

**Warren County Health Services
Health Services Committee Meeting
August 25, 2014
Information Submitted By: Patricia Auer, DPH/DPS**

Action Agenda/New Business

Request Committee Approval:

To backfill the WIC Infant Feeding Advocate position due to a resignation.

Rationale:

The position has gone through the Warren County process to back fill and has been approved. We are seeking committee approval at this time.

This is a mandated by the WIC Program position and is 100% funded by the program grant. The position is part time (less than 20 hours per week) with employment contingent on continued grant funding. It is a non- competitive position and is paid \$11.87 per hour, based on a Grade 3 if it was a Civil Service position. The employee who was in the position resigned to complete her Master's Degree.

Request Resolution:

To hire temporary help to fulfill the scope of work for a special project for the WIC Program that has come about as a result of the release of the "unallocated funds" in the WIC Program contract for the 2015 year.

Rationale:

This is a one- time situation, and the verbiage in the resolution that authorized the contract allows the Chairman of the Board of Supervisors to execute any document necessary to accept additional funds that come about during the contract year. It is not necessary to hire a permanent employee or amend the Table of Organization for the WIC Program. This situation has been reviewed with the County Civil Service Officer, Trish Nenner, and Joann McKinstry, Assistant to the County Administrator. Currently, there is a per diem Health Educator working about 15 hours a week. This individual will assume the tasks of completing the special project but her hours will increase to 24 hours per week for the duration of the project.

Request Resolution for Budget Amendment:

To amend the 2014 Warren County Budget to utilize unallocated funds in the amount of \$45,638.00 from the WIC Program contract.

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

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

Request Resolution for Budget Transfer:

A.4010.110 Health Services Full Time Salaries to A.4010.130 Health Services Part Time Salaries - \$10,000

Rationale:

This transfer is to cover the cost of per diem nurse salaries. Funds are available as a result of times when full time positions are between employees when resignations or retirements occur. We also utilize per diem whenever possible as it decreases overtime costs.

Pending Items

There are no pending items this month.

Information for Discussion

Health Services Fleet Vehicle Decals

We are happy to report that this project is complete! Hopefully, you have seen the cars traveling around the county advertising our services while making visits to our residents to provide care. We will bring a picture to the committee meeting for those that haven't seen the cars.

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

Status of Referrals: Please see **Attachment #4** for the detailed report.

Sharon Schaldone, Assistant Director of Patient Services, will provide comment on the report 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**.

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 Report of Referral Status

#5 Budget Amendment

BT ACTIVITY SHEET
BP3 - 7/1/14 - 6/30/15

Page 1

Topic Color Codes

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

Attachment 1

1ST QUARTER ACTIVITIES (July 1, 2014 – September 30, 2014)

▶ **To be recorded on NYSDOH Deliverable template**

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
Various	MCM Drill	▶ L-5 Activities: 1. Contacts & phone calls to reserve POD 2. 8/11/14 "Save the Date" Card 3. 8/18/14 "Save the Date" Card emailed to EPR Committee with request for help.	Dan Durkee	Drill
8/4/14	Training	▶ M-7 - MERITS Orientation and Administrative Access received	Dan Durkee	Training
8/6/14		▶ L-1 – Updated, validated and submitted POD survey information on HERDS re: Queensbury Senior Center and Human Services Building	Dan Durkee, Frank Morehouse	
8/8/14	Drill	NYSDOH – Informational IHANS Notification Drill (Diana Gillis responded)	Diana Gillis	Drill
8/11/14	Survey	Training Needs Survey for HEPC members from Albany Medical Center Regional Training Center	Dan Durkee	
8/13/14	Drill	▶ M-11 County Duck & Cover Drill	Municipal Center Employees	Drill
8/19/14	Flyer	▶ M-15 Flyer advertising 10/15/14 Community Forum at Crandall Library	Dan Durkee	
8/20/14	Webinar	▶ M-7 & M-15 ClinOps: Community Engagement Strategies & Best Practices	Dan Durkee, Angela Meade	
8/20/14	Tabletop	▶ GFH "Hostage situation in ECC (alternate triage site)"	Dan Durkee?	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2014 AS OF 8/19/2014 5:15:46 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	\$2,819,807.00	\$1,706,807.92	\$2,808,026.17
Salaries - Overtime	\$137,500.00	\$80,111.63	\$159,087.21
Salaries - Part Time	\$297,918.00	\$163,411.52	\$246,611.85
Salaries - Sick Leave Incentive			
100's PERSONAL SERVICES	\$3,255,225.00	\$1,950,331.07	\$3,213,725.23
200's EQUIPMENT	\$82,174.87	\$75,910.60	\$214,683.50
400's CONTRACTUAL	\$7,444,609.91	\$2,584,007.29	\$6,142,894.90
800's EMPLOYEE BENEFITS	\$1,835,875.00	\$1,180,835.50	\$1,750,798.31
TOTALS	\$12,617,884.78	\$5,791,084.46	\$11,322,101.94
REVENUES			
	\$10,267,528.91	\$3,927,084.34	\$9,280,158.89

Accrued above are Revenues for July for CHHA, LTC and MCH which total \$374,835.08. Also accrued is \$15,538.94 for BT for April to June, and \$2,120 for our Lead Grant. Also to note, our total salary is 59.91% of budget while it was 61.27% at this time last year. (see below)

**Warren County Health Services
 Salaries Comparison**

2013 vs 2014
 as of 8/10/14 Payroll date ending

	YTD 2014	YTD 13v14	% Change	Total Budget 2014	Total Actual 2013
Total of All Depts					
Regular Salaries	\$1,706,807.92	-\$11,506.63	-0.67%	\$2,839,807.00	\$2,808,026.17
Overtime Salaries	\$80,111.63	-\$24,402.02	-23.35%	\$137,500.00	\$159,087.21
Part Time Salaries	\$163,411.52	\$17,197.95	11.76%	\$277,918.00	\$246,611.85
Sick Leave Incentive	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
TOTALS	\$1,950,331.07	-\$18,710.70	-0.95%	\$3,255,225.00	\$3,213,725.23
% current YTD Salary to Total Budget	59.91%	61.27%			

Source: Detail G/L report for all Salary Category from 1/1/XX-8/10/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 (59.91% of budget) is below 2013 YTD (61.27% of budget) by \$18,710.70. We have built up a list of experienced Per Diem nurses which has helped with both staffing shortage and increase in patient referrals.

BdmtgAug252014.xls

ATTACHMENT #2

**Revenue and Expense Comparison 2014 vs 2013
as of 8/25/14 meeting**

EXPENSES	8/25/14	8/23/2013	Variance
	Meeting	meeting	
	2014 YTD	2013 YTD	
	Actual as of	Actual as of	
	8/19/14 G/L	8/19/13 G/L	
Salaries - Regular	\$1,706,807.92	\$1,718,314.55	(\$11,506.63)
Salaries - Overtime	\$80,111.63	\$104,513.65	(\$24,402.02)
Salaries - Part Time	\$163,411.52	\$146,213.57	\$17,197.95
Salaries - Sick Leave Incentive	\$0.00	\$0.00	\$0.00
100's PERSONAL SERVICES	\$1,950,331.07	\$1,969,041.77	(\$18,710.70)
200's EQUIPMENT	\$75,910.60	\$103,056.13	(\$27,145.53)
400's CONTRACTUAL	\$2,584,007.29	\$2,798,309.03	(\$214,301.74)
800's EMPLOYEE BENEFITS	\$1,180,835.50	\$1,147,571.48	\$33,264.02
TOTALS	\$5,791,084.46	\$6,017,978.41	(\$226,893.95)

REVENUES	2014 YTD	2013 Prior Year	
	ACTUAL	Totals	
	\$3,927,084.34	\$3,785,713.68	\$141,370.66

Notes:

Overall, we are above in Revenues and below Expenses YTD for 2014 compared to 2013.

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.

Contractual Services:

Our contractual services are below last year due primarily to expenses related to the Early Intervention and Preschool programs and services related for the children. Prospect rates were submitted twice to the state and at this time January and February vouchers still need to be adjusted to reflect the second approved rate. Also our EI program seems below in expenses due to the timely manner in which these expenses are paid by the State through the EI Escrow account.

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	116					
SN IV eval	7	4	6	2	5	7	5					
CDPAP	7	2	0	0	0	0	0					
PRI	3	2	3	4	0	5	3					
UASNY	15	11	18	14	12	23	26					
SN Evals per month	159	125	159	134	156	120	150					
PT evals	88	82	78	69	84	61	70					
PT only	33	32	35	25	25	27	27					
PT only evals per mo	33	32	35	25	25	27	27					
Total Evals per month	192	157	194	159	181	147	177					
	-9%	14%	13%	-11%	-17%	-1%	-17%					

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 #4

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit
Form No. 5 or 6**

DEPARTMENT NAME: Warren County Health Services-WIC Program

DATE: August 25, 2014

(a) **Purpose of Amendment:** To amend the 2014 budget to adjust the WIC Program to reflect the Performance Improvement Project funds given to the WIC Program in the amount of **\$45,630.00**.

(b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4013.469 WIC Program- Other Payments \$45,630.00

Revenue Code (with title), and Amount:

A.4013.4403 WIC Program-WIC Revenue \$45,630.00

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: Infant Feeding Advocate Annual Salary: 11.87/hr. Grade: 3
Budget code and title: A4013-130 Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12429 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100% Other
by WIC Program contract

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Date 8/6/14

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

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 8/8/14

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 8.25.14

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

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: 08/25/2014

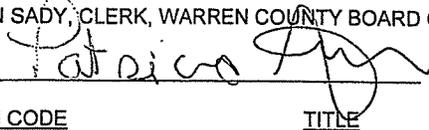
- (a) Purpose of Request: To hire temporary help to fulfill the scope of work for the special project for the WIC Program that has come about as a result of the release of the "unallocated" grant for the 2015 year. This is a one-time situation so it is not necessary to hire a permanent employee or amend the table or organization for the WIC Program.
- (b) Details: Currently there is a per diem Health Educator working about 15 per week. This individual will assume the tasks of completing the special project but her hours will increase to 24 hours per week for the duration of the project.
- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: _____



DATE: 8/25/14

	<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	\$10,000.00

Total Transfers

\$10,000.00

1. To transfer funds to cover part time salary & per diem coverage for CHHA for 2014 due to nursing staff shortage.

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

