please let me know.

Thanks,

Sharon

Sharon Schaldone
Assistant Director
Home Care Division

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Health Services

DATE: 06/27/2014

- (a) Is this a Result of a Bid or Request for Proposal? Result of quote solicitation.
- (b) Purpose of Contract: To authorize an agreement with Mac the Knife Designer Auto crafts LLC to prepare vinyl decals, remove Joseph Warren seals on cars in the health services fleet and apply decals per the attached quote.
- (c) Name of Contractor: Mac the Knife Designer Auto crafts LLC
- (d) Address of Contractor: 310 Quaker Road, Queensbury, NY 12804
- (e) Contractor's Contact Person and Telephone Number: Chris Mahar 798-0872, mactheknife@albany.twcbc.com
- (f) Has or will the Contract be provided, if so, please attach: NO, quote proposal and work detail attached
- (g) Commencement Date of Contract: 07/21/2014
- (h) Termination Date of Contract: upon completion of work specified in quote
- (i) Payment Provisions:
- i) lump sum amount – paid upon completion of project per terms of quote
 - 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.
- (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:

4010.436 Health Services Advertising fees

**MAC THE KNIFE
DESIGNER AUTOCRAFTS, LLC**

310 QUAKER RD.
QUEENSBURY, NY 12804
518-798-0872

NYS TAX ID 27-4214108
NYS 7093686 RS

ESTIMATE

DATE	ESTIMATE NO.
6/4/2014	5851

NAME / ADDRESS
WARREN COUNTY HEALTH SERVICES 824-8741 DIANE

ESTIMATE VALID 30 DAYS

ITEM	DESCRIPTION	QTY	PRICE	TOTAL
DIGITAL INSTALLATION LABOR	QUOTE TO LETTER 27 CARS WITH WARREN COUNTY HEALTH SERVICES HOMECARE LOGO 518 761-6415 ON (2) DOORS PER CAR			
	BASED ON 27 CARS. PRICE SUBJECT TO CHANGE IF AMOUNT OF CARS INCREASES OR DECREASES			
	LOGO PRINTS PER CAR APPLY PRINTS TO EACH CAR REMOVAL OF EXISTING METALLIC WARREN COUNTY EMBLEM, REMOVAL OF ALL ADHESIVE, WAX, GREASE AND SILICONE. PREP FOR NEW APPLICATION	27	50.00	1,350.00
		27	75.00	2,025.00
		19	75.00	1,425.00
	AGREED PROCESS --4 CARS TO BE LETTERED PER DAY, MONDAY THROUGH FRIDAY --2 CARS TO ARRIVE AT 8:30AM --2 CARS TO SWAP AT 2:30PM --UNTIL ALL UNITS COMPLETED --NO SHOWS WILL BE CHARGED FOR FULL APPOINTMENT			
	THIS IS A VOLUME DISCOUNT FOR 27 CARS, PRICE FOR FUTURE VEHICLES IN 2014 WILL BE \$187.50 PER CAR. PRICE SUBJECT TO CHANGE IN 2015			
	**MATERIAL-CALENDERED HIGH PERFORMANCE INKJET VINYL WITH A 7 YR OUTDOOR DURABILITY			

THANK YOU

Subtotal

Sales Tax (7.0%)

TOTAL

IF NOT PAID IN FULL SELLER/MAC THE KNIFE DESIGNER AUTOCRAFTS, LLC MAY ADD A LATE FINANCE CHARGE AT THE HIGHEST PREVAILING RATE.
IN THE EVENT OF PAYMENT DEFAULT OR LEGAL ACTION IS NECESSARY TO ENFORCE THIS CONTRACT, PAYER AGREES TO PAY ALL SELLERS/MAC THE KNIFE DESIGNER AUTOCRAFTS, LLC ATTORNEY FEES EVEN IF THERE IS NOT A LAWSUIT AND COURT COSTS INCURRED BY SELLER/MAC THE KNIFE DESIGNER AUTOCRAFTS, LLC , BOTH AT TRIAL AND ON APPEAL.

SIGNATURE _____

**MAC THE KNIFE
DESIGNER AUTOCRAFTS, LLC**

310 QUAKER RD.
QUEENSBURY, NY 12804
518-798-0872

NYS TAX ID 27-4214108
NYS 7093686 RS

ESTIMATE

DATE	ESTIMATE NO.
6/4/2014	5851

NAME / ADDRESS
WARREN COUNTY HEALTH SERVICES 824-8741 DIANE

ESTIMATE VALID 30 DAYS

ITEM	DESCRIPTION	QTY	PRICE	TOTAL
	<p>** MATERIAL MANUFACTURE ADVISES AGAINST USING A TOUCHLESS HIGH PRESSURE CAR WASH**</p> <p>**TAX EXEMPT TO BE PROVIDED UPON APPROVAL**</p> <p>PAYMENT TERMS- PO NUMBER REQUIRED PAYMENT DUE 30 DAYS OR LESS</p>			

THANK YOU

Subtotal \$4,800.00

Sales Tax (7.0%) \$0.00

TOTAL \$4,800.00

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SIGNATURE _____